



# MANDEVILLE ELEMENTARY SCHOOL

Parent / Student Handbook  
2019 – 2020

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These forms and policies are available in the school library to be reviewed as needed.

Civil Right Act of 1964  
Section 504 of the Rehabilitation Act  
Educating Students with Attention Control Difficulties  
Education Students with Language Related Difficulties  
Free Appropriate Public Education and Discipline  
Sexual Harassment

**NOTE: YOU WILL RECEIVE SEPARATELY THE ST. TAMMANY PARISH SCHOOL BOARD'S HANDBOOK ON ATTENDANCE, DISCIPLINE, AND STUDENT RECORDS. PLEASE REFER TO THIS AS NEEDED.**

### **School Hours**

**8:45 AM to 3:51 PM daily, except half days.**

**School is open to the students at 8:15 AM.**

**Before and After Care are available from**

**7:00 AM to 6:00 PM for a fee.**

**There will be no After Care Available on 1/2 days.**

### **Lunch Schedules**

**Pre K Lunch 11:35 AM – 12:05 PM**

**Kindergarten Lunch 10:50 AM – 11:10 AM**

**1st Grade Lunch 11:25 AM – 11:45 AM**

**2nd Grade Lunch 12:00 PM – 12:20 PM**

**3rd Grade Lunch 12:30 PM – 12:50 PM**

## LETTER FROM OUR PRINCIPAL

Dear Parents:

Welcome to Mandeville Elementary School! It is our goal to work together to give each student who enters our school the power to reach his/her potential and achieve the goal of success in the academic world and the world in which we live. Our children are our future. As we join our hands to support them now, they will join hands to support us in years to come.

Our theme this year is “We Are All Connected”. We will continue to focus on designing engaging learning opportunities that are individualized to fit the needs of each student. Teachers will ensure they are meeting the needs of students while helping instill a love of learning and empowering our students to make a difference. Please join us in helping your child learn and grow by reading your child teacher’s weekly newsletter and the school website regularly to learn about many exciting events. You are always invited to attend morning meeting and experience the successes of all of our children.

We are excited to hear your ideas and suggestions as we work together for the well-being of our students. The goal is to continue to strengthen communication between home and school. You know your children better than anyone and by working together, we can support them as they work to learn and succeed.

This handbook is a guide to help answer questions you may have about our school policies and procedures. Please review the information contained in this handbook, as well as the St. Tammany Parish School Board’s Discipline Policy. If you have any questions or need further information, please call the school.

We have a very active volunteer program and encourage everyone to become involved. Research indicates that children perform better in school when parents are involved. We welcome you and appreciate your involvement in your child’s education at school and at home. Joining our PTA is a terrific way to be involved. Our PTA supports our children and are crucial to the success of our children.

Please visit our district website at [www.stpsb.org](http://www.stpsb.org) and our school website at [mandevilleelementary.stpsb.org](http://mandevilleelementary.stpsb.org) to learn more about our school.

We are looking forward to a great school year. If you have any questions regarding anything during the year, please call the school at 985-626-3950. We will be glad to assist you at any time.

Thank you for sharing your beautiful children with us. They are the most important treasures you have, and we are honored to share in their development.

Sincerely,  
Chantelle O. Smith  
Principal

## MANDEVILLE ELEMENTARY SCHOOL PHILOSOPHY

The faculty of the Mandeville Elementary School believes that they should provide an educational program that develops the individual abilities of each student to their fullest potential. Our program strives to meet the student's needs, interests, and special talents.

We live the FISH philosophy at Mandeville Elementary School. The four components of the FISH philosophy are: Having Fun, Making People's Day, Being There, and Choosing a Great Attitude. Your children are great at practicing this as they continue to grow and become responsible citizens.

It is our belief that the student's self-esteem should be nurtured. The student's independent thinking skills are developed to foster each child's ability to make positive choices in daily activities. Our professional staff models fairness, honesty, reliability, creativity, and enthusiasm.

Mandeville Elementary School works to involve the entire family and community in the educational process. We continually study, evaluate, and improve the school programs to provide the best educational experiences for our students.

### VISION AND MISSION STATEMENTS

- Mission –
  - Our school community works to ensure every child is safe, happy, and learning at high levels.
- Vision –
  - Together, we create a community of learners who are challenged, empowered, valued, and inspired.

### ATTENDANCE/DISMISSAL PROCEDURES

The fundamental right to attend the public schools places upon the students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

**STUDENTS ARE EXPECTED TO BE IN ATTENDANCE EVERY STUDENT ACTIVITY DAY SCHEDULED BY THE ST. TAMMANY PARISH SCHOOL BOARD.**

Schools administer attendance regulations in accordance with State and locally adopted policies.

In order to be eligible to receive credit for courses, elementary students may not miss more than ten (10) days of non-exempted excused absences, unexcused absences, and/or suspensions (Types Two, Three and Four) per year.

Students in grades K-8 who miss more than three (3) hours of instructional time during the school day will be considered absent for the entire day.

There are four types of absences a student may obtain:

Type One – Exempted, Excused

Type Two – Non-Exempted Excused

Type Three – Unexcused

Type Four – Suspensions

#### **Type One Absence: Exempted, Excused**

Exempted, excused absences are those that allow the student to make up work missed and will not be counted against students in determining whether a student meets attendance requirements. There is no limit to the amount of exempted, excused absences a student can incur. The exempted, excused absences are defined in the attendance policy as the following:

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- Extended hospital stay as verified by a physician or nurse practitioner licensed in the state.
- Extended recuperation from an accident as verified by a physician or nurse practitioner licensed in the state.
- Extended contagious disease within a family in which a student is absent as verified by a dentist or physician licensed in the

state.

- Observance of special and recognized holidays of the student's own faith with documentation provided.
- Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting with proper documentation. These absences shall not exceed five days per school year.
- Travel for educational purposes. These absences must be approved prior to the travel with the supporting documentation submitted to the principal. Verification of the educational experience must be submitted upon return to school.
- Death in the immediate family with documentation. These absences shall not exceed five days.
- National catastrophe and/or disaster.

### **Type Two: Non-Exempted Excused Absences**

Non-exempted excused absences are those incurred due to personal illness or serious illness in the family documented by parental notes. These absences allow the student to make up work missed and are considered in determining whether the student meets attendance requirements.

### **Type Three: Unexcused Absences**

Unexcused absences are absences where a note is not provided to the principal, a note is provided outside of the specified time, or fails to meet the criteria to be excused. Students are not allowed to make up work for grading purposes and will be given failing grades for those days missed. These absences count against the student when determining whether the student meets attendance requirements.

### **Type Four: Suspensions**

Suspensions are non-exempted absences. Students are allowed to make up work when suspended from school. The value of the work is determined by the school's discipline guidelines. These absences count against the student when determining whether the student meets attendance requirements.

### **ABSENCE PROCEDURES**

Excuses for all absences must be presented in writing to the school within two (2) days of the absence. The note must include the student's full name, days of absence, reason for absence and/or doctor's verification, parent/guardian signature and date of signature.

Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given opportunity for makeup work.

Students who are verified as meeting extenuating circumstances and who are, therefore, eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

Upon returning to school, please work with the teacher to create a plan for making up work missed during the authorized absence.

When a student accumulates seven (7) absences which include non-exempted excused, unexcused, and/or suspensions, notification will be made to the parents/guardians. After the tenth (10) absence which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians of the seat time recovery requirements.

At the end of the semester or at the end of the year, parents must verify within a period of ten (10) school days a student's absences and make an appeal to the child Welfare and Attendance Office.

Any student who is a juvenile and who is habitually absent or tardy shall be reported by the Supervisor or Child Welfare and Attendance to the family or juvenile court of the parish as a truant child, pursuant to the provisions of Louisiana Children's Code relative to families in need of services. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition after the fifth unexcused absence or unexcused occurrence of being tardy within any month or if a pattern of three (3) absences a month is established.

### **SEAT RECOVERY TIME REQUIREMENT**

Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular school day. The makeup sessions must be completed before the end of the current semester for high school students and the end of the year for elementary/junior high students.

### **CHECK IN/CHECK OUT PROCEDURES**

Students who are late for school must be brought to the office by an adult and receive an admit slip before entering the classroom.

In order to protect instructional time and student learning, parents and visitors are not allowed to go to the classroom without an appointment.

Teachers are not able to stop instruction to get your child ready for an early checkout. When you check your child out early, materials and assignments will go home with your child the next school day.

1. Students are allowed to leave school with their parent, legal guardian, or an authorized person designated in writing on the emergency card by the parent. In case of emergencies, if the parent, or authorized person cannot be reached, the student will remain in school.
2. Office personnel will initiate the checkout procedure by checking the emergency card for the name of authorized person and checking identification of said authorized person. Office personnel will then have student signed out and called to the office.
3. The only acceptable excuses for checking out are:
  - a. Personal illness
  - b. Doctor's appointments; however, parents are encouraged to make both doctor and dental appointments after school hours
  - c. Court appearances
  - d. Special reasons authorized by the Principal
4. Unacceptable excuses for checking out are:
  - a. Errands with parents
  - b. Vacations
  - c. Activities that are not school approved, examples: gymnastics, dance, etc.
5. Students are allowed to make up work if there is an acceptable excuse for checking out.
6. If a student returns to school on the same day after checking out, he/she must go through the office and sign in.
7. For the safety of all children, we ask that you refrain from picking up their children between 3:30 and 3:51 PM.

### **CHANGE IN TRANSPORTATION**

For the safety of our children, please send transportation changes in writing to the teacher. On half days transportation changes must be sent to the teachers. In emergency situations only, a child can be sent to carline or after school care where identification of the adult picking up the student can be verified against the emergency card and a photo ID.

**Transportation Change**

Please copy and use the following information when making any changes in transportation, etc.

Mandeville Elementary School

Child's Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Message: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**Transportation Change**

Please copy and use the following information when making any changes in transportation, etc.

Mandeville Elementary School

Child's Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Message: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**Transportation Change**

Please copy and use the following information when making any changes in transportation, etc.

Mandeville Elementary School

Child's Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Message: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**BUSES**

Buses unload and load on Massena Street. Each student riding a bus to school must ride the same bus home. If a student needs to ride a different bus, the change must be approved by the bus driver prior to that day. The student should bring a note, written and signed by his/her parent. This note should be brought to the office before school for approval. A copy of the note will be given to your child to present to the bus driver.

A bus procedure form will be sent home through the bus driver. Please read and sign this form upon receipt. Please return the note to the driver the following day.

**CAR RIDERS**

For the safety of all children, car riders must be unloaded and picked up by the covered gym area. School personnel should initiate the unloading process from cars. In the main carline, please have your child load and unload from the driver's side to avoid contact with passing traffic.

In addition, please adhere to the following procedures:

- Enter the north end of Galvez Street near the service road off of East Causeway Approach.
- Continue south on Galvez to Pecan Street.
- Turn right on Pecan Street.
- For arrival in the morning, turn right on Maple Street.
- For dismissal in the afternoon, starting at 3:45 PM cars can turn right on Maple Street.
- Continue down Maple Street and turn left into the side parking lot next to the gym.
- Students will enter and exit the cars on the driver side.
- To exit carline, travel through the side parking lot and turn left or right onto Massena Street.
- Please remember the Pre K carline is running simultaneously and follows a slightly different procedure. Pre K teachers will give this information to their students. As always, be cautious of surrounding walkers and vehicles.
- We will continue to require the MES carline sign with your child's name printed largely. If you do not have a sign, please be prepared to pull to the side to have your ID checked.

Any children dropped off before 8:15 or left after 4:05 will be sent to child care in the gym and charged accordingly. (See Child Care)

**WALKERS****AM (Morning Walkers)**

The walker line should only be used for families who walk to our campus for arrival/dismissal. For parents who drive to campus, please use our carline. Students walking to school must be escorted by an adult. Please escort your child to the front entrance or the Maple St. entrance through the side gate. Teachers are on duty at both locations. For every child's safety please escort your child to the duty personnel before leaving.

**PM (Afternoon Walkers)**

The walker line should only be used for families who walk to our campus for arrival/dismissal. For parents who drive to campus, please use our carline. Students will be departing from the covered walkway attached to the new building near the gated area on Massena Street. Children will only be dismissed if an adult is there to escort them. Adults meet the children by the front entrance and sign the child out with the teacher dismissing them.

**CHILD CARE****BEFORE SCHOOL CARE**

Before school hours are from 7:00 AM – 8:15 AM. For information about charges, please refer to the school website. Registration forms are available in the office.

## **AFTER SCHOOL CARE**

After school care is offered until 6:00 PM. For information about charges, please refer to the school website. An occasional drop off is accepted at a charge, which includes an afternoon snack. Homework assistance, outside or inside play time and snack time are offered daily. Registration forms are available in the office. Any child remaining after 6:00 PM will be charged a late fee of \$10 for each 15 minutes (1 minute up to 15 minutes will be \$10; 16 – 30 minutes will be \$20 and so on), as well as consideration of suspension from the program. It is essential to the continuance of our extended day program that bills are paid on time. Habitual late payments can result in consideration of suspension from the program. There is no child care offered on half days. Transportation changes must be sent to school for those days. Please see Before/Afterschool Care Handbook for more detailed information.

## **WITHDRAWAL FROM SCHOOL**

The procedure for withdrawal or transferring is as follows: Notify the school office of upcoming withdrawal or transfer. A withdrawal form will be processed. All outstanding library books and textbooks must be returned and all outstanding fees paid, (such as cafeteria, child care, library fees).

## **MONEY MATTERS**

Please write a **separate** check for each child and for each type of collection.

**Example 1:** If your child's teacher is collecting \$10.00 student fee money, \$2.50 lunch money, and book club money, you would write one check to the school for school fee money, one check to the school cafeteria for lunch money, and one check to the specific book club for book order.

**Example 2:** If you have more than one child attending Mandeville Elementary School, and you are paying lunch money, please write each child's name on the check so that we can credit the accounts appropriately.

## **SCHOOL FEE**

A student fee is charged to help cover the cost of duplications, software, printer ink, publications, and other instructional supplies. This fee is separate from the fee collected by PTA.

## **MEALS**

The breakfast and lunch menu will be sent home monthly. It will also be posted on the school website. Please note that breakfast is served from 8:15 AM until 8:40 AM. In order to protect instructional time, all students must finish breakfast by 8:45 AM when the bell rings.

Meals should be paid in advance by the month or week. Please review the menu at the beginning of each month and send money in for the days your child will be eating breakfast or lunch. Your lunch account is a debit account, and any unused funds will be returned. Meals and prices for children and adults will be sent home when school begins. Make checks payable to **Mandeville Elementary Cafeteria**. Charges may not be carried more than one week. If this creates a hardship, please contact the principal. Free and reduced lunches are available for children who qualify. For guest reservations call the cafeteria at least a day in advance at 626-8127.

## **SNACK MONEY**

During the afternoon recess, snacks will be sold for amounts ranging from \$0.50 - \$1. Nutritious snacks may be brought from home. Sweets such as candy, rich cakes and cookies are discouraged except for special occasions. Also, no cans or glass items are allowed.

## **BOOK CLUBS**

Periodically, your child's teacher may send home order forms for various school book clubs. These book clubs offer quality children's literature in paperback form at affordable prices. While you are under no obligation to order from these book clubs, it is recommended that you make reading material of one form or another available to your child. Please contact your child's teacher for further details on book clubs.

## **TEXTBOOKS**

All textbooks issued to students are the property of the State of Louisiana. Students are expected to take good care of their books. If a student loses a book, he/she must pay the cost of the book. There will be a fee assessed for all damaged books.

## **LIBRARY**

1. Each K – 3 student has a weekly, scheduled library period.
2. First, second and third grade students may check out two library books each week. Kindergarteners may check out one book each week.
3. Lost books must be paid for.
4. Damaged books must be paid for.
5. Food and drink are not allowed in the library.
6. A quiet atmosphere and appropriate behavior is required for library activities.

## **FIELD TRIPS**

Mandeville Elementary is pleased to offer our students educational experiences outside of the classroom in the form of field trips. We place a high priority on providing safe and secure procedures as well as ensuring a learning adventure.

When field trips are scheduled, written permission must be given by the parent or legal guardian and a fee (if necessary) paid for the student to attend the trip. If for any reason you cannot pay the assigned fee, please contact the principal prior to the due date, and arrangements will be made. We want all children to benefit from these educational experiences. Field trip fees usually cover bus transportation, admission, and lunch. Many classes are involved in walking trips to City Hall, local businesses, and parks. You will be asked to sign a walking field trip form at the beginning of the school year for these types of trips.

Parents are encouraged to act as chaperones on field trips. Chaperones provide their own transportation and students are required to return to school on the bus with the teacher. Parents are not allowed to check a student out from the field trip site. On the mornings of the field trip days, chaperones usually meet in the library for a short informational meeting and join the students and teacher upon departure. A note will be sent to chaperones with additional, specific information for individual trips. Only children enrolled at Mandeville Elementary School may attend school sponsored field trip. For safety reasons, we ask that parents not visit souvenir shops with students at any locations.

Deadlines are created to ensure smooth operation and efficiency in the planning process. MES makes every effort to send paperwork home in a timely fashion. For this reason, please understand deadlines will be adhered to strictly. If there is a reason you cannot abide by the deadline, please contact your child's teacher on or before the due date.

## **PROCEDURES FOR IMPLEMENTATION OF DEBT COLLECTION POLICY**

Debts would include, but not limited to such things as lost/damaged textbooks, library books/fines, unpaid lunch fees, child care fees, etc. Parents will be notified in writing of the items and fees owed to the school.

In the case of a student transferring to another school, all financial obligations shall be met before the withdrawal is completed.

## MISCELLANEOUS

### MEDICATION AT SCHOOL

Students will not be allowed to have any medication in their possession at school. This includes over the counter medication such as lip balm and lotions. Personnel in the office cannot and will not administer medication unless special circumstances exist for a chronic health problem. In these circumstances, the following procedure is followed:

1. Appropriate forms must be obtained from school and completed by physician and parent.
2. Medication must be brought to school by parents in a container appropriately labeled by the pharmacy or physician. Medicine must be counted and recorded at that time by the secretary. Please allow additional time for this procedure.
3. Each medication given will be recorded on a medication log which includes date, dosage, and initials of person administering the medication. When last pill is administered, the empty bottle will be sent home with your child. It is the parent's responsibility to bring a refilled prescription bottle the following school day.

### EXCLUSIONS

The health and well being of all students are important; therefore students will not be allowed to remain at school for the following reasons:

1. Fever of 100 degrees or above, vomiting, diarrhea, severe pain, or other conditions not conducive to learning. (Please do not send your child to school until they are fever free for 24 hours.)
2. Any infectious or contagious conditions such as impetigo, pink eye, ring worm, etc.
3. Head lice infection.

### VISITORS

We welcome visitors to our school. For the safety of our children, we require all visitors to check in at the office and wear the visitor's tag provided while on campus. You must provide an ID at the time of check-in. Anyone not properly identified will be questioned. As a safety precaution, visitors are not to go on the playground. In order to protect instructional time, we also ask that you refrain from stopping by your child's classroom. Thanks for helping us keep our students safe.

Please note that we encourage parents to have lunch with their child. Students may choose one classmate to sit with them and their visitor. In order for our students to have time to become acquainted with lunch routines and procedures, we ask that parents begin joining us for lunch according to the schedule provided on the yearly school calendar.

The circle drive in the front of the school is reserved for busses before 9:30 AM and after 3:00 PM each day. For the safety of the students, please refrain from using the circle drive during this time.

All visitors must check out in the office before leaving campus.

### PARTIES

Each class holds two parties per year. Room parents help with the planning and implementation of activities for each party.

Birthdays may be recognized by serving cupcakes, etc. at afternoon recess. There will be no parties during instructional time. Please do not send flowers, balloons, etc. to school for your child. Invitations to private parties may not be distributed at school. Party invitations may be distributed when the entire class is invited. Individual invitations will not be sent through school.

We want all parents to join in our school celebrations. Younger siblings are allowed at the winter and spring parties.

### **LOST OR STOLEN ITEMS**

The school is not responsible for lost or stolen possessions. Each student is responsible for his/her personal property. Please label your child's sweatshirts and jackets and possessions they bring to school. Students are encouraged to leave their valuables at home. No toys, radios, electronic devices, phones, etc. are allowed at school unless directed by the teacher. The teachers or principal will keep these items and return them to parents upon request to prevent loss or damage. The Lost and Found is located next to the cafeteria for unclaimed items left by students. At the end of each grading period unclaimed items will be donated to charity. If you notice your child is missing items, you are welcome to come to the office and sign in and check the lost and found.

### **UNIFORMS**

The following is the uniform policy for Mandeville Elementary:

#### **Bottoms**

Khaki long pants  
Khaki walking shorts  
Khaki jumper  
Khaki skort or skirt

#### **Tops**

Red polo type knit, collared shirt  
Long or short sleeves, red only -no logos  
Turtlenecks (red or white) if layered under red shirts  
MES red T-shirt  
MES sweatshirt  
Red sweatshirt  
Spirit Shirts on Fridays only

\*NO logos other than the school logo will be allowed on uniforms.

\*We suggest athletic shoes with non-marking soles for all children to be worn in order to keep them safe during P.E. and recess.

Uniforms can be purchased from the department store, uniform shop, or catalog of your choosing.

Mandeville Elementary school shirts can be purchased from the school office.

### **STUDENT DRESS CODE**

- Please see STPSB District Handbook for the most current information on the student dress code.

### **CLUBS**

Each year, we have Fall clubs and Spring Clubs. A letter will be sent home listing each of the available clubs. Your child can belong to more than one club. Clubs after school will meet right after dismissal until 5:00 PM. Pick up is in the car line. Students not picked up when the car line ends at 5:10 will be brought to after care at the parent's expense. Students must be in attendance the entire school day in order to attend the club before or after school.

### **STAFF LOUNGE**

The Staff Lounge is for adults only. Students are not permitted in the lounge and may not use the vending machines. Due to limited space, the lounge is reserved for the faculty only between 10:45 AM and 1:00 PM. Visitors are welcome at any other time.

## **TOBACCO-FREE SCHOOLS**

The St. Tammany Parish Public School System prohibits the use of any tobacco products by students, employees, or visitors in all buildings, centers, offices, vehicles, schools, or other property under the jurisdiction of the School Board.

### **Mandeville Elementary School**

#### **Discipline Plan**

The MES school-wide Discipline Plan was designed to comply with Senate Bill No 76. This plan will be followed by the faculty and staff. We ask your cooperation in helping us to help all students to accept responsibility for their actions and develop self-discipline.

The purpose of the positive behavior school-wide discipline plan is to improve school climate by developing a document designed to support St. Tammany Parish policy while addressing the specific needs of Mandeville Elementary School.

#### **Step 1: Classroom Teacher Interventions**

- Teacher and/or peer will provide modeling and practice
- Teacher will provide verbal or nonverbal direction
- Brief student/teacher conference
- Think Time and brief student/teacher conference
- Parent/guardian contact

Interventions are designed to assist the teacher in behavior management techniques by using strategies within the classroom. It may be necessary to repeat items 1 through 5 several times before proceeding to an administrative referral. Behavioral change happens slowly. Multiple opportunities to re-teach and replace inappropriate behaviors are extremely beneficial to the student. Classroom teacher interventions are not limited to those provided. Serious or repeated violations may result in a more severe response or an immediate administrative referral.

#### **Step 2: Pre-Administrative Referral Process**

The following are possible interventions that may be utilized as applicable:

- Recess Rehearsal
- Parent/teacher conference
- Refer to school counselor
- Complete a Functional Behavior Assessment (FBA) and develop a Behavior Intervention Plan (BIP)
- Refer to Student Assistance Team (SAT)
- Refer to Mental Health Provider (MHP)

#### **Step 3: Administrative Referral Process**

- Completed Louisiana Department of Education School Behavior Report

The major goal of this plan is to help students make better choices and to provide a positive learning environment for all students.

#### **The following steps will be followed for inappropriate behavior on a school bus.**

1. Driver will provide verbal or nonverbal direction
2. Referral of student for modeling and practice time
3. Driver will conference with parent by phone
4. The Louisiana Department of Education Bus Behavior Report

If inappropriate behavior persists the student will be suspended from all bus privileges. The administration reserves the right to adjust disciplinary action to fit the infraction at any time. The goal is to have each child ride to and from school safely and in a positive atmosphere.

### **STUDENT RULES OF CONDUCT**

It is in the children's best interest that we work together to provide an optimum learning environment at school. We reserve the right to require appropriate behavior conducive to safety and success at school. General rules follow.

Possession of tobacco, drugs, alcohol, or weapons such as knives, guns (even toys), or dangerous instruments is prohibited. Fighting, insolence, disrespect, stealing, profanity or suggestive hand gestures, sexual harassment, or leaving campus without permission will not be tolerated. (Parents will be held accountable for the defacing or damaging of school property).

Pushing, shoving, name calling, tattling, or other disruptive behavior will be addressed accordingly. Persistent or repetitive misbehavior will result in disciplinary action.

All students will be taught the proper use of playground equipment and general procedures for lining up, and other acceptable behaviors. Students who cooperate and follow rules and directions will receive verbal praise, rewards, positive notes home, special privileges, and continued respect of peers and adults.

Please see the district handbook for information on the Cell Phone Policy for St. Tammany Parish Public Schools.

### **REPORTING OF STUDENT PROGRESS**

#### **CONFERENCES (PARENT-TEACHER)**

That teachers and students engage in instructional activities during classroom time is vital for ensuring student progress and success. Any unnecessary interruptions that infringe on instructional activities are unacceptable. While it is the policy of Mandeville Elementary School to encourage parents to confer with the teachers of their children, these conferences for the educational well-being of the students must be scheduled with the following guidelines in mind:

1. A specific appointment time must be set up before the actual conference. Spontaneous conferences are seldom informative or productive. Teachers need to have tangible, classroom data available to share with the parent.
2. Any convenient time (before school or after school) that is agreeable to both teacher and parent is allowable for a conference. However, conferences may not take place during instructional periods.
3. Duty periods of teachers are not appropriate times for conferences. A teacher on duty is responsible for the safety and well-being of his/her charges. Conferences during duty time could jeopardize the safety of the children. Parents should, therefore, refrain from distracting teachers from their duty posts by asking for information about their children that is best disseminated during a scheduled conference.

#### **The procedure for setting up a conference is as follows:**

1. The appointment time and date must be set at least 24 hours before the conference. The call may be initiated by either the parent or the teacher.
2. The parent must check in at the office to secure a pass to meet with the teacher.

#### **The following is a suggestion for requesting a conference in writing with teachers:**

Dear (Teacher's Name),

I am requesting a conference with you to discuss my son/daughter (Child's name). I am concerned about (reason for the conference). Would the following date and time be convenient? (Date and time)

(Parent's Signature)

OR CALL the school at 626-3950 to request the conference.

Please see below for a checklist that may help you get ready for the conference.

### **HOW TO GET READY**

- \_\_\_\_\_ 1. Make a list of questions and concerns.
- \_\_\_\_\_ 2. Ask your child if he/she has questions for the teacher.

### **QUESTIONS TO ASK**

- \_\_\_\_\_ 1. In which subject does my child do well? Is my child having any trouble?
- \_\_\_\_\_ 2. Does my child get along with other children?
- \_\_\_\_\_ 3. Does my child listen to the teacher?
- \_\_\_\_\_ 4. How can I help?

### **QUESTIONS THE TEACHER MAY ASK**

- \_\_\_\_\_ 1. What does your child like best about school?
- \_\_\_\_\_ 2. What does your child do after school? What are his/her interests?
- \_\_\_\_\_ 3. Does your child have time and space set aside for homework?
- \_\_\_\_\_ 4. How is your child's health?
- \_\_\_\_\_ 5. Are there any problems which may affect your child's learning?
- \_\_\_\_\_ 6. What type of discipline works well at home?

### **AT THE CONFERENCE**

- \_\_\_\_\_ 1. Please arrive on time.
- \_\_\_\_\_ 2. Discuss your questions and concerns.
- \_\_\_\_\_ 3. Share information which will help the teacher know your child better.

### **AFTER THE CONFERENCE**

- \_\_\_\_\_ 1. If you have more questions or you run out of time, make another appointment.
- \_\_\_\_\_ 2. Tell your child about the conference.
- \_\_\_\_\_ 3. Plan to keep in touch with the teacher.
- \_\_\_\_\_ 4. If you were satisfied with the conference, write a note to the teacher.

## **CONFERENCE (PARENT/STUDENT) - PRINCIPAL**

The principal welcomes parents and students for conferences. An appointment should be made in order to schedule the conference. Parents must check-in through the office before going to any conference.

## **GRADING AND PROMOTION POLICY**

**PRE-KINDERGARTEN:** Checklist of skills shall be used to report to parents. Two teacher/parent conferences will be held during the school year.

### **KINDERGARTEN:**

Grades to be assigned on the Kindergarten Report Card are:

- O** Outstanding/Meets or exceeds stated goals
- S** Satisfactory Progress
- N** Needs Support/Emerging

Kindergarten report cards are sent home starting at the end of the second quarter. Students will be promoted from kindergarten to a transitional first grade or a regular first grade. Various assessments along with teacher recommendation and parental permission will determine recommendation for the transitional class. The criterion for promotion to first grade for kindergarten students is based on satisfactory progress at the end of the fourth grading period as reported on the St. Tammany Parish Kindergarten Student Evaluation Report. Students still in need of support can be referred to SBLC to determine promotion or retention with parent permission. Children who have not attended kindergarten must demonstrate satisfactory performance on a series of academic readiness tests.

### **TRANSITIONAL FIRST GRADE:**

Grades to be assigned on the T1 Report Card are:

- O** Outstanding/Meets or exceeds stated goals
- S** Satisfactory Progress
- N** Needs Support/Emerging

The number of instructional minutes in transitional first grade will be the same as a regular first grade as described in *Bulletin 741*. A student who has completed transitional first grade shall be assigned to first grade.

### **GRADES 1, 2 AND 3:**

Grades A, B, C, D and F will be assigned in math, reading, language, science and social studies for each of the four quarter marking periods for all students including gifted/talented and students in specially designed regular education classrooms.

- A = 93 – 100
- B = 85 – 92
- C = 75 – 84
- D = 67 – 74
- F = 66 and below

For Grade 1, if a student receives an F in reading or math as indicated on the fourth grading period, the Student Building Level Committee (SBLC) shall review available data pertaining to the student's reading or math proficiency to determine promotion or retention. The reading or math proficiency of the student shall be determined by using a variety of assessments. Students with characteristics of dyslexia, who are served in a multisensory structured language program, follow the same criteria for promotion as all other students.

For Grades 2 and 3, in order to be promoted the student shall pass Reading **and** Math **and** any two of these subjects: Language Arts, Science, and Social Studies.

## **REPORT CARDS**

The teacher is responsible for completing and issuing report cards. Students not meeting the minimum requirement on grade level objectives by the end of the school year will be brought to the Student Assistance Team (SAT) for consideration for retention or exceptional promotion. You will be notified if your child is working below grade level or not progressing as expected and a conference will be requested.

## **PROGRESS REPORTS (INTERIM REPORTS)**

Interim reports for unsatisfactory work are issued by the fifth week into the grading period. It is the responsibility of the student to give the report to his/her parents. The parent is to read and sign the report. The child then returns the report to the teacher.

## **HOW PARENTS CAN HELP**

As parents, you have been responsible for the early teaching of your child. You are the most important teachers in your child's life. The following are suggestions of ways you can help your child.

### **HOME**

1. Keep this handbook readily available for future reference.
2. Keep lines of communication open with the school.
3. Read and answer all notes from school.
4. Give special help to your child by:
  - a. Making sure your child comes to school well rested.
  - b. Making sure your child eats breakfast.
  - c. Making sure your child is dressed appropriately for the day's weather.
  - d. Promoting good health and safety habits.
  - e. Praising your child for things done well. Don't forget to praise improvement and honest effort.
  - f. Talking about everyday experiences.
  - g. Planning family activities.
  - h. Reading stories to your child daily.
  - i. Watching quality children's TV shows with them.
  - j. Providing learning materials for use at home.
  - k. Providing a well-rounded background of experiences.
  - l. Seeing that homework is completed.

### **SCHOOL**

Join the PTA! This is by far the best way to be involved in your child's education.

Inquire about the Volunteer Program, there are many opportunities available for you to help.

### **PTA**

The main mission of Mandeville Elementary School PTA is to help our school create the best possible learning environment for the children of our community. There are many opportunities to enrich our children's school experience such as serving as a Room Parent, Office Volunteer, Art in the Classroom Parent, Cultural Arts Day, Book Fair, or a helper at Field Day and other grade specific events.

In addition to educational events, the PTA plans various fundraisers throughout the school year such as Adventure Fest, Gift Wrap Sale, and the Sock Hop. The money raised is used to purchase equipment and supplies to support educational programs. If you would like to join the PTA and/or volunteer, please contact the school office for details.

## **EDUCATION OF CHILDREN AND YOUTH IN HOMELESS SITUATIONS**

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including all children who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems
- Living in a motel/hotel because of economic hardship or loss of housing
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter
- Living in a vehicle of any kind; campground without running water and/or electricity; abandoned building; substandard housing; bus/train station
- Abandoned in a hospital

Children and youth in homeless situations have the right to the following:

- Attend and succeed in school no matter where they live or how long they have lived there
- Enroll in a school despite the lack of a permanent address or lack of school and immunization records or birth certificates and other documents
- Receive services comparable to those offered to non-homeless children and youth
- Get transportation to school, if feasible
- Access educationally related support services

Should you or your child meet these qualifications; please contact your school's main office or guidance office to complete a form for consideration.