

Marigny Elementary School
Where We Make a Difference

Student/Parent Handbook

2020-2021

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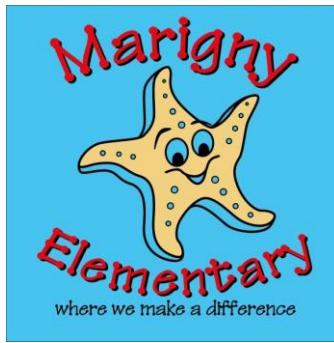
FAX 985-674-3015

Website: <http://marignyelementary.stpsb.org>

Cafeteria: 985-629-3292

This handbook belongs to:

STUDENT NAME: _____
TEACHER: _____



Dear Parents and Students,

Welcome to Marigny Elementary School! We are excited about this school year - our 12th Anniversary! We have planned a fun, educational, productive and exciting year for everyone. This handbook has been prepared to encourage better understanding and communication between school, parents and students. We ask for your cooperation and support so that we may provide your child with a rewarding and successful educational experience. This year may look a bit different with the protocols and procedures added due to COVID-19, but I can assure you that teaching, learning and caring remains the same. We have amended this handbook and many procedures and policies to meet the new expectations while we are in Phase 2 and Phase 3. Please take time to read the handbook pages thoroughly and go over appropriate sections with your child. Please complete the separate Handbook Acknowledgement Page, sign it and return to school.

On behalf of the faculty and staff I would like to extend a warm welcome to Marigny to you and your family and ask that you become an active member of our PTA. They have worked hard to continue to help us remotely which helps enrich everything we do here at school. Whether you work at home or outside the home, there are many ways in which you can support your child's education and help us. Be on the lookout for more information about our PTA and ways you can join and help coming in our first day packets that will come home with your child. Research tells us that children benefit greatly from their parents being involved with their school.

We are extremely happy to have your child(ren) with us at Marigny Elementary School. I look forward to working with all of you this year. Together we make Marigny Elementary a wonderful school for our children. If I can be of any assistance, please feel free to contact me at any time.

Sincerely,

Leslie C. Martin, M.Ed.
Principal

PLEASE KEEP THIS HANDBOOK FOR LATER REFERENCE.

Please complete the separate Student Handbook Acknowledgement Form and return to your child's teacher. Thank you!

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Vision Statement: Marigny Elementary School where students take the First Steps to Lifelong Success!

Mission Statement:

Our Marigny family strives to instill a lifelong love of learning by developing the whole child in a safe, positive, and inclusive learning environment.

Belief Statements

The Marigny Elementary family believes:

- All members of our learning community share in the responsibility of nurturing good moral values and promoting patriotism and good citizenship.
- A positive engaging learning environment will be provided to all students.
- Students will be challenged to be problem solvers.
- Students will be challenged to be team players in working toward a common goal.
- Technology skills are essential and will be integrated in all areas of the curriculum.
- Communication is vital between home and school for maximized student success.
- Everyone will be treated with respect and kindness.
- Each student will be provided with an educationally engaging inclusive environment that develops the whole child.

Morning Meeting - Each school day begins with Morning Meeting where sharing takes place, successes are recognized, birthdays are honored, the Pledge of Allegiance is recited and a patriotic song is sung. Morning Meeting is the place where all members of our learning community come together to start each day in our positive learning environment. *While we are in Phase 2 and Phase 3 we will have a virtual Morning Meeting that the students and teachers will participate in every morning in their classroom.*

Emergency Card - Pink emergency cards will be sent home the first week of school. Please return to school the following day. We NEED at least TWO local phone numbers and a current email address to communicate with you in case of an emergency. **THIS IS EXTREMELY IMPORTANT!** If any phone numbers or email address change during the year, please notify the office immediately. These are the phone numbers and email addresses that will be entered into our JPams data system and will be used to send auto-calls and emails from time to time to disseminate information to parents. Please include

information pertaining to allergies or specific health problems. It is essential for all students to have an emergency card on file.

Visitors and Volunteers – *At this time during Phase 2 and Phase 3 visitors are not allowed on campus.*

When the COVID restrictions change visitors will be welcome at Marigny. For the safety of your child, **all visitors will need to come directly to the office, obtain and wear a visitor pass.** Therefore, in conjunction with state and district policies, we ask that you adhere to the following policies at Marigny:

- All visitors and volunteers must report to the office immediately upon arrival at school.
- All visitors and volunteers must show their Driver's License which will be scanned and sign in on our "Visitor's Log Book." Visitors will receive an "official visitor identification tag" to wear.
- The information to be filled out in our "Visitor Log Book" includes the person's name, date, destination, time in and time out.

For safety reasons, please park in a space in the front parking lot and enter school through the front door on Viola Street. **Please do not block the front drive, entrances or exits to the parking lots and respect the "No Parking" zones. Please keep the Handicapped Parking areas clear for those who need those spots.**

Parent/Teacher Association (PTA) – The PTA makes many contributions to our school that benefits all students. You will be notified of possible virtual meeting times through our school newsletter, the *Starfish Scoop*. Parent involvement is an important contributing factor for student success. Please join the PTA and be an active volunteer. There will be opportunities for you to volunteer and get involved. We greatly appreciate the PTA and all the wonderful volunteers!

Parental Involvement Policy – The active involvement of parents in their child's educational program is an integral part of our day to day operation. This includes the participation of parents in regular two-way communication regarding academic learning, school schedules and school activities. Marigny believes that parents play an integral role in their child's learning. Weekly overviews are sent home by each classroom teacher to inform parents of academic learning and to involve parents in the learning process.

Conferences – Ongoing communication between the parents and the teacher is highly suggested. All teachers will contact parents from time to time to have a conference concerning their student's progress. Parents are encouraged to schedule a conference

with their child's teacher on a regular basis. Please call the office and a secretary will be happy to leave a message for the teacher and/or schedule a conference appointment for the teacher according to their availability as provided to the office. *During Phase 2 phone conferences and/or conferences via Zoom will be highly recommended.*

Money – When you need to send money to school, it is highly recommended that you send a check or money order. All money should be sent to school in a sealed envelope with the following information on the outside: **1. your child's name, 2. the teacher's name, and 3. what the money is to be used for.** We cannot be responsible for cash being sent to school with our young students. It is highly recommended that you pay for items using our online payment system "My Payments Plus". You can set up an account and manage payment of your child's cafeteria bill, before care and aftercare, uniform purchases and other items as the year goes on. You can learn more about My Payments Plus on the STPSB district website or our Marigny website.

Arrival and Dismissal Policy – School begins at 8:45 am and ends at 3:51 pm.

Dismissal on half days begins at 12:51 pm. Please adhere to the following procedures concerning arrival and dismissal policy:

- Duty begins at 8:15 am. If arrival is needed before then you can register for before care which is provided here at Marigny Elementary. Before Care begins at 7:00 am. **You must park your car and walk your child in the side entrance off of Starfish Lane.**
- Car riders are to be dropped off and dismissed from the car line which forms on Starfish Lane off of Hwy. 59 beginning at 8:15 am. Please pay close attention to the crossing guard who is there to help direct traffic and keep everyone safe.
- **Students may only be dropped off when an adult is on duty. Please get in the regular drop-off and dismissal line. Pull up under the covered shelter so that three to four cars can load or unload safely at once. Please wait for a duty teacher to open the car door for your child. During Phase 2 we will be taking your child's temperature and asking them the screening question while they are still in the car.**
- Late arrivals (8:46 am) must report to the office for a tardy slip and be signed in by a parent or guardian. *During Phase 2 your child will be temperature checked at the front door if arriving late.* Duty teachers must get to their classes at the 8:45 am bell. **Please pull into a parking space and walk your child to the front door to sign in.** Please do not send your child into school alone after the morning bell has rung. There is no supervision available.
- Dismissal begins promptly at 3:51 pm. Please be prompt in picking your child up at dismissal time. The afternoon car line will also form by the side entrance via Starfish Lane off of Hwy. 59. **Do not park your car and walk to get your child.** This is a dangerous practice that encourages young students to run across traffic.

It also slows down the loading process for everyone. We need all of our attention on the children in order to load them safely. We will load three to four cars at a time. You will be given two name plates when picking up your child. Place one of the name plates in the front windshield of your vehicle. When it is loading time your child's name will be called. **No one will be allowed in the building during dismissal.**

- Anyone attempting to pick up a child that does not have a Marigny Elementary car line sign, should report to the office to have his/her ID checked. Students will only be released to those that have been listed on the child's emergency card.
- Students who are not picked up when the car line is completed, no later than 4:15, will be brought to the office to call a parent. Please make every effort to be on time for dismissal. ***We do not have extra personnel to supervise students who are not registered for After Care, and we cannot have drop-ins for After Care due to capacity limits during Phase 2 and Phase 3.***
- Students who need aftercare on a regular basis should register for After Care here at Marigny. More information concerning Before Care and After Care will be discussed in another section of this Handbook. Siblings from Magnolia Trace who need Before Care and/or After Care will be shuttled from MTE in the morning and to Marigny after school where these services will be provided.
- ***During Phase 2 and Phase 3 Before and After Care will have a capacity limit. Please register as soon as possible in order to have a space for your child if this service is needed.***
- ***During Phase 2 and Phase 3 your child's transportation plan needs to stay consistent. We cannot have changes in the way your child goes home due to capacity limits on the bus.***
- To pick up someone else's child, we must have written permission from the parent. This is for the safety of your child. Make sure you give your child clear directions about their dismissal procedures. It can be very frightening for a child if they do not know what to do at dismissal. Your help to ensure your child's safety and security is appreciated.
- ***If a change cannot be helped due to a scheduling problem or an emergency, a note must be sent to the teacher the day before the needed change. You can only change from bus to car pickup. You cannot change from car to bus pick up during Phase 2 or Phase 3. Any change must always be in writing.***

Bus Transportation – We encourage you to send your child on the bus. *During Phase 2 and Phase 3 your child may only ride one bus. We cannot have any student riding buses to different locations on different days due to capacity limits.* Please talk to your child about the importance of appropriate behavior on the school bus. All students must comply with the bus driver's rules. Your child may lose bus privileges if he/she does not follow the bus rules. Students repeatedly not following the rules will receive a bus conduct report.

Attendance – It is important for all students to be in attendance daily. Establishing good attendance practices early on lets your child know that you value school, and it is important for them to be there each day. Please be aware and adhere to the following procedures concerning attendance:

- All absences *whether excused or unexcused* shall be counted as an absence for attendance reporting purposes to the St. Tammany Parish School Central Office. Elementary students may not be given credit if they are not in attendance 167 days per year. No more than **10 days** may be missed unless extenuating circumstances exist.
- If your child is absent, please send in a written excuse from the doctor and/or a note from home explaining the absence **as soon as your child returns to school.**
- ***If your child is absent due to COVID, attendance requirements still apply according to Louisiana BESE Bulletin 741. Please see the FAQs on the STPPS website for more details concerning COVID absences. Continually visit the website for the most current updates.***
- After your child has accumulated three unexcused absences you may receive a letter from school alerting you and reminding you of the Louisiana Statute relative to your responsibility to have your child at school on time each day.
- After a child has been absent (excused or unexcused) 7 days, parents are automatically notified each month of the accumulated absences by a computerized letter sent by the St. Tammany Parish School Board Data Processing Department.
- If your child is ill, keep them home. Please do not send him/her to school with fever or other symptoms of a contagious illness. **Any child with a temperature of 100 degrees or more will be sent home.**
- ***During Phase 2 and Phase 3 any student who has any COVID symptoms will be isolated and a parent will be called to come pick up the student.***
- *If a student has been in contact with a person who has tested positive for COVID the student should stay home, and the parent should call the office and let Mrs. Martin know so appropriate steps may be taken for possible quarantine of others. Protocols are in place with health officials to determine whether a student or class or teacher, etc... needs to quarantine and for how long. Please see the FAQ's for COVID on the school system's website at www.stpsb.org for more details.*
- Under regular illness circumstances, the school district policy recommends that a student be fever free for 24 hours before returning to school. If your child is vomiting or has diarrhea before school, please keep him/her home until at least 24 hours after it subsides. For more information please see the **Medical Tips from the School Nurse at the back of this Handbook.**

Early Checkout – If you need to check your child out of school before regular dismissal you must check your child out in the office. For your child's safety you **must present identification**. Students will not be checked out after 3:15 pm.

Before and After Care Program – Before and After Care Programs are offered as a service to parents who need a short-term, well-supervised environment for their children before or after the scheduled school day.

- The program is available to Marigny Elementary students in grades Pre-Kindergarten, Kindergarten, T-1, and 1st grade and Magnolia Trace students in 2nd or 3rd grade. The program is self-supporting from parent fees.
- The Before and After School Care Program **begins Tuesday, September 8, 2020**. Students attending Before or After School Care should have a **COMPLETED REGISTRATION FORM** prior to attending. The registration forms are available in the Marigny and Magnolia Trace office and online. Completed forms can be dropped off at the Marigny office, in the dropbox located outside the front entrance or sent with the student to school.
- *During Phase 2 and 3 there will be a capacity limit to how many students we can accommodate in this program. Please register early if you need to use this service.*
- *NO drop-ins are allowed in Before Care or After Care during Phase 2 or Phase 3.*
- For more information and costs for these programs, please see our information and registration forms available online and through the school office.

School Meals – We are very proud to serve outstanding nutritious meals for our students. The cafeteria uses a computer system for school breakfast and lunch. Each student will be given a computer number to track their meals. The system is not a charge up front, then pay later, program. **All monies are to be paid in advance, preferably on Monday of every week or on the 1st of each month.**

Please check your child's book bag for any bills from the cafeteria. Bills will be sent out once a week. When you receive a bill, please send the money back the next day. Breakfast and lunch money should be sent together, with checks made payable to Marigny Elementary Cafeteria. If you have more than one student, you may write one check for everyone. Make sure the students' names and computer numbers are listed on the check and on the envelope. You are encouraged to pay your bill online at www.mypaymentsplus.com. **Students who do accrue an outstanding balance on their account of \$15.00 or more will also receive an individual auto call and/or personal call from Marigny reminding them to pay their bill. It is very important that you keep up with your child's cafeteria account and pay it in a timely manner as stated above.**

Meal prices are as follows: Breakfast - 75 cents, reduced cost breakfast - 30 cents, Lunch - \$1.30, reduced cost lunch - 40 cents, extra milk - 50 cents. Guest breakfasts are \$2.25 and guest lunches are \$4.75. We will also be selling water and juice

at lunch for students who purchase school lunch. Students must keep a "positive" balance on their account to be permitted to buy water or juice during lunch.

We encourage families to apply for financial assistance for meals at school. The eligibility process is done online by visiting www.stpsb.org and then clicking on School Food Services tab on the right and then click on Free and Reduced Meals Information in the middle of the page. From there you can click on the online application.

Students may bring their lunch from home and purchase milk, juice or water at school. All money for beverages is paid daily to the cafeteria at a cost of 50 cents. Students **may not bring soft drinks or fast-food meals for lunch**. Please refrain from sending any lunch items in glass containers.

During Phase 2 and Phase 3 visitors are not allowed for lunch.

Once COVID restrictions are released, visitors may come to eat lunch with their child as long as they make a reservation with Mrs. Denise Bangs, our Cafeteria Manager. Please call the cafeteria, 629-3292 by 9:00 am to make a reservation. Please have exact change to pay for your lunch. **Parents may not bring any fast food or soft drinks into the cafeteria.**

Uniform Policy and Dress Code – Students are expected to dress appropriately for school and adhere to our uniform policy and procedures as follows:

- Our school uniform consists of any light blue Marigny or plain T-shirt or sweatshirt, light blue polo style Marigny shirt or shirt with no emblem, light blue turtleneck shirt, khaki pants, capris, shorts, skorts, jumpers, or skirts.
- Students are asked to wear closed toe shoes such as tennis shoes, top-siders, or oxfords for comfort and safety.
- Please remember that our young students are still learning how to manage their bathroom needs so clothing should be child friendly and encourage the student's independent skills.
- Uniforms may be purchased at most department stores, uniform shops or catalog of your choice. Shirts with the school logo may be purchased from Marigny Elementary if you so desire. Order forms are available in the office.
- Red Starfish Spirit shirts may be purchased through the school and can be worn each Friday only.
- Special First Grade Starfish shirts may be purchased through the school in February. First Grade students may wear these shirts any day to school beginning in March of each school year.
- **Sandals, backless shoes, Crocs, cowboy boots or flip-flops are not part of the uniform.** Students are encouraged to wear tennis shoes or other rubber bottom based shoe. Black sole shoes are discouraged.
- Outer wear and raincoats with hoods are suggested in cool and/or inclement weather.

- **Elaborate jewelry is discouraged. Please leave hats, combs, brushes, sunglasses and purses at home.** Marigny is not responsible for lost or broken jewelry, etc.
- **Please label all of your child's clothing and lunch boxes with your child's name clearly marked.** We will have a Lost and Found box for missing items. We will encourage students to check the Lost and Found box if they are missing an item. Any items left over at the end of each semester will be donated to local charities.
- School Board policy dictates that boys' hair may not exceed shoulder length, including rat tails.
- **Do not send toys, jewelry, or other expensive items that may be lost or damaged.** Students are not allowed to have cell phones at school. We are not responsible for lost or stolen items.

School Bags – Kindergarten students are required to bring a tote bag to school each day. Pre-Kindergarten, transitional first grade and first grade students should bring a backpack daily. For safety reasons at school and on the buses, wheeled book bags are not allowed. Key chains may not be attached to the school bags. The only chain or items that may hang from a book bag are charms students earn through our Positive Behavior Support program. Please do not allow your child to load down his/her back pack with items that are not needed at school.

Tote bags with our school logo for the kindergarteners may be purchased if you desire. Order forms are available in the office.

Student Behavior and Expectations – We believe every student is responsible for helping maintain a safe, orderly and educationally efficient learning environment. We ask that you discuss with your child the importance of having a good attitude, making good choices, and using good behavior while at school. Teaching behavioral expectations through our school-wide PBIS (Positive Behavioral Interventions and Supports) program and rewarding students for following the expectations is a much more positive approach than waiting for misbehavior to occur before responding.

Positive Behavioral Interventions and Supports is a proven, research and evidence-based discipline program that emphasizes school wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments. We promote our PBIS program through our School Wide Expectations, the STARRIFIC 5, which are derived from the nationally known FISH Philosophy.

Our Starrific 5 School Wide Expectations are:

1. Be There
2. Be Safe
3. Be Respectful

4. Be Positive
5. Make Good Choices

Marigny has intervention practices in place that provide various opportunities for changing inappropriate behaviors to appropriate behavior. These include classroom and school wide behavior management systems. Parents will be informed of reoccurring inappropriate behaviors in the classroom and other areas around school through our Minor Incident Report. We ask for your support to assist in helping your child find appropriate replacement behaviors. Students who are continuously having a difficult time making appropriate choices and using "STARRIFIC" behavior must attend "Think Tank". This system is set up to be a positive learning experience. It is a time when students discuss and possibly write about their choices of behavior, other possible choices they could have made and how they can handle the situation next time. *If a student has two visits within a quarter, a conference will be held with a classroom teacher, student and parent. If the student returns to Think Tank a third time in a quarter, a conference will be held with a teacher, student, parent and administrator.* If problems re-occur, parents will need to come in and help resolve these problems.

Our main goal for making appropriate choices is to keep everyone at school safe while learning. We will not tolerate fighting, disrespect for others, bullying, obscene language or destruction of property.

Report Cards – T-1 and First grade students will receive a report card after the completion of each marking period which will be sent home on the **following** Thursday. Final Report cards will be mailed out at the close of school following the last day. Kindergarten students will begin receiving a report card at the end of the second quarter of the school year.

- Kindergarten and Transitional First Grade students will receive a grade for Reading, Language Arts, Math and Conduct using the following letters: Outstanding (O), Satisfactory (S), or Needs more time (N),
- First Grade students will receive a grade for Reading, Language Arts, Math, Science and Social Studies using the following letters: A, B, C, D, F. Conduct grades will be assigned using O, S, N, U.
- Kindergarten students will receive a letter during the first quarter explaining the grading procedures which will be begin during the second quarter.
- You may view the parish grading policy at the district website at <http://www.stpsb.org>.

Inclusion – The inclusion program at Marigny is designed to provide all students, including those with special needs or limited physical abilities, with the opportunity to reach their maximum potential both academically and socially in the least restrictive

environment that can be provided. All classrooms are inclusive classrooms and have a heterogeneous mix of students. Classrooms receive direct and indirect services from our Special Education teachers, service providers and paraprofessionals.

Homework – The purpose of homework is to reinforce, extend, or enrich learning. Students at this age should not spend more than 15-30 minutes a night on homework. Nightly reading is encouraged and recommended. Each grade level will provide more details concerning homework through their weekly newsletter.

Field Trips – *During Phase 2 and Phase 3 Field trips are not allowed.*

If we are able to resume the following procedures must be followed:

- For liability purposes, all students must ride the school bus to and from field trips.
- Parents wishing to check their student out from a field trip must sign the student out in the school office prior to leaving school the morning of the field trip.
- The parent will receive a copy of the *Sign-Out Permission Slip* to give to the student's teacher.
- Parents who volunteer to be chaperones for the field trip **may not** bring siblings.
- Students not attending a field trip should attend school that day and will be instructed in another class for the duration of the field trip.

Medications – Medication cannot be administered by the school without the appropriate forms completed by a doctor. These forms are available in the office. This includes Tylenol or cough drops. All medicine must be kept in the office. Any change in medication will require a new form. All medicine must be brought in by a parent or guardian and must be kept in a prescription bottle that matches the prescription information on the form. Please pick up any remaining medicine at the end of the school year. It will be disposed of if not picked up. **Children are not to transport or have any medicine with them at any time.**

School Safety and Crisis/Emergency Plan – Your child's safety is of the utmost importance to us. We are always striving to implement procedures that ensure safety of our students. The Louisiana legislature enacted **Act 50 of Louisiana Law R.S. 17:416.16** which states that "all classrooms shall remain locked during instructional time" during the school day. Our classrooms will be locked during instructional times throughout the school day.

Marigny has a thorough crisis plan to be used during emergency situations. Should an emergency arise that requires children to be picked up early, all children will be signed out by parents in a designated area at the front of school. During the school year, practice drills will be held for severe weather, fire, and lock-down situations. By

practicing ahead of time, our students will be calm and confident should an actual emergency occur.

Care of Textbooks, Library Books, etc. – Students are responsible for all textbooks issued to them during the year. Students must pay for any lost or damaged textbook. If a lost book is found, the money will be refunded.

K Kids Club – Marigny has partnered with Northshore Kiwanis to offer our T-1 and first grade students a service learning experience here at school. Students may participate in service learning projects to help our school or other needy members of our community here in St. Tammany and at times, around the world. The K Kids sponsor service events around school each month. Information about joining our K Kids Club will be sent home in October. *During Phase 2 and Phase 3 K Kids will not be allowed as an after school program, but in school projects will be offered.*

Terrific Kids – Also sponsored by the Northshore Kiwanis, Terrific Kids is a program that we offer that recognizes students who are working hard at setting and accomplishing goals for themselves in the area of character development and good citizenship. Teachers select one student from their class each month as their “terrific kid”. The students are recognized at Morning Meeting and at a monthly breakfast for the students and their parents. *During Phase 2 and Phase 3 parents will not be able to attend on campus. More information will be sent out when students are selected.*

Parties/Celebrations – *During Phase 2 and Phase 3 only individually wrapped, store bought goodies or sweet treats can be sent to school to celebrate your child’s birthday at school. Please coordinate this with your child’s teacher ahead of time so they will be prepared. Please plan to send the treat with your child the day of the event. Even after Phase 3, parents are not permitted down the hall with deliveries once the instructional day has begun.*

When invitations are sent from students for events outside of school, such as birthday parties, **an invitation must be given to each child in the class or “all girls” or “all boys”.**

We will celebrate many special events at school during the year. The room parents will ask for volunteers to send something in for the celebration. All celebrations will include fun, educational centers/stations and activities that stimulate and extend learning for the students. Each day at school will be an important learning opportunity and attendance will be highly encouraged and expected.

During Phase 2 and Phase 3 parents and other guests are not allowed to attend or help with these events on campus, but are encouraged to send in items or work remotely to help plan the celebration.

Sexual Harassment – According to the St. Tammany Parish School District handbook: The St. Tammany Parish School Board is committed to providing a safe and stable climate free from sexual harassment by students, Board Members, Superintendent, Administrators, teachers, or other employees who contract with or provide services for the Board or any other personnel associated with the Board and over whom the Board can exercise influence.

Sexual harassment is a violation of the law and School Board policy and will not be tolerated, condoned or overlooked. The Board requests and encourages persons associated with the School System who believe that they have been sexually harassed as a result of their association with the School System to report such harassment to specified Sexual Harassment Investigating Officers or school principals.

The Board through its designee(s), will promptly, thoroughly and fairly investigate reports of sexual harassment and take appropriate action that is consistent with the results of the investigation and the legal requirements afforded by law. Inappropriate behavior by students will be handled according to the school's discipline procedures.

The School System and Board will not tolerate retaliation by anyone associated with the School System against one who files a complaint of sexual harassment. Some acts of sexual harassment are considered criminal and are subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigation and prosecuting such criminal offences.

Reporting of incidents need to be made to Mrs. Martin. A copy of the policy is available in our school's library.

School Counseling and Mental Health Provider Services – Marigny offers school counseling services through the use of our school counselor and mental health provider who are on campus daily. The purpose of the school counseling program is to ensure that all students are well adjusted and learning at school. Parental permission is needed for students to see a counselor or MHP on a recurring basis.

Child Sexual Abuse Prevention Program – As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education and Reporting. All materials may be previewed by contacting the school administration. We would also like to encourage you to talk to your child about this topic as well as other general safety issues.

District Handbook on Attendance, Discipline & Student Records – The St. Tammany School district handbook gives you additional information about district policies and procedures. It can be accessed online by visiting the St. Tammany Parish School System website at www.stpsb.org. A printed copy of the handbook can be requested by calling the office.

Safety and Student Expectations – We have rules and student expectations to protect your child and help make school a safe, fun learning environment. We take the safety of your child very seriously. Your cooperation will help us all have a wonderful and safe, productive school year!

School Nurse Program – We have a school nurse that is on campus at least two days a week and can be reached at any time when needed. The school nurse program is designed to maintain a safe and healthy environment in school. Please review the following guidelines regarding student illness. The guidelines are meant to provide simple and effective precautions against the transmission of disease and/or infection as well as decrease the risk of exposure for all students and school personnel. The school nurse can be contacted at Marigny.

- ❖ Students should remain home and be fever (100 degrees or higher) free for 24 hours.
- ❖ If your child is vomiting or has diarrhea before school, please keep him/her home until at least 24 hours after it subsides.
- ❖ All persistent rashes should be seen by a doctor for proper diagnosis in order to determine the communicability of the rash. **Nurses cannot diagnose the various rashes.**
- ❖ If your child has a **discolored (yellow to green) nasal discharge**, this may indicate an infection, thus your child may need to see a physician.
- ❖ If **Head Lice** is detected based as the presence of live lice or many nits less than $\frac{1}{4}$ inch from the scalp, parents will be notified to pick up their child from school. Parents should return treated students to school with written verification of treatment as soon as possible. A school nurse or trained school personnel shall re-examine the student's head for an active infestation before the student is permitted to remain at school. Students should not miss more than two days for the treatment of head lice. Additional days may be considered unexcused absences.
- ❖ All **ringworms must be covered** while at school. Ringworm in the scalp must be seen by a doctor.
- ❖ Report **all communicable diseases** to the school - i.e. Chickenpox (Varicella), Fifth disease, etc.
- ❖ All Chickenpox (Varicella) sores should be completely dry before the student returns to school.