

Marigny Elementary School
Where We Make a Difference

Student/Parent Handbook

2012-2013

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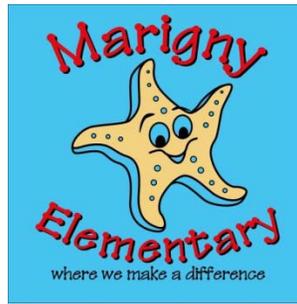
Website: <http://marignyelementary.stpsb.org>

Cafeteria: 985-674-3016

This handbook belongs to:

NAME: _____

TEACHER: _____



Parent/Student Handbook

Dear Parents and Students,

Welcome to Marigny Elementary School! We are thrilled about the upcoming school year and have planned a fun, 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. Please take time to read the handbook pages thoroughly and go over appropriate parts 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 an invitation to you to come and visit our school, attend your child's programs, and become an active member of our PTA and volunteer programs. Whether you work at home or outside the home, there are many ways in which you can become involved with your child's education. Children benefit greatly from seeing their parents involved at school.

We are extremely happy to have you and your child with us at Marigny Elementary School. I look forward to working with all of you this year. Together we can 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

Vision Statement
Marigny Elementary School
Making Everyone Successful

Mission Statement

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

Belief Statements

The Marigny Elementary family believes:

- All stakeholders of our learning community share in the responsibility of nurturing good moral values and promoting patriotism and good citizenship.
- A positive learning environment should be provided to all students.
- Students should be challenged to be problem solvers.
- Students should be challenged to be team players in working toward a common goal.
- Technology skills are essential and should be integrated in all areas of the curriculum.
- Communication is vital between home and school for student success.
- Everyone should be treated with respect and kindness.
- Each student should be provided with an educational program that fulfills his/her academic, social, emotional and physical needs.

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 our day in a positive learning environment.

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 to call in case of an emergency. **THIS IS EXTREMELY IMPORTANT!** If any phone numbers change during the year, please notify us immediately. 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 - Visitors are welcome at Marigny, but for the safety of your child, **all visitors must come to the office, obtain and wear a visitor pass.** The Louisiana Legislature passed an act about visitor access on public school grounds and the St. Tammany Parish School Board adopted rules regarding visitors at our school facilities. Therefore, 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, time out and the volunteer code.

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.

Parent/Teacher Association PTA – Marigny Elementary PTA meets four times a year. The PTA makes many contributions to the school that benefits all students. You will be notified of 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 numerous opportunities for you to volunteer and get involved around school. Volunteers in the classroom allow more individualized instruction and help our teachers tremendously. Without PTA support, many special programs and events would not be possible. We greatly appreciate the PTA and all the wonderful volunteers!

Parental Involvement Policy – The active involvement of parents at Marigny Elementary is an integral part of our day to day operation. This includes involvement of parents in the classroom, and 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.

Parents are encouraged to volunteer regularly in the classroom, in the art program, in the library and for special events. All students benefit from the time given at school by volunteer parents and grandparents.

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.

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. If you do need to bring cash, please come to the office so your payment can be processed with our bookkeeper and so you can receive a receipt.

School Meals – We are very proud that all elementary schools in St. Tammany Parish School System have been recognized by the USDA as "Gold Standard" schools for providing outstanding nutritional 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, preferable on Monday of every week or at the 1st of each month.** Please check your child's 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.

Meal prices* are as follows: Breakfast - 60 cents, reduced cost breakfast - 30 cents, Lunch - \$1.00, reduced cost lunch - 40 cents, extra milk - 50 cents. Guest lunches are \$3.00. (*These fees may possibly increase in August, 2012.)

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

To help the students become familiar with the cafeteria routines, parents or other visitors may come to school beginning after Labor Day to have lunch with their child as long as you make a reservation with Mrs. Denise Bangs, our Cafeteria Manager. Please call the cafeteria, 674-3016 by 9:00 am when you are planning to have lunch with your child. Please have exact change to pay for your lunch. Parents may not bring any fast food or soft drinks into the cafeteria.

On half days we will provide breakfast and lunch service as usual. First lunch begins at 10:30 on half day schedule. The last lunch begins at 11:50 on half day schedule.

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.

- Students may not arrive before 8:15 am. If before care is needed, it will be provided at Magnolia Trace Elementary. A bus will take all before care students to Marigny Elementary when it is close to the starting time of school.
- Car riders are to be dropped off and dismissed from the car line which forms in front of the school from Viola Street. 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 lines. Pull up under the covered shelter so that three to four cars can load or unload safely at once.
- Late arrivals (8:46 am) must report to the office for a tardy slip and be signed in by a parent or guardian. Duty teachers must get to their classes at the 8:45 am bell. Please do not send your child into school alone after the morning bell has rung. There is no supervision available.
- Please be prompt in picking your child up at dismissal time. The afternoon car line will also form on our road coming from Viola Street. **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. **Do not let older siblings come into the building unsupervised while you may be waiting in car line for dismissal. This interrupts instruction.**
- Students who are not picked up when the car line is completed will be brought to the office to call a parent. Please make every effort to be on time for dismissal.
- Students who need aftercare on a regular basis will be shuttled to Magnolia Trace after school where they will attend aftercare.
- All transportation changes must be made in writing and signed by a parent or guardian. To pick up someone else's child, we must have written permission from the parent. This is for the safety of your child. Please try to give your child clear directions about their dismissal procedures. It is very frightening for a child if they do not know what to do at dismissal. Your help to insure your child's security is appreciated. If these procedures are the same each day, students will more likely feel secure. If changes need to be made, please send a note to the teacher.
- If you need to make a change during the day, please do so prior to 3:25 pm. When messages are received after 3:25 pm, we cannot guarantee your child will get the message.

Buses – We encourage you to send your child on the bus. Please talk to your child about the importance of good 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 not following the rules will receive a bus conduct report.

A student may only ride a different bus home if the parent first receives permission from the bus driver and sends a note to school with the child stating that permission was obtained. This note will be approved by the office and given to the child to hand to the bus driver in the afternoon upon dismissal.

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.

- 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.
- According to Louisiana State Bulletin 741, "A student is considered to be in attendance when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel." Students who are (1) physically present at a school site or participating in an authorized school activity and (2) are under the supervision of authorized personnel for 25% or less of the school day shall be deemed absent for attendance reporting purposes.
- **Attendance (Half Day)** - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26% - 50%) of the student's instructional day.
- **Attendance (Whole Day)** - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.
- After a child has been absent (excused or unexcused) 5 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.** Parish policy recommends that a student be fever free for 24 hours before returning to school. Please see the Medical Tips from the School Nurse at the back of this Handbook.

Tardies – Please be sure your child arrives on time for school each day and stays for the entire day. The first few minutes and the last few minutes of the day are very

important to learning. **All students arriving after the 8:45 am bell must be checked in at the office by a parent.** The student will then be admitted to class with a tardy slip. School personnel will direct your child to their classroom once our instructional day has begun.

Early Checkout – 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 3:25 pm on whole days and 12:25 pm on half days.

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.**

Field Trips – 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.

Grading Policy – For all students a checklist of skills shall be used to report to parents. Portfolios of student work shall be accumulated. Emphasis will be placed on regular communication with the parents through one formal conference and informal conferences as needed. Reports are issued at the end of the 1st, 2nd, 3rd, and 4th marking periods. Letter grades are not given for Kindergarten and Transitional First Grade. Skill areas will be checked as satisfactory, needs more time, or not assessed at this time. First Grade skill areas are marked as followed beginning in the 2nd marking period: E - Excellent/Exceeding Stated Goals, S - Satisfactory/Meets Stated Goals, N - Needs Support/Progressing Toward Stated Goals, or U - Unsatisfactory/Not Grasping Stated Goals. You may view the parish grading policy at the district website at <http://www.stpsb.org>.

Report Cards – After the completion of each marking period, a report card will be sent home on the following Thursday. Final Report cards will be mailed out at the close of school following the last day.

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. Assignments should be relevant, realistic, and reasonable. Students at this age should not spend more than 10-20 minutes a night on homework.

Uniform Policy and Dress Code – Students are expected to dress appropriately for school. Our school uniform consists of any light blue Marigny or plain T-shirt or sweatshirt, light blue polo style 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 little 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 and on our website.

Sandals, backless shoes, Crocs, cowboy boots or flip-flops are not part of the uniform. Outer wear and raincoats with hoods are suggested in cool and/or inclement weather. Elaborate jewelry is not allowed. Please leave hats, combs, brushes, sunglasses and purses at home. **Please label your child's clothing that may be lost.** We will have a Lost and Found box you may check at any time for missing items. Any items left over at the end of the year 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. 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 item 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 and on our website.

Parties/Celebrations – 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.**

You may send cupcakes or some other sweet treat to celebrate your child's birthday at school. Please coordinate this with your child's teacher ahead of time so they will be prepared.

We will celebrate many special events at school during the year. The room mothers 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. Parents are invited to become involved with our celebrations, and siblings who may come are welcome, but must remember to follow the school and classroom rules while at Marigny.

Crisis/Emergency Plan – 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.

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) 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 replacement, appropriate 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.

K Kids Club – Marigny has partnered with Northshore Kiwanis to offer our students a service learning experience here at school. Once a month students may participate in an after school service learning project to help our school or other needy members of our community here in St. Tammany and at times, around the world. The K Kids also sponsor service events around school each month. Information about joining our K Kids Club will be sent home during the first few weeks of school.

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 they set 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.

Sexual Harassment – "The purpose of the St. Tammany Parish School Board is to provide public education for the school aged children of St. Tammany Parish, Louisiana. 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 there are acts of harassment to be reported to the school principal or designee.

The Board through the school principal shall 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 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 offenses."

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

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.

Handbook on Attendance, Discipline & Student Records – This handbook is printed by St. Tammany Parish School Board to give you additional information. It will be sent home with every child at the beginning of the school year. Please read it carefully and put it in a safe place for future reference.

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 school year!

PLEASE KEEP THIS HANDBOOK FOR LATER REFERENCE.

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

St. Tammany Parish School Board School Nurse Program

Covington Annex - 898-3375 FAX 898-3377

Medical Tips

Dear Parents,

In an effort 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.

- ❖ 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.
- ❖ All students with **Head Lice** are to be checked back into school through the School Nurse Office. Doctor's notes or Health Unit slips are not acceptable.
- ❖ 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's disease, etc.
- ❖ All Chickenpox (Varicella) sores should be completely dry before the student returns to school.

Thank you for your cooperation.

St. Tammany Parish School Nurses