

Madisonville Elementary School

2022-2023 Handbook

“A Parent’s Guide”



<http://madisonvilleelementary.stpsb.org/>

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MISSION STATEMENT

We are committed to becoming a community of confident, successful learners by supporting the social-emotional and academic well-being of learners through differentiated instruction.

VISION

To provide an exemplary school of lifelong learners, by incorporating best practices that will prepare students to be responsible and contributing members of a global society.

INSTRUCTION

CURRICULUM

The School System Strategic Plan calls for a written document that helps ensure uniform, high quality instructional resources across the school system. St Tammany Parish developed a curriculum that is taken directly from the Louisiana State Standards. The document is locally developed and constantly reviewed and revised, from the classroom to the district level. One of the most useful aspects of the document is that teachers can access information online, from school or from home. The electronic, "living" document is correlated to district adopted texts, available materials and online resources. The Louisiana State Standards serves as a guide to what teachers should teach and what students should know and be able to do. In day-to-day lesson planning, teachers have full discretion to modify, adjust, adapt or adopt the suggested activities found in the Louisiana State Standards in order to meet the needs of the students in their classrooms.

REPORT CARDS (See STPSB Online for Parish Grading Policy)

Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and conduct. The report card provides a means of communication between you and your child's teacher which is very important to his/her success and happiness in school. You are encouraged to request conferences as needed. Interim reports, if applicable, are sent home in the middle of each grading period.

GRADING PERIODS

End of first nine weeks:	October 7, 2022
End of second nine weeks:	December 16, 2022
End of third nine weeks:	March 10, 2023
End of fourth nine weeks:	May 18, 2023

SCHOOL HOURS & CALENDARS

SCHOOL HOURS

School hours are 8:50 a.m. – 3:46 p.m.

Morning carline begins at 8:20 a.m.

CALENDARS

SCHOOL WIDE (Madisonville Elementary School): For your convenience, important dates can be found on our website, and a monthly calendar will be sent home with students at the beginning of each month. Weekly class newsletters are also a great source for upcoming dates and information. All calendars are subject to change.

PARISH WIDE: A district calendar can be found in the St. Tammany Parish Public Schools district handbook or on www.stpsb.org.

CAMPUS INFORMATION

GENERAL INFORMATION

While on campus, please understand that all information you see or hear pertaining to any student is STRICTLY CONFIDENTIAL. Please respect our students' right to privacy after your visit by not sharing anything with others that may violate this right.

While attending school events and activities, we understand that taking pictures of your child is a big part of preserving the memories. However, parents are prohibited from taking pictures of other students. Also, please be mindful of placing school pictures on social media websites.

While on campus, please refrain from the use of cellphones, except in the case of emergency.

NO SMOKING ALLOWED. The St. Tammany Parish School Board policy on smoking is as follows: "The St. Tammany Parish School System prohibits smoking by faculty, staff, students, employees, or visitors in all buildings, centers, offices, vehicles, schools, or other property under the jurisdiction of this board during the work day."



SIGN-IN

Every person entering our campus must check-in at the main office with a valid driver's license or state issued photo I.D.

Events and activities offered at Madisonville Elementary School are planned with your child in mind. Students in other grade levels will not be taken out of their instructional day to attend a sibling's play or program. Siblings are not allowed in classrooms during the instructional day or to attend class parties, functions, or field trips.

PARKING & TRAFFIC

Visitor parking is located on C.S. Owens near main office. Additional long-term parking in the rear of the school can be accessed via Galatas Rd. Any parking over 15 minutes should utilize the long-term lots.

CARLINE PROCEDURES

Passing cars on C.S. Owens that are waiting in carline is a driving offense that can be ticketed by law enforcement once carline has started moving. We ask for the safety of the children that you refrain from using your CELL PHONE during pick-up/drop-off. (It would also be appreciated if all drivers would leave an opening in the car line at neighboring streets, and neighborhoods in the event that residents need to exit. Please do not use driveways to turn around.)

****Please see TRANSPORTATION section for an in-depth description of CARLINE PROCEDURES.****

PREPARATION FOR SCHOOL ATTENDANCE

UNIFORMS & DRESS CODE

TOPS: COLOR - Navy/White

- Navy blue polo style with a collar (with or without school logo)
- White polo style with a collar (with or without school logo)
- Navy Madisonville Elementary School t-shirt
- On Fridays, spirit shirts are allowed to be worn with uniform bottoms

BOTTOMS: COLOR - Khaki

STYLE - Pants

Shorts

Skorts

Jumpers

Skirts

***NO navy shorts, dresses, or jumpers**



SHOES: Tennis shoes are the preferred shoe type for school attendance and MUST be worn on the days the student attends P.E. class.

OTHER NOTES CONCERNING DRESS: Uniforms must be worn at all times, unless otherwise specified for special events, etc. It is highly recommended that all clothing such as jackets, sweaters, and coats are permanently marked with the student's first and last name, in the event items are lost. Lost and found will be emptied at winter and summer breaks.

SCHOOL SUPPLIES

School supply lists will be posted on our website and copies can be obtained in the office.

BOOK BAGS

To ensure safety, rolling book bags are not permitted.

VALUABLES

All valuable items are to be left at home. These items include any and all games, electronics, collectibles, jewelry, and other personal items that are not part of the school supply list and uniform.

BOOKS

Students are responsible for their Chromebook, all textbooks, classroom IRLA (Independent Reading Level Assessment) books, and library books issued to them during the school year. Parents are responsible for the cost of all lost or damaged items.

FOOD SERVICES

CAFETERIA OVERVIEW

If you feel your child is eligible for free or reduced meals, please submit the application on the school board website. If you need a paper copy, please inform your child's teacher.

BREAKFAST

Breakfast is served daily, beginning at 8:20. Students eating breakfast at school must report to the cafeteria immediately upon arrival. Car riders having breakfast in the cafeteria must be finished by the time the morning bell rings. In the event that a bus is late, students will be allowed to eat breakfast before reporting to class.

CAFETERIA FEES

A monthly calendar with breakfast and lunch menus, including costs, will be sent home with each student and posted on our website. Students are allowed to choose between a hot or "Grab-N-Go" lunch. Daily costs are noted on the bottom of the calendar. The menu is subject to change due to the availability of food items.

Prices are as follows: **Breakfast:** \$0.75 **Lunch:** \$1.30
Reduced Breakfast: \$0.30 **Reduced Lunch:** \$0.40

If your child brings his/her lunch and wants to purchase milk, the cost is 50¢ and should be paid daily.

Cafeteria payments for lunch and breakfast can be paid through school or online by going to: www.stpsb.org and clicking on the ONLINE FEE PAYMENT link, MyPaymentsPlus.



All checks should be made payable to Madisonville Elementary or M.E.S. Payments should be sent in a sealed envelope with the following information written on the front of the envelope:

- "Lunch Money"
- Student's full name
- Homeroom teacher's name
- Amount enclosed
- Student's lunch I.D. Number

If you receive a late notice regarding your cafeteria bill, please remember to include the current week's cafeteria fees along with the past due amount when paying the bill. If you feel that the bill is incorrect, please contact the cafeteria manager, Darlene Randolph, at 985.845.3780.

ATTENDANCE POLICY

Louisiana State Law states that elementary students may not miss more than ten (10) days of school for the entire school year unless the absences are a Type 1 - exempted, excused (see below).

There are four categories of absences:

- **Type 1 – Exempted, Excused:** This type of absence is when a doctor's note is provided.
- **Type 2 – Non-Exempted, Excused:** This type of absence is when a parent/guardian sends a note stating the reason the child was out of school. These absences DO count towards the ten days.
- **Type 3 – Unexcused:** This type of absence is when a student is absent and a note is not provided stating a valid reason for the absence.
- **Type 4 – Suspension:** This type of absence is when a student is suspended from school.

Note: Cumulative unexcused tardiness and unexcused check-outs may be counted toward unexcused absences.

For all absences, except for Type 1, students must make up seat time for absences over the 10 day limit. This seat time will be made up at Madisonville Elementary requiring the student to attend seat time over a period of several days assigned by Mrs. Candice Hickman, Principal. **Four hours of seat time must be made up to equal one day of absence.** Students who exceed the attendance regulation and **fail to make up seat time will be at risk to be retained for that grade the following year** and parents will be **required to attend** an SBLC (School Building Level Committee) meeting with administration.

Overall, we would like to stress the importance of attending school to ensure your child's success. The school does not have to be notified daily if a child is going to be out sick. **The office should be called only when a child has been out 3 consecutive days.** In this case, a doctor's note should be provided for the absences to be considered "excused." Parents may call the school to arrange a pick-up time for missed work. We strongly encourage you to schedule medical and dental appointments, vacations, etc. during school holidays or after school hours.

TARDINESS

Students arriving after instructional time begins at 8:50 a.m. are considered TARDY. Any student arriving after 8:50 a.m. must report to the office WITH AN ADULT in order to be marked present for the day. The student MUST be "signed in" by an adult in order for the student to receive credit for their attendance. If a doctor's note is presented at the time of check-in, or within 2 days, the TARDY will be excused.

EARLY CHECK-OUT

If your child has an appointment during school hours, please report to the main office to sign the student(s) out. Unless the appointment takes the entire school day, students are expected to attend class both before and after the appointment. If a doctor's note is provided within 2 days, the check-out will be excused.

Please do not be offended when we ask for identification when checking students out. It is merely a protective measure. **If the student is to be picked up by anyone other than the legal custodial guardian listed on the student's records, the person picking up/checking out the child must be listed on the EMERGENCY CARD. Anyone checking out a student MUST SHOW ACCEPTABLE IDENTIFICATION.**

TIME CONSTRAINTS

Checking students out just before dismissal causes safety concerns; therefore, we ask that you refrain from checking out students after 3:15 p.m. except in the case of an emergency.

TRANSPORTATION

GENERAL BUS INFORMATION

General bus information including bus routes, rules, and regulations can be found on the St. Tammany Parish schools website at: <http://www.stpsb.org/transportation>.

BUS CONDUCT

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system in accordance with state laws and regulations. Administration reserves the right to suspend a student from riding the bus on any offense depending on the severity of the offense. Any questions or concerns pertaining to the district's transportation system should be directed to the school board transportation department at 985.898.3373.

CAR RIDERS: ARRIVAL TIME

Our school day begins at 8:50 a.m. Students arriving in cars must arrive between 8:20 a.m. and 8:50 a.m. Teachers are not on duty until 8:20 a.m. Car riders eating breakfast at school must arrive in the cafeteria no later than 8:35 a.m. and be finished by the time the morning bell rings.

CARLINE PROCEDURES

Please display the tag on your rear-view mirror and write the student's name in BOLD, BLACK MARKER. Please refer to the maps and diagrams for more information as well. We ask for the safety of the children that you refrain from using your CELL PHONE during pick-up/drop-off. The carline is a HANDS-FREE zone.

Morning Carline: All traffic will enter from Dummyline Road then turn onto Galatas Road (see map). Cars will only be permitted to turn right onto CS Owens Road. Do not enter from HWY 1077 as it is illegal and you may be ticketed. DO NOT turn around in driveways on Galatas Road. Cars will flow into the parking lot and/or along CS Owens along the school grounds and will be unloaded by a staff member. The School Resource Officer or school personnel will help guide this process, so please follow the directives given when arriving.

Students arriving in cars must be dropped off and picked up ONLY in the car line. An MES faculty member will help your child out of your vehicle. For your child's safety, parents absolutely may NOT drop children off in the middle of the parking lot. If you arrive late, it is necessary to walk your child to the main office (red building) to check them in. Students MUST be checked in/out with an adult's signature. Please have your child ready to exit the car upon stopping. Time spent gathering bags, coats, and giving a last hug adds up quickly and causes congestion.

KINDERGARTEN, FIRST, AND SECOND GRADES

Afternoon Carline: All traffic will follow the same path as morning arrival from Dummyline Road to Galatas Road then to CS Owens. Each grade level will follow a different path when arriving onto school grounds. Cars will be allowed to pass the kindergarten loading area only as directed by staff. Afternoon car line begins dismissal at 3:46. Please do not block driveways while waiting.

Second Grade (light blue tag) – Parents of second graders will enter the back parking lot. Second grade students will be loaded from the blue door of the gym along the grassy area. If you are only picking up a second grader, you will then proceed to the middle row of the parking lot to exit. If you have another child to pick up, continue following the line to the area for first grade and/or kindergarten.

First Grade (pink tag) – Parents of first graders will enter the back parking lot at the third entrance. First grade students will be loaded by the awning. If you have no other children to pick up, you will follow the line to exit. If you have a kindergartener to pick up, proceed in the line to pick up in the kindergarten area.

Kindergarten (yellow tag) – Parents of kindergarten students will stay on CS Owens and be loaded from the gravel area. If you have an older student to pick up as well, you will first pick up your older child, then proceed to the kindergarten area.

PREK (Green Tag)

Parents of PreK students will enter the bus loop at their designated time. Times will be given by each child's teacher. Cars will enter the bus loop and turn left into the stacking lanes. Please fill into the first spot available beginning with spots closest to the school. Parents should remain in their car.

Students will be walked to the car for you to seatbelt them in. If a PreK student has a sibling, the sibling will be loaded with the PreK student. You will not utilize both carlines, **only** the PreK carline.

CARLINE NAME TAGS

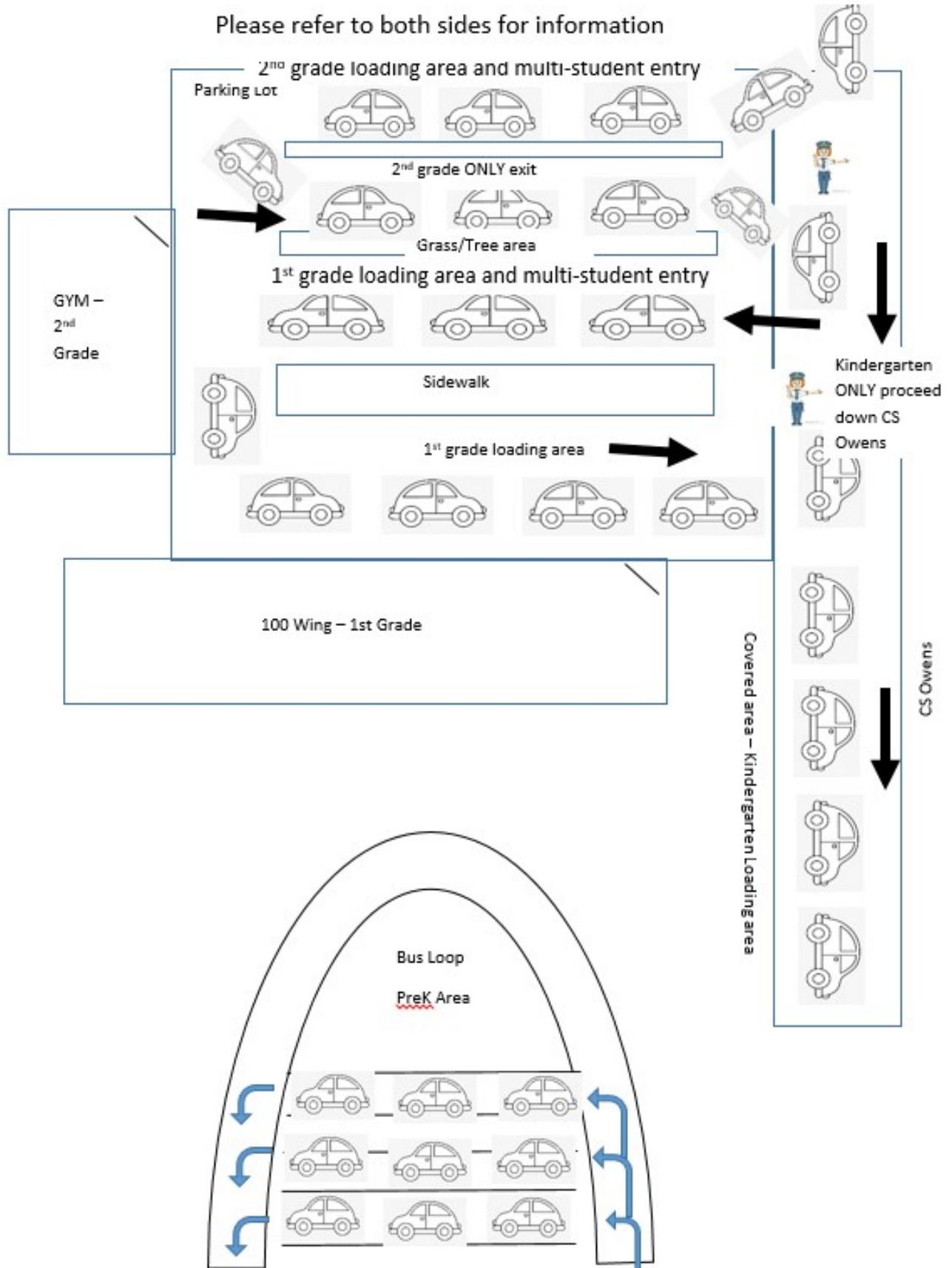
All students will receive a CARLINE NAME TAG during meet & greet and/or the first days of school. Write your child's name in BIG, BLACK, BOLD letters, and place it on your rear view mirror with the name facing out. This identification keeps the line moving smoothly. Please use the carline name tag all year because duty teams rotate. If the name tag is not displayed, you will be asked to park and go to the main office to verify the party picking up your child so that the car line can continue moving. If additional carline name tags are needed, notify the office.

TRANSPORTATION CHANGES

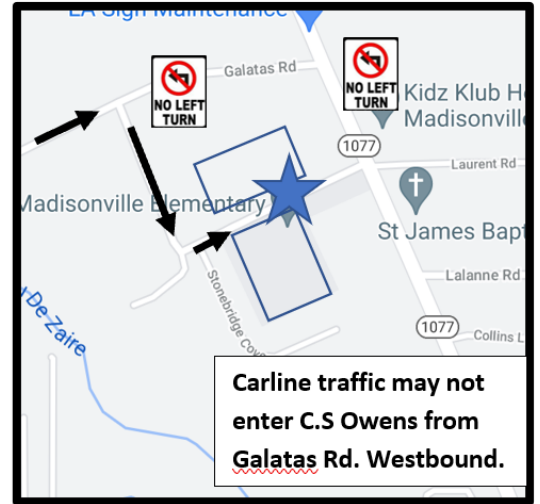
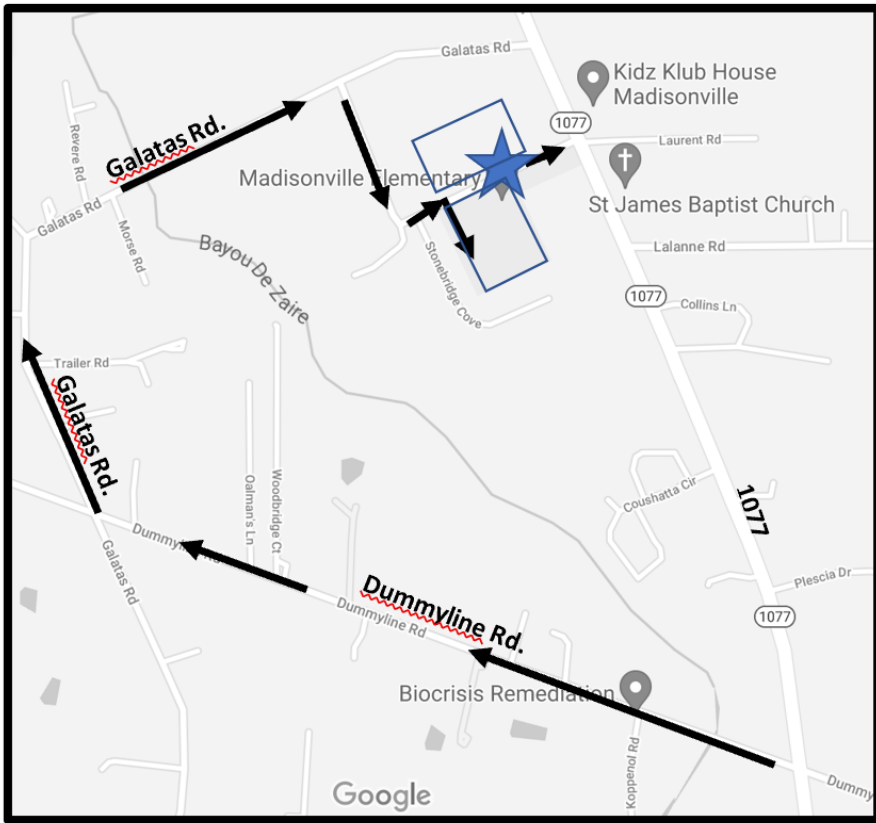
Your child's safety is our top priority; the following guidelines must be enforced:

- If your child needs to use a different form of transportation, inform the teacher in writing at least 48 hours before the change when possible.
- For your child's safety, we CANNOT rely on verbal notification from the child.
- Students who are going to another student's home MUST also bring written permission from the other child's parent.
- We WILL NOT accept transportation changes via fax, email or telephone.
- Transportation change notification must include the following:
 - Child's Full Name
 - Teacher's Name
 - Grade
 - Bus Driver's Name
 - Bus Number
 - Parent/Guardian's Signature

CARLINE ENTRANCE PATH MAPS/DIAGRAMS



CARLINE TRAFFIC MAP



PARENT/GUARDIAN & COMMUNITY INVOLVEMENT OPPORTUNITIES

PARENT/TEACHER CONFERENCES

Conferences are a time when parents and teachers gain a better insight into the child's needs, interests, potential and growth, as well as any particular difficulties he/she may have. If at any time a child would benefit from a parent/teacher conference, the faculty is available before and after school by appointment only. It is not the proper time to conference during parties or other school programs.

PTA (Parent/Teacher Association)

Madisonville Elementary School has a very active PTA. The Parent-Teacher Association provides an excellent opportunity for establishing better communication between parents and teachers. This is a great opportunity for parents to learn about campus life and to support our school. We encourage you to join our Parent-Teacher Association. Look for information to be sent home at the beginning of the school year. You can also view a current list of PTA officers, committees, committee chair people, and upcoming events and opportunities on our school PTA website, www.madisonvillepta.org.

CHAPERONES

Parents may be asked to help chaperone for a field trip. You will receive a Parent Chaperone Responsibility Form to sign and return to school before the field trip. We ask that you abide by these rules. Many factors will decide the number of chaperones needed. In accordance with the school board policy, there will be no smoking on school grounds or while chaperoning on school related field trips. While on a field trip, we ask that chaperones follow the school policy noted in this handbook under GUIDE FOR CAMPUS VISITS. In addition, please refrain from cell phone use while chaperoning field trips, except in the case of an emergency.

The purpose of the chaperone is to supervise a class group of 4-6 students. Parents who are not attending a particular field trip want to feel assured that their child is being well supervised. We ask that chaperones give their total attention to the students.

School policy is that students must ride on the bus to and from a field trip. If a child is going to be checked out after a field trip, your child MUST be checked out from the main office. Any printed badges that were given to parents by the office should be returned to the office, either directly or by a teacher.

CLASS PARTIES

We will have two formal holiday parties – winter and spring. Please adhere to the specific times announced. These events will last approximately 45 minutes. DUE TO LIMITED SPACE, SIBLINGS ARE NOT ALLOWED TO ATTEND CLASS PARTIES.

Birthday Party Invitations – Students may hand out party invitations during the school day if the entire class receives one or if “all boys” or “all girls” are to receive one. This is done to protect the feelings of all children.

Birthday treats (cupcakes, etc.) must have prior approval from the teacher. Please do not send balloons or flowers to school for your child. Parents may drop treats off in the office, but will not be permitted into the classroom. Please write your child's name, as well as the teacher's name on food items or anything left in the main office.

FIELD TRIP FEES & PERMISSION SLIPS

Permission slips are required for all trips. A deadline for payment will always accompany the permission slip. This deadline is final. Event sponsors require advanced notice; therefore, the deadline is strictly enforced. Ample time will be given to pay any fees.

CONFIDENTIALITY

Confidentiality is the obligation to refrain from disclosing any information obtained in confidence. Our staff is trained to keep and protect any confidential information and records concerning the students at Madisonville Elementary School.

Confidentiality is based on four basic principles:

- Respect for an individual's right to privacy
- Respect for human relationships in which personal information is shared
- Appreciation for the importance of confidentiality to both individuals and society
- Expectations that those who pledge to safeguard confidential information will do so

MEDIA RELEASES & INTERNET ACCESS

Media release forms are sent home the first week of school for new students. Students may only be photographed, videotaped, etc. for publication if this form is signed and on file in the school office. Internet access forms are also sent home to newly enrolled students. If a form is not signed or returned, the student will be denied Internet access.

MENTAL HEALTH

COUNSELOR/MENTAL HEALTH PROVIDERS

The need for expanding school counseling programs has become more acute due to the teaching profession's increased understanding of how non-academic forces impact the school's learning environment. We have these services available as needed or requested by parents for individuals.

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 used in the instruction 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.

PHYSICAL HEALTH

In an effort to maintain a safe and healthy environment in school, the following guidelines should be followed 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. If your child is exhibiting signs of an illness, please ensure they are symptom free for 24 hours before returning.

EMERGENCY CARDS & CHANGE OF STUDENT INFORMATION

Because of the age of our students, it is essential that the school has up-to-date information for each child. This information is written on the EMERGENCY CARDS each school year and kept in the office IN CASE OF AN EMERGENCY. Please notify the school immediately if you have any changes including phone numbers, addresses, contact names or any changes in after school care arrangements.

HEALTH CONCERNS

If your child has any health conditions that require additional information or special directions, you MUST have a doctor's note indicating the condition and the procedure to be followed. Oftentimes, parents tell us that their child has allergies, but we have no doctor's note indicating such. In order for us to withhold food products, (i.e. dairy products) or give medication, we MUST have a doctor's order. THIS MUST BE UPDATED EVERY SCHOOL YEAR.

MEDICATIONS

The St. Tammany Parish School System has strict guidelines for administering medications at school. If your child is taking medication, you may request a St. Tammany Parish medication form from the school's office and have it completed by your physician. The medication will then be administered through the office by trained staff. If there are any changes in medication, a new form must be completed by the parent and doctor before a new medicine or dosage is given. Any medicines not claimed by the end of the school year will be discarded. Do not send cough syrup, cough drops, aspirin, or any over-the-counter medication to school with any child.

Parents may come to school, sign a "Medical Note" form, and administer medicine if necessary. Please contact our school nurse with any questions.

BEFORE & AFTER SCHOOL PROGRAMS

BC/AC is available for students in grades K-2 beginning August 11, 2022. Please see enrollment paperwork in the BC/AC registration packet.

Students must be enrolled prior to participating in Before or After Care.

POSITIVE BEHAVIOR INTERVENTION & SUPPORT PLAN (PBIS)

MES promotes a positive and safe school environment by teaching children expected behaviors.

We also teach and encourage the "Golden Rule": Treat others the way you want to be treated.

Our School Wide Positive Behavior Expectations for EVERYONE are:

FISH! PHILOSOPHY

Be There

Play

Make Their Day

Choose Your Attitude

The FISH! Philosophy includes four simple, interconnected practices:

- **Be There:** When people need you, they need all of you. Setting aside distractions and judgments to be fully present is a sign of respect. It improves communication and strengthens relationships.
- **Play:** Tap into your natural way of being creative, enthusiastic and having fun. Play is the spirit that drives the curious mind, as in "Let's play with that idea!" You can bring this mindset to everything you do.
- **Make Their Day:** Find simple ways to help others throughout the day.
- **Choose Your Attitude:** To actually choose how you respond to life, not just react, you must be intentional. When you get up, decide who you want to "be" today. Moment-to-moment awareness is key.

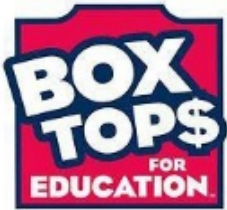
LIBRARY

LIBRARY VOLUNTEERS

Volunteering to help in our school library is a wonderful opportunity to be a part of the school. Among many things, library volunteers can help by:

- Re-shelving books
- Guiding students with positive book selection
- Reading books to students

SCHOOL FUNDING OPPORTUNITIES



Box Tops are worth .10 cents. Traditional Box Tops are being phased out; however, you can still submit any Box Tops that are not expired. Eventually, the Box Tops program will become digital only. Participating brands are now starting to change their packaging to the new Box Top label. If you see the new blue label, use the Box Top app on your phone to scan your receipt within 14 days of purchase. The app will instantly add cash to your school's earnings online. Less clipping, more scanning, more earning! Box Top collection dates will be announced.



Are you an Amazon shopper? If so, please choose to shop through AmazonSmile and choose Madisonville Elementary School PTA as your charitable organization. AmazonSmile is a foundation that was set up by Amazon to give back. They will donate 0.5% of all eligible purchases to your organization of choice. There is no difference in pricing and will not cost you any more money to shop through AmazonSmile. Here is the link to choose as your charitable organization: <https://smile.amazon.com/ch/72-1222845>.



Please collect Community Coffee labels off any coffee, tea, creamer, sugar, or coffee filter products. Community Coffee collection dates will be announced.