

**MARY GOFF ELEMENTARY SCHOOL  
HOME OF THE LITTLE BRAVES**



**2024-2025**

**STUDENT HANDBOOK**

Mary Goff Elementary School

6900 Shreveport Hwy.

Pineville, LA 71360

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Jessica Landry, Principal

Amanda Busby, Assistant Principal

# W e l c o m e !

Welcome to Mary Goff Elementary! It is our goal to work together as a team to provide the best possible educational experiences for your student.

Our core beliefs define who we are and what we strive for every day.

- We believe every student is a CHAMPION.
- We believe when our CHAMPIONS feel valued, loved, and safe, they are empowered to become the best versions of themselves.
- We believe every CHAMPION will continually achieve success beyond their potential.
- We believe, as CHAMPIONS, honor, respect, and kindness should be demonstrated by everyone and evident every day.
- We believe it is as important for us to be engaged with our community as it is for our community to be engaged with us.

Every effort has been made to provide our students with a warm, caring environment that seeks to develop self-esteem, self-motivation, and a sense of respect and responsibility. We will provide every opportunity for maximum student achievement and recognize special abilities and talents in all students. Cooperation is a key toward that end, and we have prepared this handbook with that in mind. This handbook will tell you about policies, services, and benefits that you may expect from our school.

Mary Goff Elementary has an open-door policy. We welcome and encourage your involvement. Our belief is that education is the combined effort among home, school, and community.

If you have any questions or problems, feel free to call the school and talk with us. We want to help you in any way that we can!

At Mary Goff Elementary, we will ensure a quality education for all of our students because WE ARE CHAMPIONS!

Sincerely,

Jessica Landry, Principal

# Welcome To Our School

## Daily Bell Schedule

- 8:00 AM - Busses / Car Riders Unload
- 8:00 AM - 8:20 AM - Breakfast (Students MUST be here by 8:20 if they wish to eat breakfast)
- 8:30 AM - Tardy Bell & Classes Begin
- 3:25 PM - Dismissal

## Arrival at School

- **Classes begin at 8:30 AM**
- For those students who ride with parents, students may arrive at school **NO EARLIER THAN 8:00 AM**. Supervision by Mary Goff Elementary staff will begin at this time.
- Parents are welcome to escort students to their homeroom classrooms on **the first day of school**. Following the first day, even our kindergarteners are capable of walking independently to their rooms. Every homeroom teacher is on duty and other teachers are posted in the halls and outside to see that your student arrives safely to his/her room. Exceptions can be made for days that students carry unusually heavy loads such as snacks, Science Fair projects, etc.



## Dismissal

- All students will begin the year with a designated mode of transportation (bus, car rider, day care, etc.).
- **If there is a change in the way your student is to go home on any given day, please send a note to your child's teacher. If the change is sudden, please notify the school office by 2:00 PM. THE OFFICE MUST BE NOTIFIED IN WRITING ABOUT THE TRANSPORTATION CHANGE, therefore, if you cannot deliver a written note, please email. Call to notify Mrs. Brynna about the incoming email. Telephone requests will NOT be accepted. This is for the safety of your child. Do not leave voicemails, emails, or Dojo messages** that may not be checked before dismissal. Students will not be permitted to change the way they go home without the proper notification.
- All **car riders** should be picked up **NO LATER** than **3:40 P.M.**

## Attendance

- Your cooperation is appreciated in having your student to school on time daily. Attendance is critical so that we can achieve the state mandated requirements for teaching and learning. Most importantly, it is impossible to make up the direct instruction and hands-on learning experiences your student misses when absent. Teachers at Mary Goff Elementary School work hard to make every minute count!
- Compulsory attendance laws and Board of Elementary and Secondary Education (BESE) require that in order for elementary students to be considered for promotion, students shall be in attendance **ninety-four percent (94%)** of the required time. Based on our instructional calendar of **171 days, 380 minutes, students may not exceed ten (10) instructional days per year or five (5) instructional days per semester of absences.**
- In order for an absence due to illness to be excused, a doctor's statement must be presented to the school within **5 days** of the student's return to school.
- We have a phenomenal new Director of Child Welfare and Attendance, Mr. Terrence Williams, and he is committed to enforcing truancy policies. Please know that after your child's 5th unexcused absence, you will receive a letter, and notes will be made under your child's attendance record in PowerSchool. Ms. Fisher, our truancy officer will be notified, and she will make a home visit.



## Tardy to School/Early Checkouts

- **Students should be in their rooms by 8:30 AM to avoid being marked tardy to school.** Any students arriving after this time must **check in** at the office before going to class – otherwise the student will be marked absent for the day. **Unexcused tardies should not be a regular occurrence. If they become habitual, Ms. Fisher will be notified for a home visit. The time missed for tardies and early check-outs add up and can count as a full day absence.**
- **Checking a student out early is considered a tardy.**
- **There are NO STUDENT CHECKOUTS after 2:45 PM!** If there is an after school appointment, students must be checked out by 2:45. **NO EXCEPTIONS!** This is RPSB Policy.
- Habitual tardiness will be dealt with in the following manner.
  - The first three unexcused tardies will result in a warning.
  - On the fourth unexcused tardy, parents will be contacted by the administration.
  - On the fifth and all subsequent tardies, the matter will be turned over to one or more of the following agencies: The Student Welfare and Attendance Office or Truancy.

# Reporting Student Progress & Report Cards

- Communication is an essential part of the educational program. We believe it is very important for parents and teachers to maintain close contact concerning student progress.
- Between report cards, you will receive progress reports, notes, or telephone calls from the classroom teachers. Teachers will send home graded papers and/or tests for you to review weekly in **Wednesday** folders. Please sign the papers to indicate that you saw them, and return the papers to the teacher on Thursday.
- Parents may monitor student progress at any time through PowerSchool. PowerSchool is updated **weekly** by the classroom teacher. To access PowerSchool, you must register on the Rapides Parish Schools website under Parents – Quick Links - PowerSchool Parent Portal.
- Report cards will be sent home to all students following the end of each nine-week grading period.

## Grading Scale

- Mary Goff Elementary follows the Rapides Parish Pupil Progression Policy regarding the grading scale. Grades are based on the following scale:

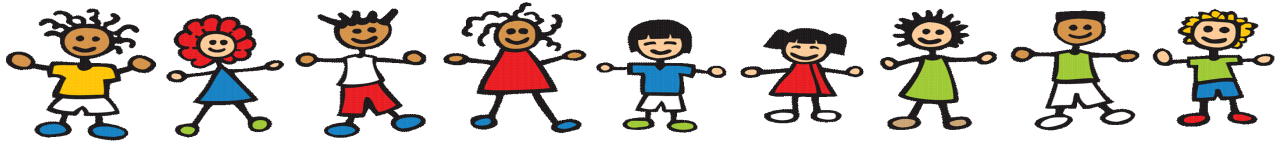


A	90-100
B	80-89
C	70-79
D	60-69
F	59-below



## Visitations and Conferences

- We encourage parents to visit our school, attend programs, and become an active part of our school community. All visits to the classroom must have approval of the principal. These visits must be planned and purposeful, as to not distract the learning environment for our students.
- Conferences will be held on **October 14th-16th and February 10th-13th**. Conferences are encouraged throughout the school year. Conferences with teachers should be arranged so the meeting takes place before school, after school, or during the teacher's planning time. Conferences can be scheduled by sending a note to the teacher or by calling the school office.
- **REMEMBER** that everyone must sign in at the office and get a guest pass before going to any room in the building or the playground. This is a parish-wide policy established for the safety and protection of your student. Failure to sign in is a serious violation of our security procedures and will be treated as such. **STAFF MEMBERS WILL CHECK TO SEE YOUR BADGE.**



## Positive Behavior & Intervention Supports (PBIS)

The purpose of PBIS is to create a positive learning environment in which students and staff demonstrate a clear understanding of Mary Goff Elementary's behavioral expectations and positively reinforce the continued efforts of personal growth, which ultimately supports students' social and academic success.

Positive behavior is a vital part of the learning environment. Mary Goff Elementary School is using the Class Dojo System to develop Positive Behavior Support among students and staff members. Activities will be planned throughout the year for those students who have met their Class Dojo goals.

### EXPECTATIONS:

- Hallway Expectations
  - Remain flipped and zipped in a single file line.
  - Use only walking feet.
  - Face forward.
  - Hands and feet to self.
  - Keep to the right.
  - Follow all directions from your teacher.
- Cafeteria Expectations
  - Enter flipped and zipped in a single file line.
  - Wash hands thoroughly with soap and water.
  - Voice your choices clearly and in a respectful manner.
  - Remain seated at all times.
  - Place all food and trash on your tray when done eating. Make sure your area is clean.
  - Stand quietly and pick up your tray when your side of the table is called to exit.
  - Gently place your tray in the trash can when it is your turn.
  - Exit flipped and zipped.
- Classroom Expectations
  - Respect others', school's, and personal property
  - Listen carefully and follow directions
  - Raise your hand to speak or leave your seat
  - Have all materials ready
  - Complete all class and home assignments
  - Work quietly; do not disturb others
- Restroom Expectations
  - Only enter if a stall is available .
  - Use the restroom quickly and quietly; always flush.
  - Wash hands with soap and water.
  - Dry with only 2 paper towels.
  - Put all trash in the trash can. Help us keep our restrooms neat and clean!
- Playground Expectations
  - Treat equipment with care and respect.
  - Include others in your activities. BE KIND!
  - Hands and feet to self at all times.
  - Trash in the trash cans- NOT on the ground.
  - No climbing up slide, no jumping off equipment.
  - No rough play.
  - Follow all directions from your teacher.
- Lining Up Outdoors
  - Stop immediately when called.
  - Gather all outdoor equipment.
  - Report to line up area quickly.
  - Flipped and zipped upon entering the building.

Practice the 3 Rs:

Be Respectful

Be Responsible

Be Ready to Learn

# Know the Rules



## Disciplinary Procedures

It is necessary that students learn to develop self-discipline in order to fully access their learning opportunities. Below you will find Mary Goff's discipline steps for our elementary students.

**Minor Offenses** may result in the student receiving a Parent Notification Form. **Students will receive a Parent Notification Form if they receive 4 or more "Dojo Downs" (K-2nd grades) or marks (3rd-6th grades) in a single day.**

Consequences for Parent Notification Forms are as follows:

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Lunch Detention, Recess Detention
- 3<sup>rd</sup> Offense and beyond– determined by administration; possible consequences include after school detention, loss of major privileges, in-school suspension, out of school suspension, or Saturday School (8am-12pm)

**Examples of minor offenses** include (note: not all minor offenses are listed below):

- Class Disturbance/Disruption
- Disrespect
- Defiance of Authority
- Offensive Behavior
- Foul or Inappropriate Language
- Dress Code Violations
- Horseplay
- Inappropriate Cafeteria Behavior
- Unauthorized Use of Electronic Devices

### **Major Offenses:**

Major Offenses will be handled by the administration. The principal or assistant principal will assign consequences she deems appropriate based upon an evaluation of the student, the number of referrals, and the circumstances. Consequences may include loss of privileges, detention, in-school suspension, or out of school suspension.

**Examples of major offenses** include (note: not all major offenses are listed below):

- Continued classroom disruption
- Destroying school property
- Direct disobedience toward the teacher
- Bullying
- Physical violence – hitting, fighting, throwing objects with intent to harm
- Suspected weapon, drugs, alcohol
- Threatening a teacher

## Electronic Devices



- **Students may not use any electronic device during school hours.** If such devices are seen or heard during school hours, the device will be confiscated and given to an administrator. **Parents will be contacted to retrieve the device and pay a \$15 fine.** Act 313 (SB207) states that cell phones are not allowed on a student's person on school grounds. Mary Goff Elementary is not responsible for electronic devices that are damaged or lost on school property, on buses, or field trips.

## Lost and Found

- Articles found in and around the school are placed by the gym. Please take time to mark your student's coat, jacket, sweater, etc. with his/her name. Items that are not retrieved from Lost and Found will be donated to Goodwill or placed in a uniform closet.



## Illness/Injury

- **Illness/Injuries:** If a student becomes sick or injured at school, he or she will be sent to the school nurse or the Trinity Clinic. Parents are requested to keep alternate and emergency phone numbers up to date in the event of an emergency. Please keep the homeroom teacher and office informed as to any changes in your address or telephone numbers.



## Medication

- Due to state laws regarding medication guidelines, only prescription medication will be administered during school hours if it is accompanied by a prescription from a doctor and there are completed medication forms on file. (See Rapides Parish Handbook – Medication). The school must be informed of any possible reactions that the medication may cause. A parent or guardian must bring the prescribed medication to the school to observe and verify the count and receipt of the medication. For the safety of all students, students are not allowed to have *any* medication on the school grounds.
- If you give permission for your student to be seen at our Trinity Clinic, simple over-the-counter medication can be administered there (see Trinity information).

## Birthdays

- Some parents send in birthday treats. This is entirely optional. However, keep it simple and be courteous to inform the teacher ahead of time. Treats must be store-bought and cannot be eaten before lunch. Birthday party invitations should be taken care of at home unless the ENTIRE class is invited. Balloons or flower deliveries are not allowed.





## Dress Code

All Rapides Parish schools have a mandatory school uniform policy. Students are expected to wear their uniforms each day.

**Bottoms:** Navy or khaki pants, capri pants, shorts, skirts, skorts or jumpers with side or zippered fronts (no cargo pants/no cargo shorts) Pre-K through third grade may wear elastic waist pants or shorts. Grades 1-6 must have belts if bottoms have belt loops.

**Tops:** Solid black, white, red, or navy blue knit shirts with collar or cotton/cotton blend button front shirts with long or short sleeves - school logo(s) are optional.

### GENERAL UNIFORM GUIDELINES

- Shirts must be long enough to tuck in and remain tucked in at all times (tucking not necessary for grades PreK-2).
- Belts will be worn and must be buckled at all times if bottoms have belt loops; no part of the belt may be left hanging at any time. Belts must be threaded through the loops. (belts not necessary for grades PreK-2).
- Girls may wear leggings UNDER skirts or dresses only.
- Only solid white undershirts, or an undershirt that matches (red, white, black, or blue), or camisoles shall be worn under the school uniform shirt. No Jeans will be worn in navy, khaki, or any other color. Jeans are not part of the uniform.
- Sweatshirts/Pullovers shall be solid white, black, navy, or red. These sweatshirts/pullovers may have a school logo. Hoods are prohibited in the building. Sweatshirts/pullovers of any kind may not be worn in any way that creates a distraction.
- Students may wear any jacket when weather dictates except for trench coats, dusters, knee length starter jackets or pullover outerwear of any kind, sweatshirts included.
- Students are prohibited from wearing coats in the classroom. A light sweater or jacket is acceptable.
- Hats and hoods are prohibited in the building.
- Uniform length: skirts, skorts, jumpers, and shorts (boys and girls) must be no shorter than four inches above the knee as measured from the back crease of the knee. The knee-length requirement has been waived for all students in grades Pre-K – 3.
- Shoes must be worn at all times. No rubber or foam swim footwear, flip-flops, beach or pool sandals, house shoes or crocs will be allowed. All footwear must have a back.
- **Please note that any form of dress, hairstyle, or student appearance that detracts from or disrupts the classroom and/or the school climate is not considered proper for school. The principal makes the final decision on what is considered proper or improper appearance.**



## Jean Days

- Jean days will be held regularly throughout the school year as fundraisers.
- Students who participate may wear denim shorts, skorts, skirts, capris, or pant length jeans.
- Jeans may have tears ONLY if they are **patched** behind. **NO skin** may be exposed under rips/tears.
- Shorts, skorts, and skirts, must be **no shorter than four inches above the knees**.
- Uniform or school spirit shirts should be worn with jeans unless otherwise instructed.
- All money raised from Jean Day fundraisers will be used for school operations, instructional materials, supplies, teacher professional development, and student/teacher incentives.
- Every Friday, we have \$1 Jean Day and \$2 Out of Dress Day. All RPSB clothing policies must still be followed (length, proper footwear, etc.).

## Cafeteria and School Lunches



- According to Louisiana State Law, no soft drinks are permitted in the cafeteria (even in sack lunches). No outside food service foods (ex: restaurants, fast foods) will be brought in except in a sack lunch from home.
- If your student has food allergies and cannot drink milk or eat certain foods in the cafeteria, please contact the cafeteria manager.

## Special Concerns

- If you have any special concerns regarding your student, such as family concerns, custody concerns, emergencies, etc., please alert Mrs. Landry so we can follow proper procedure.
- **In the case of custody or legal guardianship, please provide copies of legal documents to be filed with your student's records.**
- School personnel are mandated by law to report suspected child abuse/neglect to the Department of Children and Family Services (DCFS).

## Volunteers

- If you would like to volunteer at school or serve as a chaperone on a field trip, you must be fingerprinted through the school board office. There is a fee of \$25 and we encourage you to take care of this as early in the school year as possible in order to avoid a delay in processing.

## Parental Involvement

- Your involvement is a vital part of our success.
- Parents are encouraged to be involved in their child's education.
  - Ask questions
  - Participate in planned classroom and school activities
  - Attend programs
  - Attend parent/teacher conferences
  - Schedule times to talk to your child's teacher about concerns/progress
  - Sign weekly papers
  - Assist with homework, projects
  - Study for tests

## School Fees

- The Rapides Parish School Board requires a \$10.00 supply fee for each student. It is requested that the fee be paid at the beginning of the year so that materials and supplies can be purchased for use throughout the school year.
- When sending money to school, please write the child's name, teacher's name, and what the money is for on the outside of the envelope. When sending a check, the child's name and what it is for should be written on the check. Please send all payments in an envelope. Mary Goff Elementary is not responsible for lost money.
- **In order to participate in field trips and other designated school activities, all fees must be up to date (school fee, lunch money, picture money, etc) before participation in the next trip or activity.**

## Receipt and Statement of Compliance

-----  
Student's Name – please print

-----  
Teacher

By checking each box and signing below I indicate that I received notification of the following Mary Goff Elementary School Policies:

- School day
- Attendance
- Transportation
- Student Progress & Report Cards
- PBIS
- Discipline
- School Meals
- Electronic Devices
- Medication/Illness/Injury
- Health
- Dress Code
- School fees
- Parental Involvement
- Legal custody
- Volunteers



-----  
Parent's Signature

-----  
Date

-----  
Telephone number