

# Majestic Fields Elementary

## 2024-2025 Student Handbook



675 E Majestic Drive  
Washington, Utah 84780  
Phone: (435) 634-7005  
Fax: (435) 627-2767  
Website: [majestic.washk12.org](http://majestic.washk12.org)

Dear Parents and Students,

At Majestic Fields Elementary, we are committed to doing all we can to help each of our students have a safe, friendly place to learn and grow. We have an excellent faculty and staff. Our parents are active and supportive. The students are well-behaved and excited to learn. This handbook is intended to help everyone better understand the policies and procedures we follow at Majestic Fields Elementary.

Melissa Lane, Principal

## **Assemblies**

1. Sit flat on the floor or chair.
2. Use good manners - quiet, attentive, clapping when appropriate (no booing, hollering, whistling). Ask only relevant questions.
3. Entering and leaving the assembly is done in an orderly manner. The person in charge of the assembly will direct the dismissal.

## **Attendance and Tardy Policy**

### **1. Purpose & Philosophy:**

The Washington County School Board believes student learning and achievement is directly related to attendance. WCSD strives to make every effort to be in compliance with state law as well as work proactively together with parents, and community resources to encourage the regular attendance of all Washington County students. The District believes this to be in the best interest of the students and the community. The Board, together with Washington County Schools, is committed to working in harmony with parents/guardians and assisting them with their responsibility to have their children in attendance at school. (Policy 2900)

3.1. Absences: An absence is defined as any time a student is not in attendance in the classroom to which he or she has been assigned. In order for an absence to be considered an excused absence, the school must be notified by the parent in a timely manner, consistent with state law and this policy.

3.1.1. A parent will be notified by automated phone or e-mail every time the parent's student is absent without excuse. A parent is responsible to provide the school with a current phone number. Parents are encouraged to monitor their student's attendance and are invited to call the attendance secretary at the school as often as necessary to improve the student's attendance.

3.2 Chronic absenteeism: Student misses ten (10) percent or more school days. Excessive absences (whether excused or unexcused) are calculated into federal, state, and district chronic absenteeism reports.

3.2.1. Chronic absenteeism which affects the student's academic performance and educational progress will prompt interventions as per policy procedures.

3.3. Excused absence: The school shall record an excused absence for valid reasons, as listed below when the parent/guardian:

3.3.1. Submits a written statement at least one school day before a scheduled family event (including an extended absence) or a scheduled proactive visit to a health care provider if the student agrees to make up course work for school days missed for the scheduled absence in accordance with this policy 2.2.1.

3.3.2. Excuses the student for illness or for a family emergency (such as a family death), both of which may be excused via phone, in person or by note within a reasonable timeframe as determined by the individual school, but not to exceed one week after the absence.

3.3.2.1. Illness or accident: A student who is absent for health-related reasons for a period of five (5) or more consecutive days, who is undergoing surgery, or who has been injured in an accident, qualifies for immediate homebound services. School work will be collected for the parent to pick up or an alternative educational program may be developed.

3.3.2.2. Chronic illness: Chronic health problems may or may not interfere with attendance at school and learning in the classroom. It is extremely important that parents notify the school concerning health-related problems that their students may have. Documentation from a health care provider is required in validating the seriousness of the chronic illness. If the chronic illness hinders a student's attendance, the parent is invited to meet with a school administrator to formulate an individual attendance plan that will meet the student's needs. It is the responsibility of the parent to schedule such a meeting.

3.3.3. Additional valid excused absences include: an approved school activity; an absence as permitted by a school age minor's Individual Education Plan (IEP) or 504 Plan; or any other excuse established by the school district; such as: office excused (if student is detained in the office by school administration); court/detention absences; or homebound.

3.3.4. Excused absence status will not be considered with regards to implementing the required interventions; unless the excused absenteeism becomes so excessive that it impacts the student's ability to progress educationally and/or is affecting the student's academic performance at which point the school may provide interventions as per policy procedures.

#### **Parent Responsibilities for Absences and Tardies**

1. Plan for your child to arrive at school no later than 8:55 a.m.
2. All late arriving students must come through the main entrance to the office to get a tardy slip.
3. Please contact the school office by 9:30 a.m. on the day your child is absent from school.
4. Please contact the teacher for student assignments. The absence will be marked as unexcused if missed assignments are not returned within 5 school days.

#### **Behavior Interventionist**

1. A behavior intervention provides targeted emotional and behavior support to students.
2. [Parental permission](#) to participate must be obtained.

#### **Bullying, Conflict Resolution, and Teacher Concerns**

1. Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. It also consists of an imbalance of social or physical power. It can also include verbal harassment or threat, physical assault or coercion.
2. Bullying is **not** excluding someone, disliking someone, accidental physical harm, being bossy, or arguments. While these behaviors are not ideal or appropriate, they are not considered bullying.
3. **Conflicts are best resolved when classroom teachers are notified as soon as possible. Please contact classroom teachers regarding school concerns BEFORE contacting school administration. Most issues can be resolved at this level. If necessary, the teacher can assist parents in reporting to the principal. In extreme cases such as legal documentation or emergency situations, it would be appropriate to immediately contact the office.**
4. Parents should always attempt to resolve conflicts/issues with teachers before alerting the administration. If the situation cannot be resolved between teachers and parents, it is school policy that a meeting with parents, teachers, and administration will occur.

## Cell phones, Electronic Devices

1. Students are not allowed to use cell phones, wearable devices, or personal electronics during the school day.
2. If a student needs to contact their parent(s) they should use the office phone with a phone pass. Parents, please do not call or text your child during school hours.
3. On the first offense, students will be reminded of the policy.
4. On the second offense, the device will be powered down and put in the student's backpack.
5. If further offense continues, the administration will be contacted. Devices will be sent to the office and parents will be notified to pick up the device.

## Playground Equipment, Trading Cards, and Toys

1. Trading cards, toys, stuffed animals, fidget spinners, playground equipment, etc. need to be left at home. We are not responsible for lost or stolen personal items. Please do not ask Majestic Fields staff or faculty to spend time locating lost or stolen items.

## Elementary School Counselor

1. Counselors on the elementary level serve in many capacities in the school. They provide school-wide support for various programs, such as parenting, violence prevention, character education, school-to-career, academics, and behavior management.
2. The counselor is a problem solver for students, teachers, parents, and administrators. They will work with students one-on-one, in small groups, or in the classroom to develop social skills, study skills, coping skills, self-management skills, etc...
3. The goal of the counseling program is to provide a positive outlook for each child and reduce or eliminate any personal concerns that may distract or impede the learning process of the student.
4. The school counselor is at Majestic Fields daily during school hours.

## FERPA (Family, Educational, Rights and Privacy Act)

1. FERPA is a federal law that governs access to educational information and records.
2. FERPA assures you that the school will not divulge academic or behavioral information about your child.
3. **Please do not ask teachers, staff members, or administration about behavioral incidents, including disciplinary action or consequences for other students. We cannot share this information with you.**
4. FERPA permits schools to outsource institutional services or functions that involve the disclosure of education records to contractors, consultants, volunteers, or other third parties provided the outside party;
  - a. performs an institutional service or function for which the agency or institution would otherwise use employees.
  - b. is under the direct control of the agency or institution with respect to the use and maintenance of education records.
  - c. is subject to the requirements in that the personally identifiable information from educational records may be used only for the purposes for which the disclosure was made, eg, to promote school safety and the physical security of students, and governing the redisclosure of personally identifiable information from education records.
  - d. meets the criteria specified in the school or local education agency's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records.
5. A "school official" includes a teacher, school principal, board member, registrar, counselor, attorney, accountant, human resources professional, information systems specialists, and support or clerical personnel.
6. Parent FERPA notification is available [here](#)

## Field Trips

1. In order for your student to attend a field trip, written permission must be granted by a parent or legal guardian.
2. In the event your student misplaces the permission slip sent by the teacher, you may email your **written** statement giving permission for your student to attend the field trip with their teacher. We cannot obtain verbal permission.

## General Guidelines

1. Students should not arrive before 8:30 a.m. Breakfast will be served from 8:30 a.m. to 8:50 a.m.
2. This is a closed campus. Students should not be leaving school grounds for lunch unless special arrangements have been made with the school and students are checked out by a parent or legal guardian.
3. Leave toys at home. Problems arise when they are brought to school. This is a learning environment; toys disrupt and cause problems. The school is not responsible for lost or stolen items.
4. Bicycles and scooters should be walked on and off campus and walked across crosswalks. Remember that helmets help save lives.
5. We ask that all parents and visitors check into the office when visiting. I.D. must be presented in order to pick up or check out a student. When picking children up prior to school being out, please come to the office and sign them out. If older siblings are sent to pick up students during school, we need verbal or written consent from parents prior to them being picked up.
6. Treat others with respect. Never fight to resolve problems. Talk it out. If that doesn't help, students should consult an adult whether it be a playground aide, homeroom teacher, or other teachers and staff on recess duty. Those who engage in fighting will face possible suspension.

## Head Lice Procedure and Protocol

### Upon Discovery:

- If a student is found to have a head lice infestation he/she has usually had them for 3-4 weeks. Nonetheless, the parent(s) must be notified as soon as possible, but no later than by the end of the school day.
- The student may go home at the end of the school day; there is no urgency or need to send the student home early from school. (NASN; Utah Standards of Care; UDH Office of Epidemiology) However, upon communication with the parent(s) it may be agreed that the student be released early.
- The parent must be provided with educational materials to assist them in the removal of the infestation from the student, possibly other family members, and their home environment.

### Class/School Precautions:

- Current evidence does not support the efficacy or effectiveness of classroom or school-wide screenings in *decreasing* the incidence of head lice among school children. However, they are shown to *increase* community anxiety, increase social stigma, and put the students' rights to confidentiality at risk.

- It is neither necessary nor recommended to conduct a classroom screening; however, at the discretion of the classroom teacher and school nurse, household members and close playmates of the student affected with lice may be checked. (NASN; Utah Standards of Care; Utah Dept. of Health)
- It is recommended that when one or more cases of lice are present in the classroom(s), the parents of other students within the same classroom(s) be notified that cases of head lice are present and provided with educational materials. It is a violation of the privacy rights as per FERPA/HIPPA to release information specific to any student with lice. (NASN, Utah Standards of Care)
- Staff and volunteers who may have been at risk of lice infestation due to close contact with the student(s) with head lice may also be provided with education materials.
- The class and/or classes affected should avoid any head-to-head (hair-to-hair) contact activities. Students should not use any shared headphones, helmets, hats, or clothing until they have been thoroughly washed/cleaned. Any fabric and items that are not washable may be sealed in a plastic bag and stored for two weeks. (Utah Standards of Care)
- The custodian needs to be informed of the necessity to clean and vacuum the floors, furniture, and carpeting within the classroom(s) attended by lice and/or nit-infested students.

### **Return to School:**

- The parent must report to the school when the initial treatment has been completed; upon return the student will be checked. The student may return to school after the *appropriate* initial treatment. The initial treatment should have killed all live lice within 8-12 hrs. If not, the parent may be advised to talk with a healthcare professional who may prescribe an alternative treatment. It is not necessary to exclude a student from school who has nits.
- A daily routine (as per the educational materials provided) should be followed and the student must receive follow-up treatment 7-10 days after the initial treatment. This should kill nits that have hatched that were not killed during the initial treatment. The parent shall report to the school when the treatment has been completed. The student will be checked again at 7 to 10 days to make sure that all of the lice are gone.
- The student(s) will be allowed full opportunity to make up for missed work; however, it is the responsibility of the parent/student to contact teacher(s) to obtain missed assignments, tests, etc.

### **Inside Manners**

1. Walk and use quiet voices in the building.
2. Students are to use the outside doors to enter and exit their classrooms before and after school.
3. Hallways are used with a hall pass, with a teacher, or for inclement weather.
4. During recess, students should only come into the building to get a drink or to use the restroom.
5. Students should not come to the office during recess unless they are with a teacher or have been injured on the playground.

### **Kindergarten Information**

1. To be eligible to enter Kindergarten, a child must be five years of age on or before September 1st of the year in which admission is being requested. Also, Utah law requires evidence that a child's immunization record is current and complete. No child will be allowed to register without proof of immunization. For details on what is required for immunization, please visit with one of the secretaries.
2. A parent may claim an exemption to immunization for medical, religious, or personal reasons, as allowed by Section 53A-11-302 of the Utah Statutory Code. Each exemption claimed must be accompanied by the appropriate Utah Department of Health Exemption Form.

## **Library Policy**

1. Any library books, which are damaged or lost, must be paid for before students are allowed to check out any additional books. All library books should be returned to the library before students check out of school when moving or at the end of the school year.

## **Lost and Found**

1. The Lost and Found box can be located in the gym. At the end of each trimester, any unclaimed items will be donated to a charitable organization. If your child has lost an item, please check with the school immediately. Parents and students can check our lost and found at any time.
2. The school is not responsible for lost or stolen items.

## **Lunchroom**

1. Students will go to lunch first and then recess. Students will enter the lunchroom with their class, have 15 minutes for lunch and then be released to play for the final 15 minutes..
2. Teachers accompany students to the lunchroom line, students will enter one class at a time.
3. Students will clean up and throw away trash when dismissed and spend time playing on the playground. Students with food allergies have a designated table and may invite one friend to join them.
4. Teachers will meet students at their outside door when the bell rings, signaling them to return to class.
5. Lunchroom Rules and Procedures are as follows:
  - a. No sharing food.
  - b. Quiet voices.
  - c. Stay seated until you are dismissed.
  - d. Clean up all wrappers and trash.

## **Medications**

1. Each school has designated at least one staff member to be responsible for the safekeeping and administration of all medications. In our school, this is the secretary. Our secretary keeps a record of each medical administration and stores the medication in a secure location.
2. Medications may only be administered to a student if an authorization form for dispensing medication is filled out by the parent and the physician. This form is available in the school office.
3. All medications need to be in a pharmacy or physician labeled container.
4. In the event of an injury at school, parents will be notified.

## **Online Resources**

1. Visit our website at [majestic.washk12.org](http://majestic.washk12.org) for current information, a calendar, and links for parents and students.
2. Visit our Facebook page at [www.facebook.com/Majestic-Fields-Elementary-School](http://www.facebook.com/Majestic-Fields-Elementary-School)
3. Visit our PTA [Instagram](https://www.instagram.com/majesticfields) page at [www.instagram.com/majesticfields](https://www.instagram.com/majesticfields)
4. Parents have access to PowerSchool for checking attendance, and accessing resources for Dual Immersion. Check with the office to access login information.
5. You can pay lunch money at [www.paypams.com](http://www.paypams.com). Please note: there is a 24-48 hour delay before payment shows on the student lunch account.

## **Outside Play and Supervision**

1. Play in designated areas. Soccer, football, kickball, and tag should be played on the grass or playing fields. Stay on the blacktop for foursquare and basketball.

2. Play in supervised areas. Students should not play in front of the school, the side near the 1st or 5th-grade classrooms, near the dumpsters, the custodial shed, or within 20 feet of the portables.
3. Tackle games are not allowed.
4. Bouncing playground type rubber balls or tennis balls against the building walls (not around windows or doors) to play “wall ball”, etc. is permitted. However, bouncing basketballs or soccer balls or kicking any balls against the portable classrooms or onto the roof is not allowed.
5. Trees are for beauty and shade. They are not for climbing, carving, or swinging on.
6. Playground supervisors are on duty for all recesses including lunch. **If your child needs help with a problem during recess times, please encourage them to immediately notify the adults on supervision.**

## **Pink Eye**

1. Students with “Pink Eye” will be sent home from school. Students are not allowed back at school until 24 hours after medical treatment.

## **School Breakfast and Lunch**

1. The federal government participates in the purchase of meals when the declared family income fits specific criteria. A student’s school lunch status is confidential. To determine eligibility and apply please visit: <https://www.washk12.org/food-service/free-and-reduced>
2. School breakfast is served daily and starts at 8:30 am. Breakfast is \$1.75 for students and \$2.50 for adults. If your child qualifies for free or reduced lunch they will qualify for free or reduced breakfast.
3. Lunch is served daily. School prices are \$2.25 for students and \$4.50 for adults. Lunch and breakfast money will be collected each morning. You may choose to pay a week or a month in advance. Our district has a **pre-pay** policy. **Please have your child bring his/her money to the office and include the student's name on your check. When sending cash, please put it in an envelope with your child's name on it.** You may also pre-pay on the PayPams site, [www.paypams.com](http://www.paypams.com) or through their Mobile App.
4. Milk can be purchased separately. Milk is 50 cents a carton. Even students who qualify for free and reduced lunch must pay 50 cents a carton when they bring lunch from home.
5. It is the responsibility of the parent to keep track of their child's lunch account. Automated phone calls are sent home as reminders.

## **School-Wide Rules and Expectations**

1. Be in the right place at the right time, doing the right thing.
2. Follow directions the first time they are given.
3. Keep hands, feet, mouth, and objects to yourself.

## **Special Education Services**

1. Special support services are available for students who have physical, medical, emotional/behavioral, and learning challenges. A speech-language pathologist works with speech, language, and hearing needs. A physical therapist, an occupational therapist, a hearing specialist, and a vision specialist are available to consult with our special education staff.
2. In our program, certified teachers monitor special education students in the regular classroom and give support when necessary. They also pull students into their own classroom for individual and small group instruction as determined by their IEP plan.
3. Each qualifying student has an Individual Education Plan (IEP) that is developed by the parent, student, teacher, administrator, and support staff.
4. An annual 504 plan can be written for qualifying students.

## **Student Check-Out Procedure**



1. To help us keep your child safe at school, photo identification will be required for checking a student out of school.
2. It is required that parents and guardians physically enter the building to check students out of school.
3. Legally, we cannot allow any student to be checked out unless the said person is listed in our PowerSchool system. To alleviate issues with pick up, please make sure all contact information is updated. If changes or additions to your contact information are necessary, please contact one of our school secretaries.
4. It is the responsibility of parent/legal guardians to provide current and/or updated court documentation regarding custody issues.

### **Student Insurance**

1. Student accident insurance is made available to students whose parents want coverage for their children.
2. The policy is a limited one, is strictly voluntary, and is offered as a service to parents.

### **Telephone Use at School**

1. It is expected that students will use the school office telephone during the school day in the event that they need to contact a parent or guardian for assistance (e.g., not feeling well, forgot lunch, change of clothes).
2. Personal phones and wearable devices may be used before and after school, but not during school hours. Please do not call or text your child during school hours.
3. The school office telephone may not be used by students to schedule play dates.

### **Treats at School**

1. At times parents want to bring treats for special occasions such as birthdays or holidays. We ask that you abide by the district and state policy listed below. Basically, it states that we cannot accept treats or food items that are homemade. They must be made commercially. When homemade treats are brought, they will be sent back home.
2. **Policy:** Foods that are **acceptable** – “Any commercially prepared non-hazardous food such as cookies, cupcakes, candy, or nuts in sealed packages. Commercially prepared kitchens are inspected on a regular basis by trained food inspectors and are much less likely to experience food contamination.
  - o 3.1.2. Popcorn, fruits, and vegetables. Of course, the fruits and vegetables should be washed before they are eaten, peeled, or scraped, where appropriate, such as oranges and carrots.
  - o 3.1.3. Food prepared in the school cafeteria or other facilities that meet the guidelines of federal, state, and local regulations.
  - o 3.3. **Not acceptable** are any items that have been prepared, cooked or packaged in a private home or residence. A recent report from the Centers for Disease Control revealed that a significant percentage of food-borne disease outbreaks were traced back to food that had been prepared in the home.

### **Safety Guidelines for Coming and Going to School (for students and parents)**

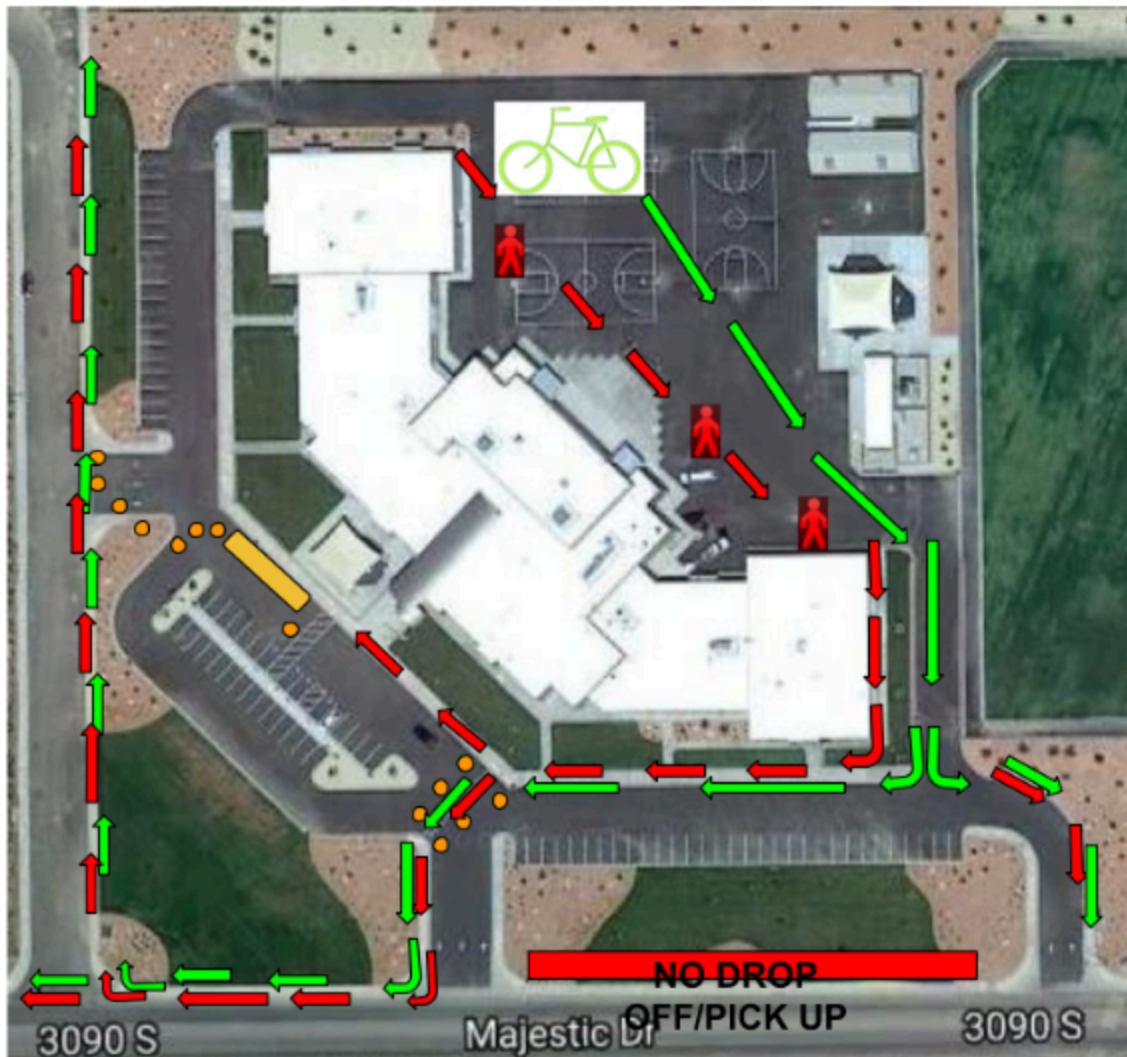
1. Students should stay on sidewalks and cross streets only at intersections with a crosswalk. Remember to look both ways before crossing. Where available, students should use the intersections with crossing guards. If crossing guards are unavailable, students should use designated crosswalks. We will not allow students to cross Majestic Drive without being in the crosswalks. Please do not beckon your child across the street or the busy parking lot.
2. Students should have a planned route to and from school that is discussed with parents. They should also have a planned alternative route in case of emergencies. Please review these with your children.
3. Students should never go to a friend's home without directly communicating their whereabouts with parents.

4. Parents, please set an example. Please use the crosswalks instead of walking in front of or behind cars when walking through the parking lot. Please do not drive past the **"Do Not Enter"** signs. Park where your child can get to the car without crossing traffic. It is very congested in the front drive. Please do not leave cars unattended while at the curb of the school loading zone. Traffic flows smoothly if you pull up at the curb to pick up while allowing through traffic to pass. Please do not double park in front of our school – it is dangerous to our students.
5. In order to keep traffic flowing, please have your students ready to drop off. Vehicles need to exit quickly. Students need to exit and enter vehicles on the curbside when dropping off and picking up.
6. Bus Zone: We ask that you not park or drive through the bus zone. This area is only for buses. **Do not drop students off in the bus zone.**

## **Safety Protocols**

1. All gates are locked during school hours. Our campus is completely fenced for student safety.
2. All exterior and interior classroom doors are locked during school hours (exception: the main front entrance).
3. We are equipped with safety doors leading to the main hallways.
4. Photo identification is required to check a student out of school or to volunteer in a classroom.
5. A school resource office has been assigned to our school by the Washington City Police Department.
6. Monthly safety drills are conducted which include students and all employees. For further information click [here](#).

# Student Pick Up and Drop Off Procedures



## Student Pick Up and Drop Off Procedures

1. Please refrain from making phone calls, texting, or visiting with parents or teachers in the loading zones.
2. All students must be dropped off and picked up in the designated loading zones.
3. Pull as far forward as possible in loading zones.
4. Do not double park in the loading zones.
5. Students must use the crosswalks and crossing guards where available to cross streets.
6. Do not drop off or pick up students in the bus loading zone.
7. If you must exit your vehicle, pull into a parking space.
8. Do not beckon your student across the parking lots or Majestic Drive.

# Majestic Fields Elementary Faculty and Staff

Melissa Lane, Principal
Tusdi Snyder, Learning Coach
Brandon Jensen, Assistant Administrator
Krista Whipple, Counselor
Jamie Poulton, Registrar
Ashley Bradshaw, Finance Secretary
Holly Helms, Lunch Secretary
Robert Lockwood, Head Custodian

<b>Teachers and Staff</b>			
<b>Grade Level</b>	<b>Room Number</b>	<b>Grade Level</b>	<b>Room Number</b>
<b>Kindergarten</b>		<b>Fourth Grade</b>	
Kwincy Barnson	101	Kim Neva	115
Leslie Saiz	102	Kori Orton	117
Kelsee Castro	103	Ezequiel Godk	119
Melanie Gardiner	104	Kaysie Proa	118
Hannah Johnson	106	Tori Banes	116
<b>First Grade</b>		<b>Fifth Grade</b>	
Julie Heaton	109	Leine Moratelli	121
Jessica Derrick	110	Cessily Lloyd	122
Aline Lourenci	111	Cassie Paxman	129
Cierra Green	112	Jordan Olsen	123
Angie Gomez	113	Rachel Maughan	124
		Lindsay Hastert	120
<b>Second Grade</b>		<b>Special Education</b>	
Sandy Jenkins	126	Andrea Miller	125
Taylor Manuele	130	<b>Speech/Language Pathologist</b>	
Joy Sorenson	131	Jayna Dooley	Library
Jennie Cooper	133	<b>Intervention</b>	
Mayara Migliorini	132	Melanie Palmer	Reading
<b>Third Grade</b>		<b>Specialists</b>	
Cody Randall	108	Rob Gentry	P.E.
Katti Johnson	105	Joyce Carlson	Art
Andrea Juhasz	107	Andrea Ball	Computer Lab
Ann Van West	114	Alex Young	High Ability
Natalie Bonello	127		

## **Support Staff**

Custodian	Robert Schmutz	Paraprofessional	Sherie Terry
Custodian	Emmett Gray	Paraprofessional	Nicole Salle
Custodian	Emily Hanson	Paraprofessional	Chantel Riches
ESL	Karen Cisneros	Paraprofessional	Wendy Stuver
Nurse	Kathryn Baughman	Health Assistant	Cindra Orr
<b>Support Staff Cont'd</b>			
Librarian	Maygen Mortenson	Paraprofessional	Denise Pitts
Speech Technician	Stefenie Stocks	Paraprofessional	Valerie Warren
Speech Technician	Emily Shakespeare	Paraprofessional	Jessica Meacham
Lunch Manager	Shannon McDaniel	Paraprofessional	Emily Harris
Lunch	Anna McConkie	Paraprofessional (SPED)	Melissa Graham
Lunch		Paraprofessional (SPED)	Melanie Shaw
Behavior Tech	Megan Sanford	Playground Supervisor	Penny Gentry
P.E. Assistant	Sione Makoni	Playground Supervisor	Marie McDaniel
P.E. Assistant	Kate Nelson	Playground Supervisor	Karen Wiley

## PTA Board Members

President	Andrea Gold
President-Elect	Rylee Sorenson
Secretary	Allison Jolley
Treasurer	Karen Miles
Principal	Melissa Lane
School Liaison	Tusdi Snyder
Teacher Rep	Kwincy Barnson

## 2024-2025 General School Calendar

Date	Event
August 12 (M)	First Day of School (1st-5th Grades-Full Day out at 3:30pm)
August 12-16 (M-F)	Minimum Day for Kindergarten Students (out at 12:00 PM, K only)
Aug 23 & 26 (F-M)	Elementary Diagnostic Assessment--1st-5th Grade (No School)
September 2 (M)	Labor Day (No School)
September 25-26 (W-Th)	Evening SEP Appointments-Full Day
October 17-18(Th-F)	Fall Break (No School)
October 21 (M)	Teacher Prep Day (No School)
November 27 (W)	SEP/SEOP Comp Recess Day (No School)
November 28-29 (Th-F)	Thanksgiving Vacation (No School)
December 2 (M)	Teacher Prep Day (No School)
December 20 (F)	Minimum School day-out at 12:00 PM
December 23 (M) - January 2 (Th)	Christmas Vacation/Winter Holiday (No School)
January 3 (F)	Teacher Prep Day (No School)
January 20 (M)	Martin Luther King, Jr. Day (No School)
February 17 (M)	Presidents' Day (No School)
February 18 (T)	Teacher Prep Day (No School)
February 24-28 (M-F)	SEP Appointments-Minimum Day out at 12:00 PM
March 10-14 (M-F)	Spring Break (No School)
March 17 (M)	Teacher Prep Day (No School)
April 18-21 (F-M)	Spring Recess (No School)

May 15 (Th)	Last Day of Kindergarten out at 3:30 PM
May 16 (F), May 19-22 (M-Th)	Kindergarten End of Year Assessment Appointments (No School for K)
May 21 (W)	Minimum School Day -High School Graduation-out at 12:00 PM
May 22 (Th)	Last Day of School-Minimum School Day Graduation-out at 12:00 PM

## Majestic Fields Elementary Daily Schedule

Bell Schedule	
First Bell Rings	8:55 a.m.
School Starts	9:00 a.m.
School Dismisses (Mon.-Thurs.)	3:30 p.m.
School Dismisses (Fri.)	12:00 p.m.
Lunch Schedule	
First Grade	11:15-11:45
Second Grade	11:30-12:00
Kindergarten	11:45-12:15
Fifth Grade	12:00-12:30
Third Grade	12:15-12:45
Fourth Grade	12:30-1:00
Friday Lunch Schedule	
First Grade	10:45-11:00
Second Grade	10:55-11:10
Kindergarten	11:05-11:20
Fifth Grade	11:15-11:30
Third Grade	11:25-11:40
Fourth Grade	11:35-11:50

## Programs

### Dual Immersion

Our Portuguese Dual Immersion program is fully implemented from 1st- 5th grade. Students enrolled in this program spend 50% of their day learning in the partner language and the other 50% is spent in the English Language classroom. More information about this program can be found at <http://dualimmersion.washk12.org/>.

### HAL

Majestic Fields Elementary is committed to ensuring high levels of learning for all students. To meet the needs of all learners, several programs are offered for students.

1. Students identified as Tier 3 learners participate in grade-level extension groups.
2. Classroom teachers differentiate instruction to meet all student learning needs.

### Positive Behavior Intervention System (PBIS)

Majestic Fields Elementary has a Positive Behavior Intervention System, also known as PBIS. This program focuses on the positive attributes of student behavior. The most popular part of PBIS is our Principal 100 Club, where students are given Cards for exhibiting Mindful, Focused, Empathetic, or Safe behavior in the Lunchroom, Library, Computer Lab, P.E. Class, Art, in the hallways, and on the playground and buses. Using a bingo board approach, students are selected to participate in lunch and an activity with the principal. We look forward to continuing this program this year.

PBIS also provides a structure for occasional undesired behavior. Our teachers and staff created a tiered intervention to modify behavior as follows:

## Majestic Fields Elementary Behavior Tiers

Student Behaviors		
<p style="text-align: center;"><b>Tier 1</b> <b>(Classroom Teacher)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Bullying--1st infraction</li> <li><input checked="" type="checkbox"/> Cheating/Plagiarism</li> <li><input checked="" type="checkbox"/> Disruptive Behavior/Horseplay</li> <li><input checked="" type="checkbox"/> Inappropriate display of affection</li> <li><input checked="" type="checkbox"/> Playground infractions</li> <li><input checked="" type="checkbox"/> Profanity/Inappropriate language</li> <li><input checked="" type="checkbox"/> Refusal to Comply or Insubordination</li> <li><input checked="" type="checkbox"/> Technology Violation</li> <li><input checked="" type="checkbox"/> Theft</li> <li><input checked="" type="checkbox"/> Unfinished work</li> </ul>	<p style="text-align: center;"><b>Tier 2</b> <b>(Grade Level)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b><u>Any of Tier 1, but with multiple offenses</u></b></li> <li><input checked="" type="checkbox"/> Inter-grade level issues</li> <li><input checked="" type="checkbox"/> Student meltdowns or tantrums</li> </ul>	<p style="text-align: center;"><b>Tier 3</b> <b>(Office Referral)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b><u>Multiple offenses after Tier 2 intervention</u></b></li> <li><input checked="" type="checkbox"/> Bus Violation</li> <li><input checked="" type="checkbox"/> Bullying after 1st infraction</li> <li><input checked="" type="checkbox"/> Disruptive Behavior</li> <li><input checked="" type="checkbox"/> Excessive Absences/Tardies</li> <li><input checked="" type="checkbox"/> Physical Violence--fist fights, hitting, kicking, etc.</li> <li><input checked="" type="checkbox"/> Weapon--look alike or real</li> <li><input checked="" type="checkbox"/> Harassment--assault, sexual</li> <li><input checked="" type="checkbox"/> Drugs</li> <li><input checked="" type="checkbox"/> Vandalism</li> <li><input checked="" type="checkbox"/> Pornography</li> <li><input checked="" type="checkbox"/> Bullying</li> <li><input checked="" type="checkbox"/> Self Harm</li> <li><input checked="" type="checkbox"/> Suicide Ideation or Threat</li> </ul>

Consequences		
<p style="text-align: center;"><b>Tier 1</b> <b>(Classroom Teacher)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Pull Cards</li> <li><input checked="" type="checkbox"/> Loss of points, privileges, partial recess</li> <li><input checked="" type="checkbox"/> Change seating arrangement</li> <li><input checked="" type="checkbox"/> Think Sheet</li> <li><input checked="" type="checkbox"/> Lose Dojo points</li> <li><input checked="" type="checkbox"/> Written Apology</li> <li><input checked="" type="checkbox"/> Change Level--Clip up/Clip Down</li> <li><input checked="" type="checkbox"/> Parent Contact--Email/Phone Call</li> <li><input checked="" type="checkbox"/> Student Conference</li> <li><input checked="" type="checkbox"/> Verbal Warning</li> </ul>	<p style="text-align: center;"><b>Tier 2</b> <b>(Grade Level)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Work in a different classroom</li> <li><input checked="" type="checkbox"/> Loss of points, privileges, partial recess</li> <li><input checked="" type="checkbox"/> Change seating arrangements</li> <li><input checked="" type="checkbox"/> Student calls home</li> <li><input checked="" type="checkbox"/> Behavior Tracker</li> <li><input checked="" type="checkbox"/> Behavior Contract</li> <li><input checked="" type="checkbox"/> Parent Conference</li> </ul>	<p style="text-align: center;"><b>Tier 3</b> <b>(Office Referral)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Refer to Counselor</li> <li><input checked="" type="checkbox"/> Office Referral</li> <li><input checked="" type="checkbox"/> Loss of privilege</li> <li><input checked="" type="checkbox"/> Parent Contact</li> <li><input checked="" type="checkbox"/> Possible suspension</li> <li><input checked="" type="checkbox"/> Time in office</li> <li><input checked="" type="checkbox"/> Student Conference</li> <li><input checked="" type="checkbox"/> School Suspension/Expulsion</li> <li><input checked="" type="checkbox"/> Threat Assessment</li> </ul>

Teacher Procedures		
<p><b>Tier 1</b> <b>(Classroom Teacher)</b></p>	<p><b>Tier 2</b> <b>(Grade Level)</b></p>	<p><b>Tier 3</b> <b>(Office Referral)</b></p>

<input checked="" type="checkbox"/> <b><u>Teacher documents behavior in PowerSchool</u></b> <input checked="" type="checkbox"/> Identify, visibly post, and implement consistent classroom management plan <input checked="" type="checkbox"/> Immediate consequences implemented <input checked="" type="checkbox"/> Student Conference during portion of recess <input checked="" type="checkbox"/> Parent Contact--Email/Phone <input checked="" type="checkbox"/> Change Seat <input checked="" type="checkbox"/> Monitor and track behavior <input checked="" type="checkbox"/> Reteach & model expected behavior <input checked="" type="checkbox"/> Redirection	<input checked="" type="checkbox"/> <b><u>Teacher documents behavior in PowerSchool</u></b> <input checked="" type="checkbox"/> Behavior Contract <input checked="" type="checkbox"/> Send student with Think Sheet to a different classroom <input checked="" type="checkbox"/> Parent Contact--Phone Call <input checked="" type="checkbox"/> Parent Conference <input checked="" type="checkbox"/> Student-Teacher Conference <input checked="" type="checkbox"/> Student calls home with teacher support <input checked="" type="checkbox"/> Proximity Assignment	<input checked="" type="checkbox"/> <b><u>Teacher documents behavior in PowerSchool</u></b> <input checked="" type="checkbox"/> Refer to Counselor/Office
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The following positives are to reward students for their good behavior and hard work. Students' self-esteem increases when they see that their responsible behavior and control over self has positive consequences. These include:

- Teacher recognition in the student's class
- Birthday recognition
- Grade level accomplishments and recognition
- PBIS 100 club
- Notes/emails home
- Name read during announcements

We want all of our students to feel appreciated. It is our goal and desire that students find the greatest reward of self-recognition in doing what is expected and doing great work.

Each student is expected to follow the rules of conduct. They are to show respect for other people and obey persons in authority at the school. The policy applies to students while in the classroom, on school grounds, in school vehicles, and in school-related activities or events.

### **School-Wide Interventions and Extensions**

It is our goal to ensure high levels of learning for every student. Students participate in school-wide literacy and math intervention and/or extension activities within their grade level. Using data-based information, students will receive additional, targeted literacy instruction for 30 minutes Monday through Thursday. Groups are fluid, meaning that students will be reassessed every 4-5 weeks.

### **Technology Use**

All students will be using digital tools to enhance learning. As such, it is expected that all students know and adhere to district policies. [Majestic Fields Digital RTI](#) plan outlines these policies and interventions in greater detail.