

# Majestic Fields Elementary

## 2025-2026 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

## **Arrival**

**Plan for your child to arrive at school no later than 8:55 a.m. Students should not arrive at school before 8:30 a.m.**

Breakfast will be served from 8:30 a.m. to 8:50 a.m. Students eating breakfast should enter the back gym doors.

While on school property, bicycles and scooters must be walked.

Teachers will open their classroom doors at 8:53 a.m.

## **Assemblies**

1. Sit flat on the floor or chair.
2. Use good manners - quiet, attentive, clapping when appropriate (no booing, hollering, whistling).
3. Entering and leaving the assembly is done in an orderly manner. The person in charge of the assembly will direct the dismissal. Students should follow their teacher's directions when it is their turn to leave.

## **Attendance and Tardy Policy**

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

The Washington County School Board believes student learning and achievement are directly related to attendance. WCSD strives to make every effort to comply with state law and work proactively 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 for providing the school with a current phone number. Parents are encouraged to monitor their students' attendance and are invited to call the attendance secretary at the school as often as necessary to improve their students' attendance.

3.2 Truant: Means a school-aged child is absent for at least half the school day without a valid excuse. A student cannot be considered truant more than one time per day.

3.3. Valid excuse: Means that parents/guardians communicate to the school 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 any of the following conditions:

- A physical or mental illness or injury (regardless of whether documentation from a medical professional is provided);
- mental or behavioral health of the child;
- a family death or emergency;
- an approved school activity;

- an absence permitted by the student's IEP/504;
- a scheduled family event or proactive visit to a health care provider if the parent communicates with the school before the scheduled absence and the student agrees to make up course work for school days missed by the end of the grading period.

"Valid excuse" does not mean a parent acknowledgement of an absence for a reason other than those listed above.

**3.4 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 not 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.

**3.5. Tardy:** A tardy is defined as reporting to class after the bell to start class has sounded.

**3.5.1. Tardy rationale.** Tardiness not only hinders a student's ability to profit from instruction at the beginning of class, but it interrupts the work of the other students who made the effort to be on time. Research is abundantly clear that punctual students perform better in school and at work.

**3.5.1.1.** Each school is required to establish a uniform tardy policy for the school – to include consequences. Each school's tardy policy will be included in the school's handbook. All tardies will be recorded on PowerSchool.

**3.5.1.2.** It is the responsibility of the student and/or parent(s) to monitor tardies on PowerSchool, through progress reports, and by communication with the teacher. A tardy may be excused by a parent when an emergency situation results in a student arriving at school late. For secondary students, a student may not be excused for tardiness between classes.

**3.6.** Absences will be assigned the following marks on PowerSchool:

T Tardy

W Over 20 Minutes Tardy

E Excused Absence

X Unexcused Absence (If the unexcused absence is for at least half of the school day, the student is truant)

S Skipped Class

M Medical/Chronic Illness (Excused Absence)

F Flu (Excused Absence)

H Homebound (Excused Absence)

A School Related Activity (Excused Absence)

Z Suspended (Out of School)

I Suspended (In School)

## **Parent Responsibilities for School Attendance**

1. Majestic Fields Elementary is a closed campus. Students are not allowed to leave school grounds for any reason, unless students are checked out by a parent or legal guardian.
2. The school is not responsible for lost or stolen items.
3. All late-arriving students must come through the main entrance to the office to get a tardy slip.
4. Contact the school office by 9:30 a.m. on the day your child is absent from school.
5. 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 behavioral support to students.
2. [Parental permission](#) to participate must be obtained.

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

1. Bullying is the one-sided 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.
5. In the event that it is necessary to submit an anonymous report, please do so through the Safe Utah app located on our school website.

## **Cell Phones, Electronic Devices** (District Policy 3740)

1. Students are not allowed to use cell phones, wearable devices, or personal electronics during the school day (including during classroom/restroom breaks, recess, and lunch).
2. Student cell phones must remain out of sight and stored in a backpack. Smartwatches must be in silent mode while at school.
3. If a student needs to contact their parent(s), they should use the office phone with a phone pass. Please do not call or text your child during school hours.

## **Cell Phone/Electronic Device Violations**

1. **First Offense:** Students will be warned and informed of potential consequences.
2. **Second Offense:** School Employee will confiscate the electronic device until the end of the school day.
3. **Third Offense:** The electronic device is held in the office until the end of the school day. Parents will be contacted and must pick up the device at their earliest convenience.
4. **Additional Offenses:** On the fourth offense or if the student is combative, defiant, or insubordinate to staff, there will be additional disciplinary measures, up to and including parent meetings, loss of personal device privileges and suspension.

## **Digital Tools and Resources Expectations**

1. Students at MFES will responsibly use digital tools to enhance and differentiate classroom instruction.
2. Teachers and computer lab aide will use digital citizenship lessons to provide instruction on internet safety and appropriate use.
3. Expectations for teachers and students are further explained in [Majestic Fields Elementary Digital RTI Plan](#)

## **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 abuse and drug prevention, character education, school-to-career, academics, and social-emotional learning strategies.
2. The counselor is a resource for students, teachers, parents, and administrators. They work with students one-on-one and in small groups (with parental permission).

3. Counselors also work with students in the classroom to develop social skills, study skills, coping skills, self-management skills, etc.
4. 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.

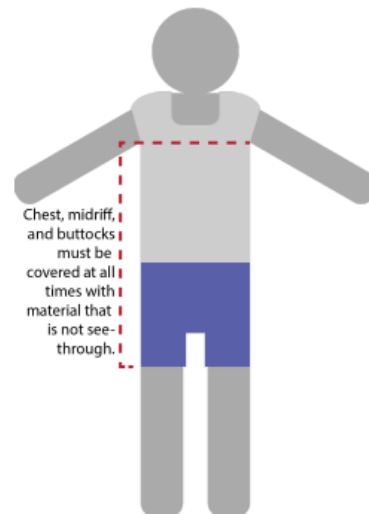
## Dress Code [\(District policy 2200\)](#)

The Board of Education of the Washington County School District recognizes that every student in the schools should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. To foster such an environment the following policy establishes the framework for school dress and grooming.

The following specific guidelines have been established to aid students, parents, staff and administration in the implementation and enforcement of policy 2200 Student Dress Code.

Dress and Appearance Standards include (but are not limited to) the following:

1. Clothing should be clean and in good repair.
2. Hats and other headwear:
  - a. May be worn unless it disrupts the school or school activity, poses a danger to self or others, or limits the ability of others to identify the student.
  - b. Any headwear that does not allow the student's face to be visible is not allowed.
3. Clothing (See figure):
  - a. Must be appropriate in length and not revealing.
  - b. Must provide coverage of the torso with no viewable undergarments. Coverage will be with material that is not see-through
  - c. Tank tops and tube tops are not permitted
4. Clothing, appearance, jewelry, accessories, footwear, or personal items shall be free of any writing, images, symbols, or any other insignias that:
  - a. Are lewd, vulgar, profane, obscene, or sexually suggestive.
  - b. Advocates, represents, or promotes racism, discrimination, violence or hate in any form.
  - c. Signifies or depicts gangs and/or illegal or criminal activities. (Administrators in consultation with law enforcement agencies will determine what signifies and/or depicts these activities.)
  - d. Shows or references tobacco, alcohol, drugs, or any illegal substance.
5. Footwear, appropriate for the day's activities shall be worn at all times.
6. Any dress or appearance item or practice that creates an unhealthy, unsafe, or disruption to the school or school activity may be prohibited.



## 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. Written permission must be granted by a parent or legal guardian. **Verbal permission cannot be accepted.**

## Head Lice Procedure and Protocol

### Upon Discovery:

- If a student is found to have a head lice infestation the parent(s) will be notified upon discovery.
- 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. Students will 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.

### **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 that are damaged or lost must be paid for before students are allowed to check out any additional books.
2. 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.
2. If your child has lost an item, please check with the school immediately.
3. The school is not responsible for lost or stolen items.

### **Lunchroom**

1. Lunchroom Rules and Procedures are as follows:
  - a. No sharing food.
  - b. Students will use appropriate voice levels.
  - c. Stay seated until you are dismissed.
  - d. Clean up all wrappers and trash.



2. Students will go to lunch first and then recess. Students will enter the lunchroom with their class, have 20 minutes for lunch, and then be released to play for the final 10 minutes. (District policy 3.3.2.1). Students are welcome to stay in the lunchroom past the 20 minutes for extended eating time.
3. Teachers accompany students to the lunchroom line, students will enter one class at a time.
4. Students with food allergies have a designated table and may invite one friend to join them.
5. When dismissed, students will clean up and throw away trash followed by time playing on the playground.
6. When signaled, students will meet their teacher at their designated location and return to class..

## Medications/Injuries

1. Designated employees maintain student medication records.
2. Medication is stored in a secure location.
3. 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.
4. All medications need to be in a pharmacy or physician labeled container.
5. In the event of a serious 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. Check with the office to access login information.
5. Lunch money can be paid 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.
  - a. Grass Area: This area is designated for soccer, football, kickball, and tag.
  - b. Blacktop: This area is designated for hopscotch, jump ropes, foursquare, and basketball.
2. Play in supervised areas.
  - a. Students will play within fenced areas.
  - b. Students will avoid playing on the side of the main building near the 1st or 5th-grade classrooms.
  - c. Students will avoid playing near the dumpsters and the custodial shed.
  - d. Students will avoid playing within 20 feet of the portables.
3. Tackle games are not allowed. Baseball bats and lacrosse sticks are not allowed at school.
4. 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 duty.**

## 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 \$2.00 for students and \$2.50 for adults. If your child qualifies for free or reduced lunch they will qualify for free or reduced breakfast.
4. Lunch is served daily. School prices are \$2.35 for students and \$4.50 for adults. You may pre-pay in the office or on the PayPams site, [www.paypams.com](http://www.paypams.com).
5. Milk can be purchased separately. Milk is \$0.50 a carton no matter the student eligibility status.
6. It is the responsibility of the parent to track their child's lunch account balance. Automated phone calls are made daily 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. After evaluations and testing, students may qualify for an Individual Education Plan (IEP) created through a collaborative process involving the parent/guardian, student, teacher, administrator, and support staff.
3. 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 to check 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 limited, strictly voluntary, and offered as a service to parents.
3. The school/district is not financially responsible for medical coverage of student injuries.

### **Take-Home Books (K-2nd Grades)**

Any take-home books that are damaged or lost must be paid for before students are allowed to check out any additional books.

All take-home books should be returned to the library before students check out of school when moving or and also at the end of the school year.

### **Toys and Personal Belongings**

1. All toys and personal playground equipment need to be left at home. We are not responsible for lost or stolen personal items.
2. Please do not ask Majestic Fields school employees to aid in locating lost or stolen items.

## Treats at School

1. **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.

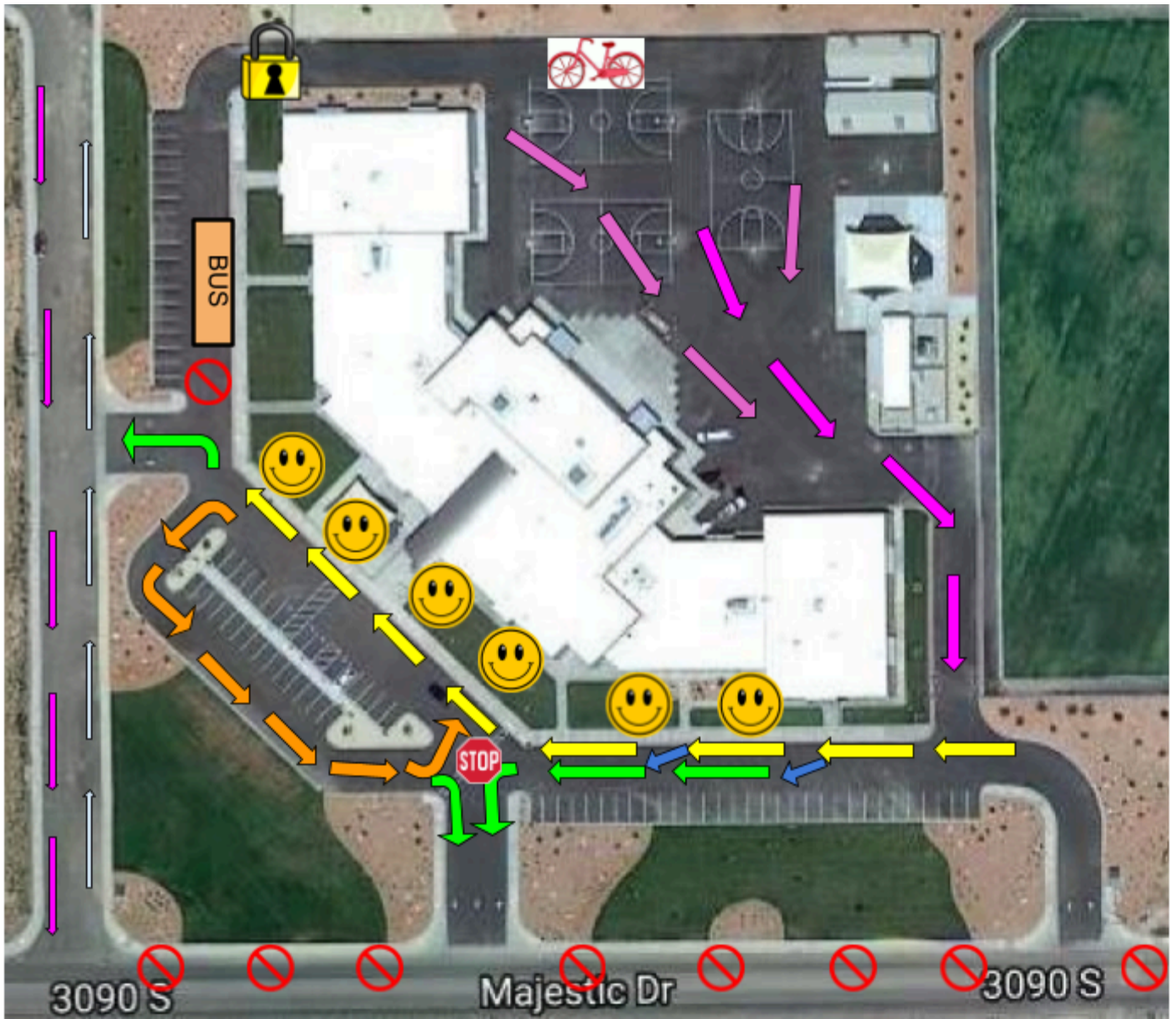
## Safety Guidelines for Coming and Going to School (for students and parents)

1. Students should stay on sidewalks and cross streets only at intersections with a crosswalk.
  - a. Where available, students should use the intersections with crossing guards. If crossing guards are unavailable, students should use designated crosswalks.
  - b. 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.
  - c. School Staff is not allowed to direct traffic on public/city streets.
2. Students should have a planned route to and from school.
  - a. Consider a planned alternative route in case of emergencies.
3. Parents, please set an example.
  - a. Use the crosswalks instead of walking in front of or behind cars when walking through the parking lot.
  - b. Do not drive past the **"Do Not Enter"** signs.
  - c. Park where your child can get to the car without crossing traffic.
  - d. Do not leave cars unattended while at the curb of the school loading zone.
  - e. Do not double park in front of our school – it is dangerous to our students.
  - f. Be courteous and follow the directions of staff members directing traffic.
4. Keep Traffic Flowing
  - a. Have your students ready to drop off.
  - b. Vehicles need to exit quickly.
  - c. Students must exit and enter vehicles on the curbside when dropping off and picking up.
5. Bus Zone: Do not park or drive through the bus zone. This area is for buses ONLY.

## 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.
3. Majestic Fields is 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**



# 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

Teachers and Staff			
Grade Level	Room Number	Grade Level	Room Number
Kindergarten		Fourth Grade	
Kwincy Barnson	101	Kim Neva	115
Leslie Saiz	102	Tori Banes	116
Melanie Gardiner	103	Kori Orton	117
Hannah Johnson	104	Lindsay Hastert	118
Kaysie Proa	106	Ezequiel Godk	119
		Jennifer Riddle	128
First Grade		Fifth Grade	
Julie Heaton	109	Cassie Paxman	120
Jessica Derrick	110	Leine Moratelli	121
Aline Lourenci	111	Cessily Lloyd	122
Cierra Green	112	Jordan Olsen	123
		Rachel Maughan	124
Second Grade		Special Education	
Sandy Jenkins	126	Andrea Miller	125
Angie Gomez	130	Speech/Language Pathologist	
Joy Sorenson	131	Sandi Stewart	Library
Jennie Cooper	133	Intervention	
Mayara Migliorini	132	Melanie Palmer	Reading
Third Grade		Specialists	
Katti Johnson	105	Shane Cather	P.E.
Andrea Juhasz	107	Joyce Carlson	Art
Cody Randall	108	Andrea Ball	Computer Lab
Natalie Bonello	113	Taylor Manuele	High Ability
Ann Vanwest	114	Maygen Mortenson	Library

Support Staff			
Custodian	Robert Schmutz	Health Assistant	Cindra Orr
Custodian	Kylee Owens	Paraprofessional	Nicole Salle
Custodian	Jose Garita	Paraprofessional	Jacei Reynolds
ESL	Karen Cisneros	Paraprofessional	Emily Harris
Nurse	Kathryn Baughman	Paraprofessional	Jessica Meacham
Lunch Manager	April Grossman	Paraprofessional	Denise Pitts
Lunch	Kelcee Passey	Paraprofessional	Valerie Warren
Lunch	Julie Dodge	Paraprofessional	Julie Wade
Behavior Tech	Megan Sanford	Paraprofessional	Rebecca Robinson
P.E. Assistant	Cali Duke Lay	Paraprofessional	Melissa Colbert

P.E. Assistant	TBA	Paraprofessional (SPED)	Jodi Russell
Playground Supervisor	Abby Reid	Paraprofessional (SPED)	Melanie Shaw
Playground Supervisor	Karen Wiley	Playground Supervisor	Whitnee Dehaan
Sub Paraprofessional	TBD	Playground Supervisor	Marie McDaniel

## 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

## 2025-2026 General School Calendar

Date	Event
August 11 (M)	First Day of School (1st-5th Grades-Full Day out at 3:30pm)
August 11-15 (M-F)	Minimum Day for Kindergarten Students (out at 12:00 PM, K only)
Aug 22 & 25 (F-M)	Elementary Diagnostic Assessment--1st-5th Grade (No School)
September 1 (M)	Labor Day (No School)
September 24 & 25 (W-Th)	Evening SEP Appointments-Full Day
October 9 & 10 (Th-F)	Fall Break (No School)
October 13 (M)	Teacher Prep Day (No School)
November 26 (W)	SEP/SEOP Comp Recess Day (No School)
November 27-28 (Th-F)	Thanksgiving Vacation (No School)
December 1 (M)	Teacher Prep Day (No School)
December 22 (M) - January 6 (T)	Christmas Vacation/Winter Holiday (No School)
January 5 (M)	Teacher Prep Day (No School)
January 19 (M)	Martin Luther King, Jr. Day (No School)
February 16 (M)	Presidents' Day (No School)
February 23-27 (M-F)	SEP Appointments-Minimum Day out at 12:00 PM
March 16 (M)	Teacher Prep Day (No School)
April 3-7 (F-M)	Spring Recess (No School)
April 6 (M)	Teacher Prep Day (No School)
May 15 (Th)	Last Day of Kindergarten out at 3:30 PM
May 20 (W)	Minimum School Day -High School Graduation-out at 12:00 PM
May 21 (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	11:25-11:55
Second Grade	11:35-12:05
Third Grade	11:50-12:20
Kindergarten	12:00-12:30
Fourth Grade	12:15-12:45
Fifth Grade	12:25-12:55
<b>Friday Lunch Schedule</b>	
First Grade	10:45-11:00
Second Grade	10:55-11:10
Third Grade	11:05-11:20
Kindergarten	11:15-11:30
Fourth Grade	11:25-11:40
Fifth 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, this program is offered for those who qualify.

1. Students identified as Level 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. Rewards include: Principal 100 Club, Mustang Stampede, postcards home, certificates, attendance rewards, etc. This year, we are focused on 8 Healthy Habits for students. These habits include: Be Proactive; Begin with the End in Mind; First Things First; Think Win-Win; Seek First to Understand, then to be Understood; Synergizing; Sharpen the Saw; and Find Your Voice. These traits will be reinforced through lessons with our school counselor.

mPBIS also provides a structure for occasional undesired behavior. Our teachers and staff utilize tiered interventions to modify behavior as follows:

## Majestic Fields Elementary Behavior Tiers

Student Behaviors		
Tier 1 (Classroom Teacher)	Tier 2 (Grade Level)	Tier 3 (Office Referral)
<input checked="" type="checkbox"/> Bullying--1st infraction <input checked="" type="checkbox"/> Cheating/Plagiarism	<input checked="" type="checkbox"/> <u>Any of Tier 1, but with multiple offenses</u>	<input checked="" type="checkbox"/> <u>Multiple offenses after Tier 2 intervention</u>



<input checked="" type="checkbox"/> Disruptive Behavior/Horseplay <input checked="" type="checkbox"/> Inappropriate display of affection <input checked="" type="checkbox"/> Playground infractions <input checked="" type="checkbox"/> Profanity/Inappropriate language <input checked="" type="checkbox"/> Refusal to Comply or Insubordination <input checked="" type="checkbox"/> Technology Violation <input checked="" type="checkbox"/> Theft <input checked="" type="checkbox"/> Unfinished work	<input checked="" type="checkbox"/> Inter-grade level issues <input checked="" type="checkbox"/> Student meltdowns or tantrums	<input checked="" type="checkbox"/> Bus Violation <input checked="" type="checkbox"/> Bullying after 1st infraction <input checked="" type="checkbox"/> Disruptive Behavior <input checked="" type="checkbox"/> Excessive Absences/Tardies <input checked="" type="checkbox"/> Physical Violence-fist fights, hitting, kicking, etc. <input checked="" type="checkbox"/> Weapon--look alike or real <input checked="" type="checkbox"/> Harassment--assault, sexual <input checked="" type="checkbox"/> Drugs <input checked="" type="checkbox"/> Vandalism <input checked="" type="checkbox"/> Pornography <input checked="" type="checkbox"/> Bullying <input checked="" type="checkbox"/> Self Harm <input checked="" type="checkbox"/> Suicide Ideation or Threat
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Consequences		
Tier 1 (Classroom Teacher)	Tier 2 (Grade Level)	Tier 3 (Office Referral)
<input checked="" type="checkbox"/> Pull Cards <input checked="" type="checkbox"/> Loss of points, privileges, partial recess <input checked="" type="checkbox"/> Change seating arrangement <input checked="" type="checkbox"/> Think Sheet <input checked="" type="checkbox"/> Lose Dojo points <input checked="" type="checkbox"/> Written Apology <input checked="" type="checkbox"/> Change Level--Clip up/Clip Down <input checked="" type="checkbox"/> Parent Contact--Email/Phone Call <input checked="" type="checkbox"/> Student Conference <input checked="" type="checkbox"/> Verbal Warning	<input checked="" type="checkbox"/> Work in a different classroom <input checked="" type="checkbox"/> Loss of points, privileges, partial recess <input checked="" type="checkbox"/> Change seating arrangements <input checked="" type="checkbox"/> Student calls home <input checked="" type="checkbox"/> Behavior Tracker <input checked="" type="checkbox"/> Behavior Contract <input checked="" type="checkbox"/> Parent Conference	<input checked="" type="checkbox"/> Refer to Counselor <input checked="" type="checkbox"/> Office Referral <input checked="" type="checkbox"/> Loss of privilege <input checked="" type="checkbox"/> Parent Contact <input checked="" type="checkbox"/> Possible suspension <input checked="" type="checkbox"/> Time in office <input checked="" type="checkbox"/> Student Conference <input checked="" type="checkbox"/> School Suspension/Expulsion <input checked="" type="checkbox"/> Threat Assessment

Teacher Procedures		
Tier 1 (Classroom Teacher)	Tier 2 (Grade Level)	Tier 3 (Office Referral)
<input checked="" type="checkbox"/> <u>Teacher documents behavior in PowerSchool</u> <input checked="" type="checkbox"/> Identify, visibly post, and implement consistent classroom management plan	<input checked="" type="checkbox"/> <u>Teacher documents behavior in PowerSchool</u> <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"/> <u>Teacher documents behavior in PowerSchool</u> <input checked="" type="checkbox"/> Refer to Counselor/Office

<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"/> 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	
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The following 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 have 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 valued. It is our goal and desire that students find the greatest reward of self-recognition in doing what is expected and achieving 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 and/or math instruction for 30 minutes Monday through Thursday. Groups are fluid, meaning that students will be reassessed every 3-4 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 school protocols and district policies.