



Addendum to the District's "Students Rights & Responsibilities"

Handbook & Discipline Policy **2020 - 2021**

PRINCIPAL'S MESSAGE

Dear Students and Parents:

Welcome to Mayfair Laboratory School. The school's mission is focused not only on academics, but on the other aspects of education that lead to the successful development of the whole child.

We are so glad you have decided to join us at MLS. On behalf of our exceptional faculty and staff, I extend our best wishes to you for a successful school year. It will be filled with challenging and exciting opportunities for our students.

This handbook provides you with detailed information about Mayfair Lab School policies and procedures. It is to be used to supplement the district's Student Rights and Responsibilities Handbook. I ask that you and your child take the time to review both of these handbooks' contents. We make every effort to provide the most accurate, up-to-date information, but some information may not reach us until after the publishing date. Any required corrections, changes, etc., will be given to your child at the opening of school in August. We will also keep you up-to-date through our Monthly School Newsletter, "Mayfair Minutes."

Through the team effort of our parents, community, students, and staff, we will offer our students a highly successful learning experience.

Please make sure that you and your child sign the acknowledgment form each school year, which is in the packet of forms sent home at the beginning of school.

In closing, I want to take this opportunity to thank you for choosing the East Baton Rouge Parish School System, and Mayfair Laboratory School, for the education of your child. We look forward to working with your family.

Sincerely,

Kyle Fontenette, Principal

UPDATED STUDENT INFORMATION

It is critically important to make sure your child's Emergency Card information is kept accurate because it could save his/her life. We use this card to contact parents throughout the school year. Incorrect phone numbers could delay, or prevent, our being able to contact you in the event of an emergency regarding your child.

SCHOOL SCHEDULE

- 8:00 A.M.** Students Arrive/Breakfast Begins- (**Upon advice from the school board attorney no children may arrive before 8:00 A.M. unless he/she is participating in a special program, such as, Before School Care.**)
- 8:30 A.M.** Tardy Bell Rings- (NOTE: **Students must be in class by 8:30 A.M.**, and ready to work, in order to not be considered tardy.)
- Students arriving in class after 8:30 A.M. must come to the office with a parent/guardian to be signed-in and get a TARDY slip.
 - The **ONLY** tardies that are **EXCUSED** are for medical appointments, which must be supported with written documentation on official letterhead from the doctor or dentist.
- 2:45 P.M.** Early Check Out Ends- NO students may be checked out after this time. (11:45 A.M. on Early Dismissal Days)
- 3:25 P.M.** Dismissal Begins (12:45 P.M. on Early Dismissal Days)
- 3:40 P.M.** Latest Pickup Time for Carpool Students
Upon the advice of the school board attorney, all students not participating in Extended Day must be picked up by 3:40 P.M. This is the end of the teacher's work day. Students remaining after the teachers' workday ends will be sent to extended day, and a fee of \$12 per child will be assessed. (Offenders to this policy will be reported to Child Welfare and Attendance after the third late pick-up.)

MIDDLE SCHOOL BELL SCHEDULE

8:00 A.M. - 9:59 A.M.	1st/5th Block (Homeroom 8:00 a.m. - 8:30 a.m.)
9:59 A.M. - 10:03 A.M.	Class Change
10:03 A.M. - 11:28 A.M.	2nd/6th Block
11:28 A.M. - 11:32 A.M.	Class Change
11:32 A.M. - 1:32 P.M.	3rd/7th Block
12:30 P.M. - 1:00 P.M.	1st Lunch (12:30 P.M. - 12:50 P.M.) 1st Recess (12:50 P.M. - 1:00P.M.)
12:40 P.M. - 1:10 P.M.	2nd Lunch (12:40 P.M. - 1:00 P.M.) 2nd Recess (1:00 P.M. - 1:10 P.M.)
1:32 P.M. - 1:35 P.M.	Class Change
1:35 P.M. - 3:05 P.M.	4th/8th Block
3:05 P.M. - 3:10 P.M.	Student return Chromebooks and report to gym for dismissal

GRADING POLICY

The district grading scale for students in Kindergarten:

GRADING SCALE FOR ALL EAST BATON ROUGE PARISH SCHOOLS		
Letter Grade		Percentage
E	Excellent	100-93%
S	Satisfactory Work	92-80%
NI	Needs Improvement	79-67%
U	Unsatisfactory	66-0%

The district grading scale for students in grades 1 – 8:

GRADING SCALE FOR ALL EAST BATON ROUGE PARISH SCHOOLS		
Letter Grade	Percentage	Quality Points
A	100-93%	4
B	92-85%	3
C	84-75%	2
D	74-67%	1
F	66% and below	0

MAGNET STATUS REQUIREMENTS

Elementary Magnet School Requirements:

As per the EBR Magnet Contract, elementary students must pass the grade level in order to maintain magnet status.

Middle Magnet School GPA Requirements:

As per the EBR Magnet Contract, Middle school students must maintain a 2.50 cumulative GPA in order to maintain magnet status

STUDENT PROGRESS CENTER

Parents can monitor their children's academic progress, school attendance, and disciplinary activity, by accessing the East Baton Rouge Parish School System's Student Progress Center. We will send home an informational sheet informing you how to access this system. If you have questions please call the office at 225-761-7849.

SCHEDULE CHANGES

Schedule changes are prohibited after the first 3 weeks of the school year. Schedules can be changed by parent request only during the first 3 weeks of the school year

MAYFAIR LABORATORY UNIFORM POLICY

See District Policy in the Student Rights and Responsibilities Handbook for a complete listing of uniform policies.

ELEMENTARY DRESS CODE (GRADES K - 5)

Bottoms/Dresses for elementary students:

- **ACCEPTABLE:**
 - Solid navy blue uniform style slacks
 - Solid navy blue uniform style shorts, skorts, skirts (all must be longer than fingertip length)
 - Solid navy blue uniform style capris
 - Solid navy blue uniform style dresses and jumpers (must be longer than fingertip length)
- **UNACCEPTABLE:** Navy colored jeans, corduroy, biking shorts, leggings, cargo pants/shorts, sweatpants, and bottoms with elastic cuffs/hems (joggers)
 - **EXCESSIVELY TIGHT FITTING/STRETCH PANTS ARE NOT ACCEPTABLE**
- Must be worn at natural waist and shall not be excessively baggy.
- Belts are not required, but if desired, must be worn at the natural waist.

Tops for elementary students:

- **ACCEPTABLE:**
 - Plain burgundy shirts/blouses with a collar;
 - Burgundy or White turtlenecks are acceptable UNDER uniform shirts/blouses in the winter
 - Our approved school logo is permitted on uniform tops but is not required
- **ONLY** short sleeved white T-shirts may be worn under uniform shirts.

MIDDLE SCHOOL DRESS CODE (GRADES 6 - 8)

Khaki bottoms for Middle School:

- **ACCEPTABLE:**
 - Light Khaki colored uniform style slacks
 - Light Khaki colored uniform style shorts, skorts, skirts (must be longer than fingertip length)
 - Light Khaki colored uniform style capris.
 - Uniform bottoms must be made of khaki fabric.
- **UNACCEPTABLE:**
 - British, mushroom, and dark khaki colors
 - Khaki colored jeans, corduroy, biking shorts, leggings, cargo pants/shorts, sweatpants, and bottoms with elastic cuffs/hems (joggers)
- **EXCESSIVELY TIGHT FITTING/STRETCH PANTS ARE NOT ACCEPTABLE**
- Pants shall be worn at natural waist and shall not be excessively baggy.

Belts for Middle School:

- Belts (any color) must be worn at the natural waist on bottoms with belt loops

Tops for Middle School:

- **ACCEPTABLE:**
 - Purple collared polo style collared shirt with the embroidered Mayfair Lab school logo
- **ONLY** short sleeved white T-shirts may be worn under uniform shirts.

ALL GRADES DRESS CODE (GRADES K - 8)

Shirts/Blouses

- ALL UNIFORM SHIRTS/BLOUSES MUST BE TUCKED IN AT ALL TIMES.

Jackets/Sweaters/Sweatshirts:

- ACCEPTABLE:
 - Purple Mayfair Lab official fleece jackets with embroidered logo
 - Solid navy blue or purple lightweight jackets/sweaters are permitted
 - ONLY Mayfair Lab SWEATSHIRTS MAY BE WORN!
- UNACCEPTABLE
 - Any other color sweatshirts, sweaters, jackets
 - Any logos, patterns, or graphics on sweatshirts, sweaters, jackets
- Label child's name in ALL of his/her coats, sweaters, etc. Each year we have an overflowing "Lost and Found" box full of unclaimed clothing. Each semester, Lost and Found items will be donated to Good Will.

Winter/Heavy Coats:

- Winter coats are only worn outside and must be removed inside the building.

Jewelry:

- ACCEPTABLE: Girls may wear stud earrings in their ears only. Boys are not permitted to have ANYTHING in their ear.
- UNACCEPTABLE: excessively large jewelry

Footwear:

- Closed-toe shoes with soles and a back must be worn in school facilities and on school grounds. No slippers or sandals are permitted.

Spiritwear/Club & Team Apparel:

- Approved school spirit shirts, sports sweatshirts, club and team apparel may be worn on sport game days and/or Fridays ONLY.

SCHOOL UNIFORM VIOLATION CONSEQUENCES

- 1st Offense - Warning Letter
- 2nd Offense - Parent Conference
- 3rd Offense - After School Behavior Clinic
- 4th Offense - After School Behavior Clinic
- 5th Offense - In School Suspension (1 day in TOR)

FREE DRESS POLICY (Grades K-8):

- Hats or head apparel such as bandanas, and do-rags may not be worn.
- T-shirts or other articles that display any type of violence, profane, or obscene languages are unacceptable.
- Pants must be worn at the natural waist and shall not be excessively baggy nor sagging.
- Closed toe shoes/sneakers with backs must be worn. (No sandals or slippers)
- Shorts and skirts must be fingertip length.
- Pants/jeans cannot have holes or rips.
- No jeggings/leggings may be worn as pants.
- No low cut or excessively tight clothing may be worn.
- If wearing tank tops/camisoles, they must be layered with a shirt/blouse on top of the camisole/tank top. (Shoulders/undergarments may not be exposed.)

If you are in doubt, DO NOT WEAR IT!

FREE DRESS VIOLATION POLICY:

If a student violates the free dress policy they will lose free dress for the remainder of the year.

MIDDLE SCHOOL PE UNIFORM POLICY:

- Middle school students are expected to dress out for activities in physical education.
- Uniforms are available for purchase through Geaux Logo.
- Sneakers with laces must be worn for P.E.

PARENT/VISITOR ATTIRE:

- Parents/adults not appropriately dressed will not be allowed to enter classrooms, or remain on school grounds.

ARRIVAL & DISMISSAL

BUS RIDERS

- Bus riders will be dismissed as each bus arrives to load in the bus loading zone

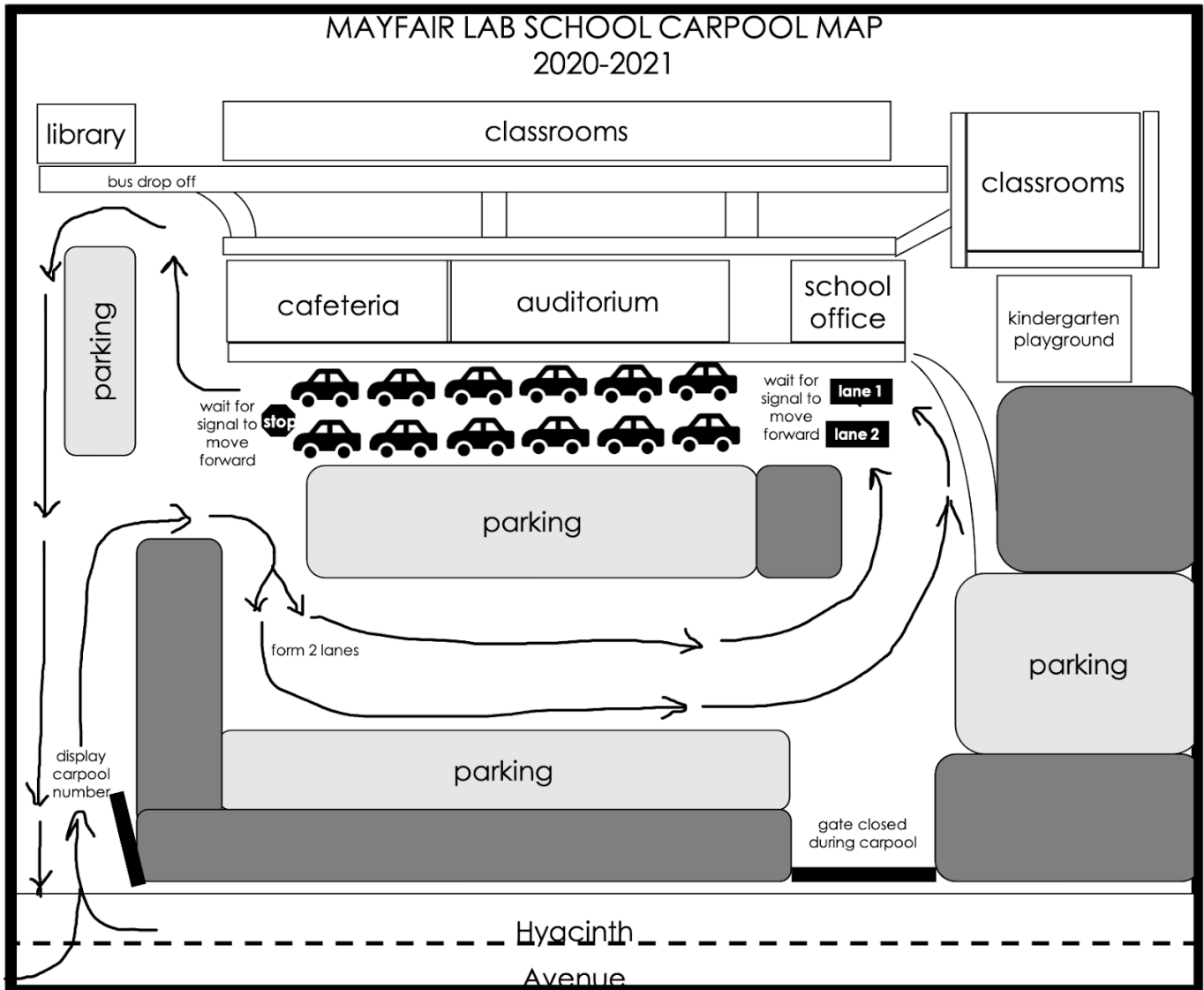
Students may ONLY ride home on their assigned bus. (Students may not ride home on a bus with a friend.) --- as per EBRPSS Transportation Department Policy

CARPOOL

- MORNING CARPOOL: 8:00 a.m. - 8:30 a.m.
- AFTERNOON CARPOOL: 3:25 p.m. - 3:40 p.m.

Carpool vehicles enter the driveway and LOAD/UNLOAD at the GYM.

See the map for the carpool flow.



- Form two lanes and follow the directions of the Mayfair faculty
- Cell phone use is prohibited while driving in school zones
- Smoking/Tobacco use are prohibited on school grounds
- Use the parking spaces to buckle students in, if necessary
- Do not walk up to get your child after 2:45 P.M.
- After 2:45, all students must be picked up using carpool, buses, or extended care.

NOTE: For safety reasons, all carpoolers must be dropped off/picked up in the carpool lane and **NEVER on the street in front of the school, on ANY of the surrounding streets, or in the bus loading zone.**

CARPOOL TAGS

- Each student or family group will be issued 2 TAGS showing their assigned CARPOOL NUMBER. Because we care about each child's well-being, we will only release a student to persons displaying this official TAG in the vehicle.
- Anyone without a TAG will be asked to park in the parking lot and come into the office with a photo ID to retrieve the student(s).

DISMISSAL ENDS AT 3:40 P.M.

Upon the advice of the school board attorney, all students not participating in Extended Day must be picked up by 3:40 P.M. This is the end of the teacher's work day. Students remaining after the teachers' workday ends will be sent to extended day, and a fee of \$12 per child will be assessed. (Offenders to this policy will be reported to Child Welfare and Attendance after the third late pick-up.)

TRANSPORTATION CHANGES

- Please be consistent in the way your child gets home in the afternoon.
- If transportation will be different from the PRIMARY method on a regular basis (weekly or monthly), a detailed note to the teacher will be required listing which days the transportation will change.
- Changes to your child's dismissal for the day will only be made for extenuating circumstances.
- Transportation changes must be sent through a signed and dated note. (Phone calls, DOJO messages, text messages, and emails will not be accepted)
- **If a child does not have a note, he/she will be sent home in the usual manner.** Please make all the arrangements ahead of time and make sure your child is aware.

EXTENDED DAY

Morning care is from 7:00 a.m. - 8:00 a.m. Monday - Friday.

Aftercare is from 3:45 p.m. - 5:30 p.m. Monday - Friday.

Two rate plans are offered for Extended Day:

- 1) **Drop in rates** are \$7.00 per morning per child and \$12.00 per afternoon per child.
- 2) **Full time rates** are \$25.00 per week for morning care per child and \$50.00 per week per child for aftercare.

Dates of Operation:

- Extended Day will start the first full week of the school year and end the last full week of the school year.
- There will be no aftercare on early dismissal days.
- Dates with no extended care will be listed in the registration packet.

A registration packet must be completed before a student is allowed to attend extended day. These packets will be available at orientation and in the front office.

EMERGENCIES

Mayfair Lab has a Crisis & Disaster Plan. We will practice proper emergency procedures with the students to prepare them in case of fire, tornado, hurricane, or other disasters. Your child's safety is our number one priority!

EBR Schools will announce school closures or other important information using the local news outlets.

ATTENDANCE

MAKE-UP WORK FOLLOWING ABSENCE

Students will be able to make up work missed due to an absence if the absence was excused. For every excused absence day, the student has two school days to complete make-up work. The student and/or parents may request make-up work. If the absence was unexcused, the student may still receive a zero for all missed work.

TARDY POLICY

A STUDENT WHO ARRIVES AFTER 8:30 A.M. MUST BE ACCOMPANIED BY AN ADULT TO THE OFFICE FOR A TARDY SLIP. It is very important that your child is at school on time every day. Remember, you are establishing a child's pattern for his/her lifetime. Parents are not allowed to bypass the office to bring their child to class. All visitors must report to the office, and the child cannot enter the classroom without the tardy slip.

CHECKING OUT OF SCHOOL

Please make it a priority to NOT check your child out early from school very often. We cannot teach the child if he/she is not at school, and teachers plan for every minute of the day. Most activities involve class experiences that cannot be made up at home (classwork cannot be sent as homework). **Any child leaving early, or arriving late, must be signed out/in at the office which will count against their perfect attendance.**

Early checkout will not be permitted after 2:45 P.M. (11:45 A.M. on early dismissal days) because teachers are reviewing assignments, helping students organize and pack books, and because of additional congestion in the office area and hallways.

If a child is too ill to stay in the classroom, the office will call the parents to come for him/her. **It is very important to keep all phone numbers current on your child's Emergency Form.**

Teachers are unable to stop their class instruction to give assignments when a student checks out early. Missed work will be available upon the student's return.

DISTRICT ILLNESS POLICY

Your child will not be allowed to attend school if they have:

- A. Vomiting or diarrhea:** Your child should remain at home until he/she has not vomited or had diarrhea for 24 hours without medication.
- B. Fever above 100 degrees F:** Your child should remain at home until he/she has been free of fever for 24 hours without medication.
- C. Nasal Discharge for more than 3 days.** (If allergy related, parents must provide documentation from a physician that it is not contagious.)
- D. Persistent cough for more than 2-3 days.** (If asthma related, parents must provide documentation from a physician.)
- E. Rashes:**
 - 1) Any pink, red or bluish-purple rash
 - 2) Any bumps and blisters (chicken pox)
- F. Pink Eye:** Parents must provide documentation from a physician that their child is being treated with medication. (If eye itching and redness are allergy related, parents must also provide documentation from a physician.)
- G. Lice:** The child must remain at home until treated and no live lice are present.

MEDICATION POLICY

Students should **NEVER** have medications in their possession on the school grounds. This includes Tylenol, vitamins, medicated lotions, ointments, cough drops, nose sprays, or any other medicine.

The school will follow the Students Rights and Responsibilities Handbook regarding any medications brought to school.

Any questions concerning medication should be directed to the school nurse.

Medication must be accompanied by the completed Mayfair Lab medical form signed by the doctor.

PERSONAL PROPERTY

We do not encourage students to bring extra clothing, handbags, books, jewelry, musical instruments, or computer games, because they are not covered by the school system's insurance. **Any losses should be reported to law enforcement.** Claimant recourse for loss of this type would be against the perpetrator, not the school system.

If a student is distracted by, or allows personal items to interfere with the learning process, they will be taken away from the student and not returned until the last day of school. For this reason, a student should **not bring** toys, radios, trading cards, comic books, playground equipment (including balls and jump ropes), items to sell, or unnecessary money, to school without prior approval from the principal.

ELECTRONIC DEVICES

Students are not allowed to use ANY PERSONAL electronic device on school grounds. Administrators will not be responsible for retrieving lost or stolen items. If students are using these items on school grounds, they will be confiscated.

CELL PHONES: Students may bring cellphones to school. **All cell phones must be turned off during the school day.** If students are caught using cell phone during the school day, the following consequences will be given:

- **1st Offense** - The cell phone will be taken and held in the office for a 24 hour period. ONLY a parent or guardian may pick up a student's confiscated cell phone.
- **2nd Offense** – The cell phone will be taken and held in the office for a 48 hour period. ONLY a parent or guardian may pick up a student's confiscated cell phone.
- **3rd Offense** – The cell phone will be taken and held in the office until the end of the current school year.

LOSS OF A BOOK OR DAMAGES TO SCHOOL PROPERTY

Parents will be responsible for paying for any lost or damaged classroom distributed materials, library books, or other damages to school property.

STUDENT ACCIDENTS

All student accidents will be reported on the official Student Accident Report and filed with our Risk Management Department. Parents will be notified of any accident requiring medical assistance.

TELEPHONE USAGE

Parents will be contacted for illnesses or emergencies only. Any student requests to use the phone will require a note from the teacher stating the purpose. We do not allow phone calls to be made for forgotten homework, conduct sheets, etc. We also do not take messages for students, or allow them to receive phone calls.

DELIVERIES

We are unable to accept deliveries (i.e: homework, conduct sheets, binders, balloons, cupcakes, bookbags, etc.) for students. **We will not interrupt instruction to call children to the office to receive deliveries.** Please make sure students have everything they need before they leave home in the morning.

PARENTS/VISITORS ON CAMPUS

For the safety of our students, we must always know who is on the school grounds. All visitors must check in with the office and observe the following rules while visiting in our school. (This is an East Baton Rouge School Board Policy.)

Visitors must park in a parking space. Visitors may not park in the carpool lane or bus lane.

CLASSROOM OBSERVATIONS

1. **Sign in at the front office to receive a visitor's pass.**
2. Ask secretary/clerk for a **MLS Classroom Observation Procedures** form. Before going to the classroom you must read all the procedures, fill in the bottom boxed portion, and leave the form at the front desk until you complete your observation.
3. When visiting to observe a classroom, enter quietly and be seated in the rear of the room. You may observe for one 20 minute time period per day.
4. Do not disturb your child or the teacher. The teacher is teaching and the children are learning. Therefore, it is not possible to just have a quick word with the teacher during class time or lunchtime.

5. If you wish to make an appointment with the teacher, make a note on your form as to whether you prefer a phone call or a conference to be scheduled. The information will be forwarded to the teacher. Also, if you have any questions and/or comments regarding the observation, you may write them on the section provided at the bottom of the form.

FIELD TRIP POLICY

- Students must have an EBRP field trip permission form, signed by a parent or guardian, to participate in a school field trip.
- Students are required to ride the bus to and from all school field trips.
- Parents are not allowed to ride on school buses.
- Students, other than those with signed permission slips, are not allowed on field trips.
- Parents may be required to attend field trips with students who have repeated behavioral concerns.
- All permission forms and money due MUST be turned by the DUE DATE. The school will not accept forms or money after the set deadline.
- All Chaperones/Parents wishing to attend a field trip must notify the teacher by THE DAY THE FEES ARE DUE for the field trip.
- Field trip money is **NON-refundable**. Expenses have been paid, or committed to the vendor, and the school cannot be reimbursed. (The school cannot make change. Send the exact fee amount.)

MONEY COLLECTION POLICY

- Payments for all school associated fees and extended day must be paid either online, in cash (using exact change), or money order.
- Checks will not be accepted as payment.

CAFETERIA POLICIES

1. **Breakfast:** Breakfast is FREE. It is served from 8:00 A.M. - 8:30 A.M.
2. **School Lunch:** All students are offered a FREE lunch from the cafeteria.
3. **"Bag Lunch" from home:** Students may bring lunches from home provided they eat their meal in the school cafeteria. (Lunches from home may include personal portioned snack items such as chips or cookies, but **NOT** soft drinks or commercial meals in original wrapping – such as Wendy's or McDonalds). Please do not send lunches that require refrigeration or heating.
4. **Soft Drinks:** Soft drinks will be discarded if consumed at school.
5. **Parents are encouraged to have lunch with their child.** Lunch times will vary by class.

BEVERAGE POLICY

Students may only consume water in classes. All other drinks consumed in class will be discarded.

END OF YEAR AWARDS AND RECOGNITION

Perfect Attendance: This is for students who are in attendance all day, every day of the school year. Students who check in late, or checked out early, will not be eligible for this award.

Meritorious Attendance: This is for students who are in attendance all day, except for 4 days of the entire school year. (Each absence, tardy, or early check out, counts as one of the 4 days.)

Principal's List All Year: This is for students who have an "A" in all areas of the report card for all four nine-weeks.

Honor Roll List All Year: This is for students who do not have a grade lower than a "B" in all areas of the report card for all four nine-weeks.

PAW Awards: These are for students with good behavior and citizenship.

STAR Awards: These are for students excelling in particular subjects or extracurricular activities.

There is not a "graduation" ceremony for any grade level. However, we do have **special recognition programs** at the end of the year for all grades.

DISCIPLINE

Students have a fundamental right to a free public education. They also have a corresponding responsibility to join with other members at Mayfair Lab in respecting the rights and responsibilities of others and in establishing a climate for learning within the school. It is the professional belief of the staff and administration at Mayfair Lab that the rules and regulations expressed in the EBR Parish Discipline Policy, Student's Rights and Responsibilities Handbook will assist in providing a safer, healthier and happier atmosphere for students to learn. (See policy online at www.ebrschools.org) Students are expected to behave in an orderly and courteous manner at all times and in all situations. No disruptive acts of any nature will be tolerated under any circumstances.

After-School Behavior Clinic: 3rd - 8th Graders who receive behavioral referrals may receive an after-school behavior clinic as a consequence.

DISTRICT INTERNET USAGE AND SAFETY POLICY

Our school expects all students to adhere to the **Internet Safety and Usage Policy** adopted by the EBR School System. Please review the policy in its entirety. A copy of this policy is sent home at the beginning of the school year. Please sign and return the signature page to Mayfair Lab.

Students must return the signature page before being allowed to use the school's computers and chromebooks.

ACADEMIC DISHONESTY/CHEATING POLICY

Definition Academic dishonesty includes "cheating," "fraud," and "plagiarism," the theft of ideas and other forms of intellectual property— whether they are published or not. It is the responsibility of any student, faculty member, or administrator who observes, or has knowledge of, apparent instances of academic dishonesty to report the activity to the appropriate faculty member or administrator.

EXAMPLES OF ACADEMIC DISHONESTY

Cheating is the intentional use of, or attempted use of, unauthorized materials, information, study aids, or previously prepared solutions in any academic exercise, exam, paper or other assignment. Cheating includes, but is not limited to:

- Copying another student's work.
- Sharing answers for either a take-home or in-class examination (giving and/or receiving).
- Using notes, books or web materials on an exam when such aids are forbidden.
- Changing the answers on an examination after it has been graded in order to gain more credit than deserved.
- Using a "cheat-sheet" or other prohibited assistance (calculator, cell phone, text messaging, etc.) during an examination.

Failure to comply with the academic dishonesty policy may result in a consequence of, but not limited to, **a grade of ZERO on the assignment. Consequences of academic dishonesty will be at the discretion of the teacher/administrator.**

BIRTHDAY TREAT POLICIES

- Kindergarten students will celebrate birthdays once a month. Parents and the kindergarten teachers will coordinate treats for the celebration.
- Grades 1st - 8th will not have birthday celebrations. Non-edible birthday treats (ie: glow sticks, erasers, etc.) may be sent to distribute to all classmates, but must be pre-arranged with the student's teacher.

PARENTAL INVOLVEMENT

Mayfair Lab recognizes that parents are their children's first teachers and that parents function as educators throughout their children's lives. More than thirty years of research shows that student academic success and high self-esteem are closely related to parental involvement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades and test scores, better attendance, and are more likely to graduate from high school and attend college. In fact, the best predictor of a student's success in school is not income or social status, but how much a student's family participates in his or her education.

The administration, faculty, and staff, are committed to establishing programs and practices that create a climate of mutual trust and respect that support substantive parent involvement. The East Baton Rouge Parish School System supports having a PTA (Parent Teacher Association) in every school and provides for the formation of committees and organizations such as the School Improvement Team (SIT).

At Mayfair Lab we also believe that the education of our children is a shared responsibility. Involvement by the school, the family, and the community, creates a stronger educational system and improves the quality of life for the students, their families, and the entire MLS community.

CRITERION REFERENCED LEARNING GUIDES & END OF YEAR EXPECTATIONS

At the beginning of the school year, teachers will send home End of Year (EOY) Expectations for each subject area. The EOY Expectations outlines the skills and content that students are expected to master by the end of the year. Parents and teachers will work together to help students succeed in meeting these expectations.

For each unit of instruction, teachers will send home Criterion Referenced Learning Guides (CRLGs or Learning Guides) that outline the important learning of the unit, types of assessments that will be used, and academic vocabulary. These Learning Guides serve as an essential communication tool for parents, students, and teachers.

