

**Melrose Elementary School**  
**Parent-Student Handbook**  
**2023-2024**



***"Building Academic Success and Responsibility  
through Knowledge."***

**1348 Valcour Drive**  
**School Telephone: 926-2353**  
**Fax number: 927-7808**  
**School Cafeteria Number: 926-1874**

**Olga A. Pack, Principal**  
**[opack@ebrschools.org](mailto:opack@ebrschools.org)**



## **Handbook Purpose**

Contained in this document are the 2023-2024 School Calendars as well as the Parent-Student Handbook. Please read the entire publication carefully! Notices concerning additional dates and events will be sent home during the year. Please sign and return the sheet stating that you and your child have read through the handbook to your child's teacher as soon as possible. We anticipate a wonderful year for the Melrose Elementary School Family.

MELROSE ELEMENTARY SCHOOL  
STUDENT/PARENT HANDBOOK  
ACKNOWLEDGEMENT FORM 2023-2024

Please complete this form and return it to your classroom teacher.

\_\_\_\_\_  
Student Name (please print)      Grade      Date

*Our signatures indicate that we have received, read, and understand the 2023-2024 Student/Parent Handbook which includes the following documents:*

- Title I Compact for Student Success, A Parent/Student/School/Teacher Agreement
- School-Based Parental Involvement Policy
- Internet Usage Policy
- Media Release Form

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Principal Signature

## PRINCIPAL'S MESSAGE

Your child is enrolled at **Melrose Elementary School** and you, the parent/guardian, have become a part of a school that has **Bulldog BARK! Welcome** to Melrose Elementary where we are...**Building Academic Success and Responsibility through Knowledge one child at a time!**

All schools in the East Baton Rouge Parish School System follow the Strategic Plan: The Four Cornerstones and Commitments

### 1. STUDENT ACHIEVEMENT

We will ensure every child maximizes their education and personal potential by supporting families and students from cradle to career.

### 2. EXEMPLARY CUSTOMER SERVICE

We will provide all stakeholders with caring, responsive, and inclusive experiences with the district.

### 3. OPERATIONAL EXCELLENCE

We will be responsible stewards of community resources for the achievement of district priorities.

### 4. EMPLOYEE DEVELOPMENT

We will develop and provide opportunities for all employees in ways that help them grow and feel valued.

*Melrose Elementary School* will be a high-quality school with a school culture that propels students to take responsibility for academic achievement and appropriate behaviors. All classroom climates will emphasize mastery and above basic grade level skills, enrichment of advanced grade level skills, as well as accelerated reading, teaching and learning for those students that are assessed at levels basic and above. The students that are in need of prerequisite grade level skills will be given intervention, Tier II and Tier III instruction, and related academic activities to bring them up to the BASIC and above grade level skills. To accomplish high academics and appropriate behaviors we must share responsibilities between school, child, parent, and the community.

What happens at school depends largely on what begins and happens at home! **Children learn what they live!** You are our students "first teacher" beginning before and at birth. Parent/guardians, your families are your child's first **ROLE MODELS!** They mirror what you are and what you do!

*Melrose B.A.R.K.* will begin with you! We encourage you to visit our school, volunteer, support our faculty and staff, become a member of the Parent-Teacher Organization, and become the school's "partners in education". With our motto, "**Building Academic Success and Responsibility through Knowledge**", we will always work so that our School Performance Score can increase until we meet our State's goals! We will push to make Melrose a school of **EXCELLENCE!**

Please read this handbook with your child so that he/she knows what is expected. Remember: Our goal is to improve student achievement in a supportive, caring environment. We are going to have a GREAT year!

Sincerely,

**Mrs. Olga A. Pack, Principal**

## **Absences-Attendance-Tardiness-Early Check Outs**

Requirements for school attendance are mandated as a part of state law. Elementary students must be present a minimum of 170 out of 180 days (Bulletin 741:37). Therefore, regular attendance is essential to a student's success in school. All absences and tardies are reported to the East Baton Rouge Parish Child Welfare and Attendance Office through the EBRPSS "E-School" System. **The Parent/Guardian is responsible for sending a written statement to the school giving the reason for each absence, tardy, and early check-outs.** The parents or guardians will receive a letter when children are absent by increments of 5, 10, 15, 20 or more days. Failure to send children to school will result in actions by the EBRPSS Child Welfare office. They will visit homes and report parents to family court when there are excessive absences, tardies, and early checkouts.

For the absence to be excused, a written statement must be submitted to the school within 5 days of the student returning to school. Students may be excused for whole or partial day absences for the following reasons:

1. Personal illness
2. Serious illness in the student's immediate family
3. Death in the student's immediate family
4. Recognized religious holidays of the student's own faith

Students granted excused absences for the above reason shall be allowed to make up any school work which was missed. **Students receiving unexcused absences, tardies, and early checkouts, will not be allowed to make up any school work which was missed and shall receive a failing grade in all subjects missed.** An official doctor's excuse will allow children to make up assignments and be marked excused in the computer system.

All teachers will take class attendance, using the computerized Teacher Access System, and calling the class roll, BEFORE 8:45a.m., when absences are reported immediately to the EBRPSS Informational Systems at the Central Office.

The School Improvement Team will follow the written tardy policy, as outlined in the EBRPSS Student Rights and Responsibilities Handbook, which suggests the following:

- a. Principal or designees will deal with the 1<sup>st</sup>-3<sup>rd</sup> tardies according to the school plan which gives 3 warnings.
- b. A student who accumulates 4 unexcused tardies is assigned to the *WEBB* (We Expect Better Behavior) room. The parent/guardian is contacted by the principal or designee. A parent conference is requested.
- c. A student or parent that refuses *WEBB* is suspended pending parent/guardian conference. If the parent comes in the afternoon or the next morning, no suspension is officially recorded.
- d. If the parent/guardian does not come for a conference as requested, the student is officially suspended for 2 days and is assigned to the discipline center.
- e. The whole process begins again.



If your child is tardy or checked out early, YOU, the parent/guardian, must check them in/out through the office. Checking out students before the end of the school day causes class disruptions and missed academic instruction. If a child is checked out before 2:45 p.m., the attendance program will mark the child absent for a portion of the specific day the child checked out early. Students that are checked out early cannot be considered for any attendance awards. Early checkouts can affect a child's academic performance.

Our teachers are required from the EAST BATON ROUGE SCHOOL SYSTEM to teach from Bell to Bell as mandated by the EBRPSS!!

**Parents, guardians, and adults 18 years and over must report to the school office to Check IN/OUT students. MUST PRESENT ID NO EXCEPTIONS!** Parents/guardians, and others are not allowed to go to the classrooms for early check-outs or during dismissal. The computer system is the OFFICIAL documentation used by Melrose Elementary to track students' attendance at school. **There will be no check outs permitted after 2:45 p.m.** The office door will be closed and all parents/guardians must wait until dismissal to receive their child(ren) in carpool.

## **ARRIVAL AND DEPARTURE OF THE SCHOOL DAY**

The school day at Melrose Elementary School begins promptly at 8:25 a.m. and ends at 3:25p.m. **Students cannot be on campus BEFORE 8:00 a.m. because there is no adult supervision.** All students must enter through the main building; they are to report to cafeteria for FREE breakfast and report to their assigned classrooms. When the 8:25 a.m. bell rings, breakfast is over for ALL kindergarten through 5<sup>th</sup> grade students. If any students arrive **after the 8:25 a.m. bell, they MUST BE SIGNED IN BY AN ADULT. No breakfast will be served after the 8:25 a.m. bell unless there is a late bus or extreme circumstances.**

## **DISMISSAL and CHECK-OUT PROCEDURES**

We will have a smooth and safe dismissal every day! Parents/guardians must WAIT for children/classes to be dismissed by our staff. Melrose Elementary dismisses specific buses using colored bus tags, day care van riders and walkers in an orderly and safe procedure. Car riders are to wait for parents under the walkway on the side of the school standing on the designated areas line. **The clerk/secretary will not be able to use the intercom after 2:45 p.m. and no checkouts will be permitted after 2:45 p.m. due to EBR policy.** Parent/Guardians should not check out children before dismissal. The child will miss important instruction and learning. Patterns of early check-outs will be given to the EBRPSS Child Welfare and Attendance office for investigation. At the end of the school day homework, conduct sheets, etc. may be given out before dismissal. If a child is checked out early, they will **NOT** receive credit for homework unless the parent presents a **VALID and CURRENT** doctor's excuse for the time missed on that day. At dismissal, **car riders must be picked up NO LATER than 3:35 p.m.** Parents who pick up children late on a daily basis will be reported to the Child Welfare and Attendance Office of the EBRPSS as mandated by the school board policy. To increase the safety and security of children, phone calls to the office for children to go home another way from his/her normal routine, will not be accepted. **Parents/guardians MUST send a written note to the child's teacher giving permission for a child to go home another way from his/her normal routine!**

**ALL ADULTS WHO ARE CHECKING OUT STUDENTS MUST PRESENT A CURRENT STATE ID. AND SIGN THE STUDENT(S) OUT IN THE CHECK-OUT BOOK.**

If you do send someone else to pick up your child **BEFORE** 2:45p.m., **PLEASE** make sure that the person knows your child's full name, grade and teacher. **SAFETY:** It is highly recommended that you, the parent sends a written note by the person you are sending. This note will be placed in your child's file and the student will be marked absent for the remainder of the school day.

**Early Dismissal**

Early dismissal days for Parent/Teacher conferences and/or Staff Development are on specific days as announced. Written reminders will be sent home with students as a courtesy reminder of any and all early dismissal days.

**Emergency Closing of School**

We have a School Crisis Plan that ensures that students, teachers and staff are safe. Practice drills are held during the school year so that all of our students, faculty and staff will know what to do in case there is a fire, tornado, hurricane or other crisis. **Your child's safety and security are our number one priority.** Specific procedures are outlined for use when it becomes necessary to send students home at a time other than their regular dismissal time. The decision to close school comes ONLY from the Superintendent's office. The following rules will apply:

- Children will be placed on their assigned school bus, even though the parent brings/picks them up from school. They will be dropped off at the address in the EBRPSS Student Database System and the student information sheet. PLEASE make sure that we have the correct address and phone numbers on file!
- Parents will be notified of dismissal in advance, through the media and/or NTI telephone call out system, so that you can make plans for a responsible adult to take care of your child if you are not at home. Students must be released and signed out to adults who arrive at school to pick them up. Adults must follow the school check-out procedures during emergency situations. **Please do not go to your child's class to remove your child. Teachers have been instructed that we only check-out students through the front office.**
- Students who ride buses/cars/day care vans will be kept in a safe place until they arrive.

***\*\*Note: It is the parent's responsibility to inform the school of current telephone numbers and addresses. If your phone number or address changes, please tell the school. Valuable time can be saved in an emergency. PLEASE teach your child your home phone number, an emergency phone number, and their address!!!!***

## **FIRST AID**

The school staff and /or volunteers are not allowed to give any medication (aspirin, Tylenol, etc.) The only acceptable procedure for treating wounds, which occur at school, is to clean the area and cover it with a sterile bandage. The school may sometime provide the child with a small ice pack to apply to small injuries. Parents will be notified when students are injured during the day. Please have a correct phone number on file. An accident report will be written and turned into EBRPSS Risk Management Department. All children **MUST** report accidents and injuries to his/her teacher/adult on the day the accident happens. The EBRPSS and Melrose **WILL NOT** be held accountable if your child does not report the incident the day it happened! No Exceptions!

## **ILLNESS**

For the wellness of all children and staff, **please do not send your child to school when he/she is ill.** If your child is sent home due to illness, they should remain at home for 24 hours, without symptoms, before returning to school. If your child becomes ill at school, the parent/guardian will be called to pick up the child. We will use the phone numbers on the student contact to call parent/guardian. **It is CRITICAL that we have a current telephone number in our records so that we can make emergency contact when necessary.** A school nurse is on the premise approximately 1 day per week. When your child returns to school from an illness you should send a note or doctor's excuse to get he/she absent excused. The parent note or doctor's excuse must be submitted with 5 business day of the child's return to school.

## **MEDICATION AT SCHOOL**

Children will not be allowed to have any medications in their possession at school. **If any type of medication is found on ANY child, they will be suspended** in accordance with the policy of East Baton Rouge Parish School Board. Medication shall not be given at school unless it is certified in writing by the attending physician and parent. Possible exceptions to the general policy follow:

- Medication for behavior modifications (Adderall, Concerta, Etc)
- Insect sting allergy
- Anti-convulsive medications (Dilantin, Phenobarbital, etc.)
- Medication for asthmatic conditions
- Anytime there is a change in the medication, a new form must accompany the new prescription. The prescription bottle should be labeled with the name of the student, name of the drug, dosage, and the specific time the medication is to be given while at school. This medication should be accompanied by a **signed doctor and parent permission form**, which includes the child's name, prescription number, name of medication, and the specific hour and amount is to be administered (forms on file at the school). The medication book is monitored by the East Baton Rouge School Nurse.



## **DRESS CODE FOR STUDENTS**

The standard uniform for elementary school students is listed in the EBRPSS Student Rights and Responsibilities Handbook. In addition, the following guidelines will be followed for a safe, organized environment:

- Belts must be worn EVERYDAY on bottoms with belt loops
- Shirts and blouses MUST be tucked in at ALL times
- Hoods, caps, bandanas, headbands, wristbands, etc. are NOT prohibited
- Boys **cannot wear earrings. No STUDS EARRINGS ON BOYS.**
- Girls are permitted to wear **small post earrings (STUDS).**
- Girls cannot wear **make-up and artificial fingernails**
- No hairstyles should be a classroom and/or campus distraction.  
**NO DYE PATCHED OR BRIGHT COLOR HAIR ON BOYS OR GIRLS!**
- No jewelry, especially chains, rings, bracelets, purses, and etc. should be worn to school by boys or girls. This is to prevent theft, damage/breakage or loss of items, as well as safety concerns especially during physical education and other school activities
- Students **cannot wear colorful socks, stockings, or leggings (only the colors permitted in EBRPSS Handbook).**
- Students must wear closed-toed shoes/sneakers (NO flip flops, house shoes, or rubber/plastic shoes).
- Students may wear an official Melrose T-shirt on Fridays with the navy-blue uniform bottoms

The consequences for not following the dress code are listed in the EBRPSS Student Rights and Responsibilities Handbook.

### **DRESS CODE for Spirit Day and Blue Jean Day**

**By Written Invitation ONLY:** School Spirit Days will be celebrated at Melrose Elementary School to recognize academic achievement and/or success, great behavior, most improved student, etc. Students meeting these criteria will be given written “Spirit Day Invitations” to wear blue jeans with his/her school shirt. If your child does not receive an invitation to dress out of uniform, and they do so anyway, they will have to call home and the parent/guardian must bring him/her a change of clothing. Melrose Elementary t-shirts can be worn daily with uniform bottoms.

### **INSTRUCTIONAL MATERIALS AND SUPPLIES**

Each parent will receive a list of school supplies that you will need to purchase for your child. Please remember that school supplies are **consumable** (crayons, paper, glue, pencils, etc.) and will need to be replaced several times during the school year. Special programs and classes may request additional supplies or fees. Classrooms/grade levels that use Weekly Readers, Time for Kids, and other educational periodicals as an extension to their textbooks and content areas, will request payment of less than \$5.00 per child.

## Drink and Water Machine

The cold drink machine is for adults and staff members only. If children are caught buying drinks/water for themselves, without the teacher's permission, the drink/water will be taken, put into a bag and sent to the office. **There will be no cash refunds. Students are not allow to bring cold drinks or juice to school or in the cafeteria. Students will be allowed to bring water bottles to fill with water due to the COVID-19 Pandemic. If a student is caught using the water bottle for other reasons, it will be taken away.**

## Classroom Parties

Two classrooms parties per year are scheduled, Christmas parties and end-of-the year parties. The classroom teachers will reach out to parents for help and support with these parties. **NO birthday parties will be allowed at Melrose Elementary for any students.** Please do not ask to bring cupcakes, drinks or any other items related to birthday parties. All school personnel have been instructed to let parents know that no birthday parties will be authorized under any circumstances. We have TREAT PARTIES on Fridays.

## CONCESSIONS



We will sell concessions as a part of raising funds for the materials, supplies, and other items that are not provided through other budget sources. We will follow the Louisiana Requirements for school concessions as stated in the law. Students may purchase snacks during the recess period after all lunch has been served. **Children cannot bring snacks to school. If a child brings a snack from home, it will be taken and placed into a bag to be picked up by the parent at the end of the school day.**



## Student Information Sheet

**Every student must return the student information sheet, completely filled out by a parent/guardian.** It provides the school with at least two (2) emergency names and current working telephone numbers, special medical information the school should be aware of and permission to seek medical treatment. The teacher, guidance counselor, Dean, and the front office will receive a copy of the information sheet.

Only adults (18 years and above) may check students out. Supply a list of 3 persons that will be an authorized person who may sign out your child from school. This information is extremely important. It is the parent's responsibility to keep all information on the sheet up to date. If a student has a medical condition that requires him to use the bathroom frequently or has a food allergy, please note it on the student information sheet.

A letter from the physician stating the condition and course of treatment is required to be sent to the cafeteria/teacher/school nurse and a copy placed in the student's cum folder.

## **Safety**

Melrose Elementary School will be your child's home away from home for 180 days per school year. PLEASE learn your child's teachers, his/her present grade and room numbers where they attend class every day. Ask them who teach them guidance, library skills, physical education, speech, and other instructional assistants that help them during the school day. Many parents and guardians that send someone to pick up their child do not know the child's formal names! CHILD SAFETY is our #1 concern. We will not dismiss children to persons that do not know your child's given name, grade, and teacher's name. **Anyone who is picking up a child must have a state ID, NO EXCEPTION. Due to COVID-19, students will be required to wash hands or sanitize hands several times a day. The cleaning staff will be cleaning classrooms, restrooms, and work areas several times a day in prevention of the spread of the coronavirus.**

## **Field Trips and School Activities**

**Students who consistently exhibit inappropriate behaviors, students that DO NOT complete class work, and students that exhibit behaviors that are unsafe to themselves and other students will not be allowed to go on field trips and/or be involved in school related activities.** For the safety of your child and all students at Melrose Elementary School, children that cannot go on field trips or attend school activities, WILL stay at school/TOR and complete assigned tasks for class credit. Parents will be notified prior to the activity or field trip if your child will not be allowed to participate. Field trips are educational and EBRPSS policies must be strictly followed when students are away from the school campus. On site school activities provide educational skills, social skills, and student interactions that prepare students for various lifelong skills. Young children and children that are not students in the EBRPSS are not allowed to ride EBRPSS school busses. Parents MUST make arrangements with the teachers BEFORE they follow the buses or attend any field trips because of admission fees and other matters.

## **BLOCK SCHEDULE AND TEACHING**

Due to MANDATED instructional blocks of teaching, we will not be able to interrupt the Reading, English Language Arts, Math, Science, and Social Studies Blocks of teaching and learning times. After three tardies, a Child Welfare and Attendance Officer will be contacted to help resolve the problem of children missing school. The structured reading program as well as, the Louisiana State Standards, EL Education or Reading Program and Eureka math in grades Pre-Kindergarten – Grade 5 are maintained by strict pacing guides to ensure academic success. Students will

have content blocks of instruction from 8:45 a.m. – 3: 15 p.m. **every day**. Students will also participate in the Smarty Ants, Achieve 3000 or DIBELS reading Tier II and Tier III intervention groups as needed.

## **HOMEWORK POLICY**

The purpose of homework assignments is to provide students with a review of present skills, enrichment, reinforcement, independent studies, research, creative thinking, self-discipline and responsibility. Parents can help by arranging a quiet and comfortable place for students to work. Parents should review the homework, sign it and assume the responsibility to see that all homework is completed and put in the student's backpack for the next day. Credit for homework will be given as bonus grades, additional points and/or extended learning. Projects that are to be completed at home will receive grades. Teachers have routines to collect homework, and **it is your child's responsibility to hand in all projects and homework on time**. A student that turns in late homework/projects may not receive 100% credit or in some cases no credit at all for work that is turned in after the designated time. Homework is a very important and vital practice for the learning process to continue. **All children should have the necessary school supplies at home to complete homework and class projects. Students' supplies at school shall remain at school to insure they have the necessary tools for learning on a daily basis**. Pencils and pens that are not in back packs will be taken from children before they get on the bus for safety reasons.

## **WHAT CAN PARENTS/CAREGIVERS DO TO HELP?**

- Take an active interest in your child's homework.
- Support your child in setting aside time and a dedicated place each day for homework.
- Assist teachers in monitoring homework by signing completed work if requested.
- Encourage you children to read and take an interest in current events.
  - Kindergarten-minimum 15 minutes
  - 1<sup>st</sup>-2<sup>nd</sup> grade minimum 20 minutes
  - 3<sup>rd</sup>-5<sup>th</sup> grade minimum 30-45 minutes
- Encourage your child to follow the PBIS expectations for the school and bus.
- Install Class Dojo app to get information about your child academics and behavior.
  - The classroom teacher will provide a class code.

Contact your child's teacher or school if you have any concerns at 225-926-2353

## **PARENT – TEACHER CONFERENCES**

Conferences with your child's teacher will help your child's academic success. Parent Teacher conferences are held with a parent/guardian for every student at the end of the first nine-weeks grading period. Other conferences are held as needed. Parents are urged to request a conference with a child's teacher if you have concerns about: \*grades \*homework \*peer problems \*behavior \*academics \*ESS referrals \*learning problems \*other

However, **teachers are NOT allowed to stop teaching to have parent-teacher conferences.** Conferences can be held BEFORE school, AFTER school, or during a teacher's ancillary periods, **NOT** during their collaborative planning and grade level meeting periods that is designated by the state and district. You can schedule a conference by calling the school office at (225)926-2353. The only exception for parent teacher conferences is when the teacher can leave her class is for a **mandatory parent conference and/or a school building level committee (SBLC) meeting** for special academic and behavior concerns. These conferences may involve several teachers and outside personnel. In some cases, Melrose will accept parent-teacher over the phone. These are **telephone conferences**, with documentation, to discuss the needs of your child. Therefore, we must have a working telephone number to reach parents/guardians.

## **PROMOTION IN JEOPARDY LETTERS**

Children whose promotion is in jeopardy will receive a letter in January notifying the parent/guardian that his/ her child is in danger of failing and will remain in their present grade for the next school year. Parents should schedule a conference with the teacher and guidance counselor to complete an SBLC to see if other services are needed to increase academic achievement or improved behavior strategies for the child to be promoted to the next grade. The child will sign that they received the notification to give to the parent/guardian.

## **REPORT CARDS AND MID 9 WEEKS PROGRESS REPORTS**

Report cards are sent home every nine weeks so that parents may closely follow the student's progress toward mastery of the skills needed at his/her grade level. A parent teacher conference is mandatory after the first nine weeks for all students to fully alert the parent of the child's progress. Students in grades Kindergarten through Grade 2 **MUST** pass reading and math with 70% mastery (this is still a failing grade). Students in grades 3-5 **MUST** be ON grade level in reading and math and two other subjects to be promoted to the next grade. All children will sign that they received the progress report to give to parents/guardians. We suggest that parent/guardians and students not wait until the last minute to correct failing grades.

Mid-nine-week progress reports are sent home to let parents know of the mid-grade progress of the student. The January report card will also include a notice if your child's promotion is in jeopardy for the next school year. I recommend that parents/guardians contact the child's teacher as soon as possible to gain assistance to bring up their child's grades. We highly recommend that you review and discuss materials in the bi-weekly School Work Packet folder that is sent home with student's work samples. Test grades will not be in the School Work Packet. The parent must sign the packet and have the child return it to school the next day.

## **Extended Day and Other After School Programs**

Melrose Elementary does not offer a traditional before and after school care program. Beginning the 3rd nine (9) weeks of the school year, a tutorial program for 3<sup>rd</sup>-5<sup>th</sup> graders may be offered in preparation for LEAP 2025 testing. Due to budget constraints, we cannot offer tutorial services to K-2<sup>nd</sup> graders at this time.

## **Louisiana State Standards**

All schools in the East Baton Rouge Parish School System and the State of Louisiana will use the Louisiana State Standards for daily instruction. It is mandated so that all teachers and students will cover the necessary skills to attain passage of the LEAP 2025 (3<sup>rd</sup>-5<sup>th</sup> Grade) and standardized tests. The lessons and activities are paced according to weekly schedules. It is very important that you conference with your child so that they know the purpose of the **rigorous instruction** that we are delivering daily. Please visit the website at: [www.LDOE.org](http://www.LDOE.org) to view the grade level expectations, benchmarks, and standards for each child in the state of Louisiana. In addition, students in grades Pre-Kindergarten through Kindergarten will have 250 basic sight words to learn and students in grades 1-5 will have 1,000 basic sight words to learn by the end of the school year. These words will help them to increase fluency in reading and better writing in journals, creative writings and writing across the curriculums.

## **CHROMBOOKS, MATERIALS, TEXTBOOK AND LIBRARY BOOKS**

Textbooks, library books, Chromebooks and other materials, which belong to the East Baton Rouge Parish School Board, is the student's responsibility to take care of and return to school in good condition. **It is the parents/guardian's responsibility for lost and damaged books, Chromebooks, and school materials that must be replaced.** New and Used textbooks average \$45.00-\$60.00 per textbook!!! Chromebooks may need repairs and/or replacement average \$30-\$200 per item. Library books are also very expensive and must be paid for by the parent/guardian if the book is lost or damage. **All materials and textbooks must be carried in a backpack. All textbooks should be covered with a book sock/cover in grades 1-5. THERE IS A TECHNOLOGY FEE \$10 (Due by 9/15/23)** for the coverage of the Chrombooks or tablet and computer software.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to visit the school and communicate with their child's teacher(s) throughout the school year. It is requested that parents, who have specific concerns and cannot reach a consensus with the teacher, should call and set up a conference with the teacher, the Principal or Assistant Principal, TOR moderator and/or Guidance Counselor to resolve the problems/situations or concerns. Parents who find it necessary to contact the East Baton Rouge Parish School Board office (922-5400) about problems/situations or concerns that the school cannot resolve, are urged to tell the complete story and the sequence of events involving the child. All concerns are referred back to the principal for discussion and solutions. The school board is always ready to assist parents. We require that when a child has problems/concerns/or situations at school that they must tell an adult/teacher immediately after the incident happens on the day of the incident. **If an incident is not reported to the teacher/adult at school on the day the incident happened that incident may not be discussed or handled properly due to passage of time.** Parents will be requested to file a written incident report of the incident for documentation purposes when they come to school. When children relate concerns to parents, PLEASE ask them the sequence of the incident, so that as parents, you know the whole story. Melrose Elementary faculty and staff ask that parents come to school with an open mind and free from negative attitudes until the incident investigation is completed.

## **PARENT-SCHOOL COMMUNICATION**

To help promote a positive relationship between parents, teachers/staff and students at Melrose Elementary; below are some suggestions for handling crisis, discipline problems or other concerns about your child:

- Keep a positive attitude until you have spoken to the teacher, Principal or Assistant Principal, TOR moderator, or Counselor about the problem. Come and be willing to listen to the whole story.
- Contact or visit the school the next school day to discuss your concern. Too much elapsed time can change an incident.
- Do not use profane language, loud voices, call names or use inappropriate actions in front of other students, the principal or faculty/staff. The conference will be dissolved if the parent comes in irate or if a school member feels unsafe.
- Remain calm and listen carefully to all persons involved in the situation. If the two sides differ, one side will not be taken over the other. If your child did not tell the truth about the incident, be prepared to give your child a strong consequence to deter future problems.
- Resolve the conflict, and then move on.
- Respect and politeness must be shown at all times. We are the role models for our children.
- Parents cannot spank/paddle their child on the school campus. You must check them out and take them home.
- Follow up on solutions and recommendations made at the conference.
- If solutions and resolutions cannot be reached, other EBRPSS personnel will be contacted and a conference arranged.
- Encourage your child to accept responsibility for his actions and always tell the truth regarding incidents. When describing an incident, the child should use the correct sequence of events. We want our students to learn to solve problems without fighting, without verbal abuse and without taking inappropriate actions. Parents should be supportive and NOT uphold their child's inappropriate behavior. Please be the role model for your child and encourage them to tell an adult when something happens to them immediately. **Incidents after the fact may be null and void the next day!**
- If the inappropriate behavior warrants suspension or expulsion, it is required that the parent/guardian take the child to the assigned EBR Readiness Discipline Center. The parent's consequences should be a deterrent to future misbehavior.
- Parents are always invited to call or write to the school board director or superintendent if they are unhappy with the solution and /or conference result. The EBRPSS Student Rights and Responsibilities Handbook are followed first and supersede the Melrose Elementary handbook! All conferences will be documented and signed by all parties involved.

## **SCHOOL WORK PACKETS**

Teachers will send home packets of work done by the student for the parent to review approximately twice a month. Parents should sign the work packet folder and return it to the teacher the next day. This process helps to keep parents informed about their child's progress. By looking at the child's work, parents can anticipate the difficulty/success the child is having learning a particular concept or skill. Parents please take the responsibility for your child to return all folders in his/her book sack. Remember, these papers will show the progress of your child's work in class. Tests grades will not be sent in the School Work package. They will be on file in your child's folder in the classroom.

## **CELL PHONES AND CALLS HOME**

**STUDENTS ARE NOT ALLOWED TO HAVE CELL PHONES AT SCHOOL.** If a student is caught with a cell phone, the parent will be contacted and must pick-up the cell phone. If a student is caught **a second time with a cell phone, the cell phone will be held for 5 business days** and a parent conference with administration must be held before the cell phone can be returned. If a student is caught a third time with a cell phone, **the student will be suspended for at least 3 days, the cell phone will be held for 10 business days, and a parent conference with administration must be held before the cell phone can be returned.**

Students will not be permitted to use the office telephone to call home. This could cause many interruptions to the great number of incoming/business phone calls received/sent on the office phone. Books, papers and other items left at home do not constitute an emergency. Students are encouraged to organize assignments, notes and homework before coming to school so that their time at school is dedicated to being in the classroom and focused on learning for the day. The office personnel cannot stop and find the phone number due to scheduled duties, responsibilities, and constant telephone calls.

## **TOYS and PERSONAL ITEMS**

Students are not permitted to bring radios, iPods, **cell phones**, CD/DVD players, electric games, trading cards, sunglasses, toys, or other personal items to school. The school will not be responsible for items which may be lost, stolen or damaged while at school. Unauthorized toys/items will be confiscated by teachers and sent to the office, placed in a paper bag with a note attached, signed by the student and remain in the office until the end of school. For students to secure these confiscated items, parents will be required to pick them up personally from the school office at the end of the school year. Written notes from parents requesting the return of the confiscated items will not be honored.

## **LOST AND FOUND**

**Please place your child's name on all personal items (school supplies, sweaters, coats, backpack, etc.) using a permanent marker.** If labeled properly, they can be returned to the rightful owner when turned in to lost and found. If not labeled, clothes items are donated to St. Vincent De Paul after all attempts have been made to find the owners. **The school will not be held responsible for lost items.** Please encourage your child to keep up with personal items at all times. Parents, many jackets, sweaters and other items are given away every year because children do not recognize or claim their clothing when it is displayed for identification, we will not take sides if it is involved in a conflict of ownership.



## **SCHOOL FOOD SERVICE**

Nutritious meals are served daily in the cafeteria. Breakfast begins at 8:00 a.m. and ends promptly at 8:25 a.m. All breakfast is FREE. Children that are tardy will not be able to eat breakfast, please feed them at home before you bring them to school. Encourage your child to eat a hearty breakfast to help nourish their body and minds until lunch. The cafeteria phone number is 225-926-1874.

Beginning this school year, **school lunches will be provided for ALL students FREE of charge.** This applies to one free lunch per student per day. Additional lunches can be purchased through the school cafeteria. If writing a check, **PLEASE** write the child's complete name and grade on the memo line. We encourage all students to eat lunch at school, but children are permitted to bring their lunch from home provided that the lunch is aligned with nutritious value, NOT just snacks or junk food. **HOT FRIES AND SPICY CHIPS/SNACKS ARE NOT PROMITTED.**

**School Food Service regulations prohibit students from drinking canned drinks in the cafeteria.** Commercial lunches such as McDonald's and Burger King are not permitted in the cafeteria.

If a child is unable to consume certain cafeteria food products or milk, a note from the child's physician must be sent to the teacher and cafeteria manager stating what food modifications need to be made. Please note this on the student's information sheet. Also, please teach your child how to eat correctly. We need to eliminate messy eating, nasty tables, paper and food on the floor and children that waste food on themselves. Encourage your child to try and eat something at lunch, many children get a plate of food and throw everything away. **There is minimal TALKING DURING THE 30 MINUTE LUNCH schedule due to limited time for all classes.** As parents, please discuss the rules and help us to have a quicker and neater lunch period.

## **SCHOOL SUSPENSIONS AND EXPULSIONS**

Students and parents are responsible for all inappropriate class, school, bus, cafeteria, playground, etc. behaviors. **It is a State law that children are not allowed to stop teachers from teaching and other children from learning!** Melrose Elementary will follow the East Baton Rouge Parish Students Rights and Responsibilities Handbook and Discipline Policy for suspensions and expulsions. **The EBRPSS handbook overrides/supersedes the policies set forth by Melrose Elementary for consequences for major and minor infractions.**

Melrose Elementary will do everything possible NOT to suspend or expel a student. All children will follow the School Wide Behavior Plan and they will be **immediately written up** when inappropriate behaviors occur. This is to document tracks children who constantly repeat inappropriate behaviors/unsafe behaviors so that the school can find strategies to help children with self-discipline and/or remove the child from the school setting. However, if your child is uncontrollable, a danger to himself/herself/other students by refusing to comply with rules, procedures and routines, he/she will be removed immediately and then you, the parent, child, teacher, and other school system personnel will have a MANDATORY conference. The child cannot return to school until you, the parent, bring that child to school and a conference is held. After **four suspensions**, an **expulsion hearing** MUST be scheduled. **Students that are constantly disrespectful, unmanageable, defiant, etc. will be removed from class and the parent called for an immediate conference with the teacher, student, counselor and Child Welfare and Attendance Officer from EBRPSS.**

## **LINE UP PROCEDURES**

All classes will line up when traveling to and from classes. This is to **prevent disruptions and ensure a safe environment**. Classes may have line leaders at the beginning of the line. Please reinforce to your child that they are to walk in a straight line, 12 inches from the person in front of them, arms to their sides, or folded in front of them and no talking. This will eliminate disruptions of teaching and learning as they travel down hallways, to the restrooms, cafeteria, etc.

## **RECESS PERIODS**

There are regular scheduled grade level recess periods. Two (2) outdoor recesses for 10-15 minutes to include bathroom and water privileges will be permitted daily. Please discuss safety and playground rules with your child. If your child injures his/herself or has a playground concern, he/she is required to tell the teacher/staff member on duty immediately!! Children that have inappropriate classroom behaviors will lose privileges and /or miss recess for that day by reading a book outside, completing his/her class work, jumping rope/running laps to burn energy, etc.

## **SCHOOL WIDE DISCIPLINE PLAN**

Each teacher and or grade levels have the same classroom rules, rewards and consequences. Each teacher, class, or grade level may utilize a variety of transitions, signals or routines. Melrose will have a structured, safe and functional school, classroom, bus, cafeteria, and playground environment for the safety of ALL children and personnel. We demand a safe and orderly environment to give your child maximum teaching for maximum learning, which will equal A+ grades in academic and behavior! Weekly conduct forms will be sent home daily and /or weekly. Students who receive three consecutive F's will be referred to our SBLC for further interventions and support.

**Mission:** At Melrose Elementary we are dedicated to preparing students to have the knowledge, skills, and abilities that will make them successful. Our academic program is rigorous and instruction is tailored to each child's abilities. Our faculty and staff are committed to our students' success. Our school environment is nurturing and engaging. Above all, we are distinguished by our commitment to excellence.

**Vision:** Melrose Elementary will challenge students of all abilities to achieve excellence in a variety of academic, cultural, and social activities. We will prepare students for the demands and opportunities of the 21<sup>st</sup> century by offering a differentiated, effective and rigorous curriculum. A

professional and highly motivated staff, in partnership with the parents and community, will encourage each student to achieve his/her full potential. In a disciplined and caring environment, based on mutual respect, each child will be valued as an individual in his/her own right and social development encouraged.

**Purpose:** The purpose of this plan is to ensure a safe and orderly environment that teaches students self-discipline and self-control.

**Goal:** Our ultimate goal is to keep students in school and on-task.

### School-wide Rules:

- Follow rules the first time given.
- Keep hands, feet, and objects to yourself.
- Respect yourself and your peers.
- Always walk to your right.
- Follow dress code at all times, unless given special permission by an administrator.



### Modeling Appropriate Behavior

At Melrose Elementary, we believe that you must show a child how to do something correctly before you can punish them for doing something incorrectly. For this reason, each student will attend a session where a staff member will model proper behavior in the following settings:

- Classroom
- Hallways
- Breezeways
- Gym
- Restrooms
- Cafeteria
- Bus

### Rewards for Appropriate Behavior

*All appropriate behavior will receive immediate feedback.*

- Verbal Praise
- Positive Phone Call Home
- Bulldog BUCKS
- Weekly Drawing/Raffle
- Special Events
- Field Trips

### Consequences for Inappropriate Behaviors

- Verbal reminder and redirection by staff member.
- Time out inside the classroom

- Alternate classroom placement for 10 mins.
- Loss of recess
- Parent Contact
- Referral to an administrator
- Suspension (home or in-school)

### **Reward System (Bulldog bucks)**

Melrose Bulldog BUCKS is our reward system designed to encourage positive behavior. It rewards students for exhibiting appropriate behavior, as opposed to, punishing them for inappropriate actions.

#### **What are Bulldog bucks used for?**

BULLDOG BUCKS can be used to purchase all kinds of fun items from the Bulldog Bin. They can also be redeemed during special events such as raffles, parties, and even lunch with the Principal. In addition to that, students who exhibit exceptional behavior may also be able to attend special field trips. There will be a drawing every 2 weeks and students will have the opportunity to redeem their BUCKS to enter the raffle for a chance to win all sorts of cool prizes. There will be a special event once a month specifically for those students who have obtained a certain amount of BUCKS.

#### **How can I earn bucks?**

BUCKS are earned by exhibiting exceptional behavior. Exceptional behavior means that you are following school rules and regulations all the time. This includes arriving to school on time, completing homework assignments, completing class assignments, following classroom rules all day, and displaying respect for oneself and others.

### **Second Chance Sessions**

While other students are attending the special events, students with 2 or more referrals during that month will attend a session where a staff member will model proper behavior in various school locations. Once the student has attended these sessions, he/she will be eligible participate in the next special event, provided he/she meets the criteria to attend.

## **Rules and Procedures**

### **Classroom**

- Come to class prepared.
- Respect yourself and your peers.
- Keep hands and feet to yourself.
- Raise your hand and wait for permission to speak.
- Remain in your seat at all times.

### **Breezeways**

- Always walk to your right with your eyes looking forward and your hands by your side.
- Keep hands and feet to yourself.
- Use your Level 1 or 2 voice.
- Respect yourself, your peers, and all adults.

### **Hallways**

- Always walk to your right with your eyes looking forward and your hands by your side.
- Keep hands and feet to yourself.
- Use your Level 1 voice.
- Respect yourself, your peers, and all adults.

### **Cafeteria**

- While in the lunch line, face forward and keep your hands and feet to yourself.
- Use your Level 1 voice in the cafeteria.
- Be sure to get everything you need to eat your lunch BEFORE you are seated.
- Sit at your designated table.
- Remain in your seat unless given permission from a member of staff.
- Be sure to clean up your eating area before you leave the table.

### **Restroom**

- You must have a pass signed by your teacher if you are using the restroom during class.
- Use your Level 2 voice.
- Respect the privacy of others.
- Only toilet paper goes in the toilet.
- Flush the toilet once after use.

- Wash hands and turn off water.
- Dry hands with brown paper towels and throw them in the trash.
- Leave promptly.

### **Playground**

- Respect yourself and your peers.
- You may use your Level 3 voice.
- No horse playing (i.e. wrestling, play fighting)
- No flipping.
- Place all trash in the trash cans.

### **Morning/Afternoon Procedures**

Each morning students should arrive no earlier than 8 a.m. Upon arrival, students must pick up their breakfast and report to their appropriate classroom. The official bell to begin school will ring at 8:25, students will be considered tardy at 8:30. All students arriving after 8:30 must enter the building with a parent or guardian and be signed in by an office staff member. **Breakfasts will not be served after 8:30. Please have your child at school prior to 8:15 if you intend for them to have a school breakfast.**

In the afternoon, at 3:15 we will begin dismissing all car riders and walkers. Parents of car riders must form a line on the left side of the school. Please follow the directions of the assigned staff member. All walkers will be dismissed out of the front-side gate. All bus riders will be dismissed at 3:20 with a prompt of last call at 3:25. Parents will be recorded as late picking up their children beginning at 3:35. All late pick-ups will be documented and sent to the proper authorities. Procedures have been set in place to ensure every child's safety!

**We have very high expectations at Melrose Elementary. We expect the best from faculty, staff, students, parents and the community. Expectations will be made known to all students on a daily basis. Melrose Bulldogs have Bulldog BARKs!**

## **MASTER SCHEDULE**

At Melrose, our intent is to assign staff members to maximize opportunities for all students to have the best instructional practices possible. Therefore, your child may be mainstreamed to another grade level or moved to another teacher's classroom to maximize student learning. These multiple educational settings are manifested as a result of data from formative assessments. Should you have any questions, please feel free to phone the school at 225-926-2353.

## VISITORS

All visitors must sign in using the School check in/out computer in the office before going to a classroom, for any reason. This is necessary for your child's safety, school security and a policy of EBRP School Board. **If a parent wishes to observe in a classroom, they must be accompanied by an available staff member. Please be guided by the following when visiting a classroom.**

- All classroom visits are limited to 15 mins. This is NOT a time for a parent conference!!
- Report to the office first, the office will see if it is convenient for the teacher to have a visitor. The office will call the teacher for verification that a visitor can observe at that time. You must wear a YELLOW Visitor's Pass at all times.
- Enter the classroom quietly and be seated quickly. The teacher will go on with instruction as usual.
- Do not talk to your child or the teacher while class is in session.
- **Young children and infants should not accompany parents for class visits**, since it is difficult for them to remain seated for a long period of time. Also, they may disturb and/or interrupt instruction. Please schedule observations before 2:45 p.m. Teacher conferences should be scheduled by appointment. Arrangements for conferences can be made by calling the school between 8:45 and 2:45 p.m. at 225-926-2353 or by sending a note requesting a conference to your child's teacher.
- Please do not call school personnel at their home, unless invited by the teacher.
- Parents are prohibited from classrooms when the teacher is getting children ready for dismissal (2:45-3:15 p.m.). School is dismissed at 3:25 p.m.
- Please understand that a teacher cannot neglect a class to conference with a parent about a student.
- After the classroom visit, parents should report to the office to record the time of their departure on the computer.

## IMPORTANT PHONE NUMBERS:

Melrose School Office	(225) 926-2353
Melrose Elementary Fax	(225) 927-7808
Melrose Elementary Food Service	(225) 926-7962
Transportation	(225) 226-3784
Testing and Accountability	(225) 226-7625
Exceptional Student Services (Special Ed./Gifted)	(225) 929-8600

# Melrose Elementary School

## Parent & Family Engagement Policy

### 2023-2024

Melrose Elementary School 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 show that student academic success and high self-esteem are closely related to parent 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 of Melrose Elementary School is 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 Melrose Elementary 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 Melrose community.

In order to build an effective, home-school partnership, Melrose Elementary will provide the following:

**\*\*\*Communication**—Establish various forms of communication (school to home, home to school, central office to the home and vice versa) that encourage regular discussion about school programs and children's academic progress and behavioral management.

**\*\*\*Parenting**—Provide information that supports families as they create home environments that value education and nurture children's curiosity for learning.

**\*\*\*Student Learning at Home**—Share information with parents about how to provide learning activities at home, help students with homework, and plan for success in school.

**\*\*\*Volunteering**—Encourage and recruit parents' participation in school activities both in and outside of the classroom, developing program ideas which respect the diverse needs of families.

**\*\*\*School Decision & Making and Advocacy**—Recruit and develop parents as leaders in school-based decision-making and in advocating for the welfare of students.

**\*\*\*Collaborating with the Community** – Identify, enlist and welcome community resources—of all types— to strengthen schools, families, and student learning.



Melrose Elementary School is committed to reaching out to all parents including those who may not have had a positive experience in school or for whom English is not their first spoken language. Further, the school seeks, encourages, and develops relationships with community agencies and organizations that provide services to children in order to encourage them to share in this investment in the lives of children.

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## **Title I Parental Involvement Policy**

The East Baton Rouge Parish School System recognizes that schools that receive funds through the Title I federal program have specific criteria for parental involvement.

Provision for substantive parental involvement in these schools is established in The Every Student Succeeds Act. This provision mandates the following components:

### **Communication**

Clear and consistent communication is the foundation of effective parental involvement. Schools must provide Title I information to parents in an understandable, uniform format. Upon request, information shall be provided in alternative formats, including providing auxiliary aids and giving information in a language which parents can understand.

### **Program Development**

Families will be encouraged to become active participants in Title I program planning, decision-making, and activities. Each Title I school will develop with parents, and update annually, a school-level plan for parent involvement. A written copy will be distributed to parents.

### **Partners in Learning Compact**

Each child shall have an individually devised partner in learning compact, which designates specific goals and objectives for the child, the school and the parents.

### **Teacher Certification**

In keeping with the requirements of The Every Student Succeeds Act, upon request, schools shall provide parents of children in Title I schools information about the certification status of their children's teachers.

## **Volunteering**

Schools shall provide opportunities for parents to utilize their skills within and outside the classroom for nurturing their children's academic success.

## **Coordination and Support**

Program coordination and technical assistance for Title I schools in planning and implementing effective parent involvement activities will be provided through the efforts of the Coordinators of Title I and the EBRPSS Office of Federal Programs.

## **Building Capacity for Parental Involvement**

Parents of Title I students will be provided with timely information about the Title I program and parent involvement requirements for schools under the Every Student Succeeds Act, information about curriculum and proficiency levels students are expected to achieve (Back-to-School Night), school and individual assessment information and results, including an explanation of those results, and opportunities for regular meetings related to the education of their children.

## **Parent Involvement Activities**

**Parents will be provided with opportunities to add to their skills so that they may** continue to work with their children to improve achievement. The types and extent of activities will vary dependent upon the assessed needs of each school and school community.

At convenient times, each Title I school will hold at least one parent workshop yearly to address topics of interest to parents.

## **Integration with Other Programs**

The East Baton Rouge Parish School System's Title I Program will coordinate and integrate its parental involvement strategies with those of other local, state and federal programs such as the Head Start and Even Start programs, through regularly scheduled meetings. Community groups will be encouraged to help schools develop and implement programs that promote educational goals and support high academic achievement for all students.

## **Evaluation**

Assessing the effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I will be conducted throughout the year with the involvement of parents. Measures will include:

Family Night parent evaluations

Attendance at Family Night and other parent involvement activities

Annual program evaluation completed during the Spring semester of each school year.

Results of school-based survey “Measure of School, Family, and Community Partnerships” by J.L. Epstein et al., ©2002 Corwin Press, Inc.

**Notes:**

\*The word "parents" is inclusive of adult guardians of children in the school system. In addition, the parental involvement policy underscores the importance of the participation of adult family and community members in students' lives.

\*\*This policy complies with the requirements of the No Child Left Behind Act. NCLB mandates involving parents in developing a parental involvement policy, asking that parents share responsibility for student progress in academic achievement and community involvement. NCLB charges schools with the responsibility of creating programs and resources for effective parental involvement. In addition, this policy is inclusive of the specific responsibilities assigned to Title I schools. Specific policy implementation action steps are identified in Addendum II (Parent Involvement Policy Guidance Document).

\*\*\*These six categories are based on the six types of parent and family involvement as defined by Dr. Joyce Epstein in *School, Family, and Community Partnerships: Your Handbook for Action*.

Revised / Approved: July 2022

## **THE PARENT'S PLEDGE**

I will set a good example for my child.

I will show my child that I love them every day through words and physical attention.

I will listen to my child and let them know that I value what they say.

I will praise my child's accomplishments and efforts toward accomplishments.

I will have realistic and high expectations for my child.

I will allow them to make their own mistakes, learn from their mistakes and support them in doing what is right at all times.

I will avoid being too critical or focusing on my child's shortcomings and disabilities.

I will encourage my child to meet new challenges and provide them with new experiences to grow and learn.

I will show my child respect, and respect for others, as individuals even when I don't always agree with them.

I will love my child UNCONDITIONALLY! I will let them know they are loved, worthwhile and a valuable human being.

Finally, I will be their first teacher. I will teach them to read, write, and learn math. I am a ROLE MODEL!

## **Faculty and Staff Vision Statement**

At Melrose Elementary we are dedicated to preparing students to have the knowledge, skills, and abilities that will make them successful. Our academic program is rigorous and instruction is tailored to each child's abilities. Our faculty and staff are committed to our students' success. Our school environment is nurturing and engaging. Above all, we are distinguished by our commitment to excellence.

### **MELROSE BULLDOG's Daily Pledge**

As a Melrose Elementary bulldog, I pledge to **B**e prepared for school every day.  
I will strive to **A**chieve success in my daily studies.  
I will take **R**esponsibility for my actions.  
I will show **K**indness and respect to all adults and students.  
As a proud Melrose bulldog, I will succeed!

**Bulldog B.A.R.K.!**

