

Welcome to Lander Elementary School



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Mayfield City Schools
EVERY STUDENT. EVERY DAY.

We Are Lander!

Welcome to Lander Elementary School, home of the Leopards, we serve approximately 500 students in grades K-5 from the Mayfield Heights Community. We consider ourselves a family and work to ensure that our students feel safe and welcome in our school environment. We are a STEM Designated school by the Ohio Department of Education, which means that we are committed to providing students with the innovative learning experiences and opportunities to solve problems using a hands-on approach.



The staff at Lander is dedicated to providing students with a caring and enriching environment, offering the highest quality education using research based strategies. It is our goal that along with developing a love for learning, students learn respect for themselves and for those around them.

The partnership between home and school is fundamental to our students' success. We encourage you to become involved with your child's academics both inside and outside of the classroom. This website is designed to provide you with tools to become our partners in education. We encourage you to stay informed through the use of our website, Twitter (@LanderElem), Facebook (www.facebook.com/LanderSchool), our weekly newsletter, as well as the individual classroom teacher pages.

The information provided here is not complete, for our District procedures, policies, and other questions, and to find our complete elementary student handbook please visit our website:

http://www.mayfieldschools.org/landerelementary_home.aspx

Communication is something we pride ourselves on, I have an open door policy, so please feel free to call, email, or stop in with any questions or feedback to further your child's education. This will be a great year!

Your partner in education,

Felecia M. Evans
Principal

This document is supplemental our handbook. The complete Elementary student handbook can be found on our website at www.mayfieldschools.org

Lander School Rules

- 1) Be Prompt
- 2) Be Polite
- 3) Be Prepared
- 4) Be Productive

Lander Student Pledge

I believe I can be a good student.
I believe that I can learn.
I believe that if I work hard each day, I will succeed.
I will work hard each day to do my best,
I CAN learn.
I WILL learn.

Lander School Day

The school day is 8:00 am – 2:30pm.

Please follow these instructions when calling your child in sick or tardy:

- ✓ Call the school office at 995-7350 before 8:30 a.m.
- ✓ The school voicemail is always available
- ✓ Clearly state your name, your student's name, teacher's name, reason for the absence, and date(s) the student will be absent.
- ✓ For student safety ALL students must be called in absent.
- ✓ Request homework at this time as this gives teachers time to prepare the assignments.
- ✓ Homework can be picked up after 2:30 in the bin outside the main office doors.

Student Arrival Time

Children should not arrive at school before 7:30 am as there is no adult supervision available before that time. No student is permitted to ride a bike to school.

Student Sign In

Students who are not in his/her assigned location by 8:00 am shall be considered tardy. Any student arriving late to school is required to report with their parent(s) to sign in at the school office before going to class. The parent will sign in their child in the designated log located in the office and the student will receive an admit slip allowing them entrance to the classroom.

Student Sign Out

In the case of early dismissal, advanced notice to the teacher or office should be completed either in writing or by phone. Parents are to report to the office to sign out his/her child for early dismissal. All students being picked up during the school day must be signed out at the school office. Any adult picking up a child must be listed in Infinite Campus for that student.

Mayfield Attendance Policy

Mayfield City Schools has an attendance policy to avoid negative consequences.

Student attendance rules are:

Tardy – if arrival is after 8:00 am but before 9:30 am

1/2 Day – if arrival is after 9:30 am

All Day – if arrival is after 1:30 pm

All Day – if signed out before 9:30 am

1/2 Day – if signed out between 9:30 am – 1:00 pm

No Penalty – if signed out after 1:00 pm or out for 2 hours or less

*Unsatisfactory attendance may result in the Principal filing a report with DCFS, Truancy, and Juvenile courts.

Academics

In order to build open lines of communication between the home and school, parents are encouraged to contact the teacher if they have a question or there is information that might help guide the teacher in working with their child. Open lines of communication foster a positive learning experience for each child.

Parents and students have instant access online to grades and attendance updates through Infinite Campus. Report Cards are not mailed home. They are available online at the end of each marking period. For information visit the Mayfield Webpage under Parents for information on how to access grades in Infinite Campus.

Students are held accountable for academic work given at their individual achievement level or according to their Individualized Education Plan (IEP) goals. For information visit the Mayfield Webpage under Curriculum for information on assessment, grading and reporting.

Scheduling and Class Assignment

The principal will assign each student to the appropriate class and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal. Parental requests for a specific teacher will NOT BE ACCEPTED; however, if there are particular circumstances surrounding the child, the parent should put these considerations in writing to the principal, void of any teacher's name.

Specials

Students will attend classes each week in the areas of Art, Music, Physical Education, and Library. The teachers will provide students with a calendar of when the specials will occur.

Visitors

To ensure the safety of our students and staff and maintain an orderly and secure learning environment, please note that all visitors, including parents, must report to the office immediately upon entering the building. Visitors who have reason to leave the office area will be provided a badge. Staff members observing any adult moving through the building without a badge have been requested to direct them to the office. These guidelines include the lunchroom and playground areas.

Pre-paid Lunches and School Fees

Students enrolled in District schools are furnished basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates.

Paying for student fees and the school lunch program using a credit card may be handled by accessing the Infinite Campus Parent Portal that is linked to the district home web page that can be found at www.mayfieldschools.org. You may also make payment at the principal's office or for high school students only at the cashier's office with check or money order.

If a student is eligible for free or reduced lunch through the District's food service program, the student is also eligible to have fees waived or reduced. A waiver of confidentiality, free/reduced lunch program form, may be obtained through the school office. This form must be completed before a student's fee will be waived or reduced.

Students may purchase a lunch or bring a packed lunch. Lunch menus are also posted on the website.

Recess Policy of the Mayfield City School District

Recess shall be held outdoors on days that are 20 degrees or warmer and have a wind chill factor of 10 degrees or greater. Parents need to ensure the proper dress for their children, such as sending them to school with warm clothes (coat, hat, gloves, snow pants) and boots. Students will be expected to dress for outside recess EACH day. Boots are needed, even on non-snowy days, due to the wetness on the playground. Students may play in the snow only if they are wearing boots and snow pants. Students must have boots on to play on the blacktop or to use the equipment if snow is on either area. Students are expected to participate in recess unless they are returning from an illness-related absence. In the case of an absence, students may be excused from recess for one day upon the written request of the parent after an absence for

illness. Requests for more than one excused day will need to be accompanied by a doctor's excuse.

Transportation Changes

1. All students are expected to follow their regular classroom dismissal procedures.
2. Written notification **MUST** be sent to your child's teacher in the morning if there is a change in destination after school. Phone calls are discouraged due to the time required to ensure the necessary arrangements are made. Examples of changes that require written notification include:
 - a. Same bus, but to a different home
 - b. Different bus
 - c. Parental pick-up
 - d. No parental pick-up
 - e. Going home with another adult
3. If no notification has been received by dismissal, your child will follow his/her normal dismissal procedure.

We would like to encourage parents to allow their children to ride the bus, especially at the beginning of the school year when bus rules and procedures are discussed and practiced. It is also during this time that drivers become acquainted with the students, associate their faces with the many bus stops, and establish seating arrangements. An authorized adult **MUST** meet kindergarten students at the bus stop. Since all students ride the bus for field trips, knowing bus rules and procedures makes the experience a safer and happier one for all students.

Classroom Parties

There are three holiday parties: Halloween, Winter, and Valentine's Day. Parents/guardians are invited to celebrate these occasions with our classrooms.

Photographs

While it is permissible to take photographs of your own children at school events, it is not acceptable to photograph other children without parent/ guardian consent. We ask that all parents/ guardians refrain from taking pictures at school events which may include other children. Should the school event be one where it may be difficult not to include other students, such as a concert, play, or athletic event, we ask that no pictures are emailed, texted, posted to social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, Instagram, without the expressed written consent of all students parents/guardians in the photograph.

Birthdays

All birthdays are very special! You may wish to send in something special for your child to share with his/her class. No food items can be accepted, please choose a non-food item such as: bubbles, erasers, coloring books, stickers. These items should be devoid of any religious connotation and/or symbols. Birthday celebrations will last no more than five minutes of academic time. Please let the teacher know in advance!

Children who have a summer birthday are encouraged to pick another day to celebrate with the class or the teacher may assign a day. Party invitations may be distributed at school using the following guidelines:

1. ALL students or all students of the same gender in the homeroom are invited.
2. Invitations may only be distributed before 8:00 a.m., during lunch or recess, or between 2:15 and 2:30 p.m.

Because the feelings of young children are often hurt if they are not included in an activity of their classmates, we ask that the parent find alternative avenues to disperse party invitations other than the school environment, if only selected children are being invited.

Medication at School

***DO NOT SEND ANY type of medication, either prescribed or over the counter, to school with your child. If your child is ill, please do not send him/her to school. Your child could be exposing others to communicable diseases. If you have any questions, please contact the clinic at 440- 995-7353.

Illness or Injury at School

When a child has been injured or becomes ill in school, the nurse or health paraprofessional will determine if the child should remain in school or go home. The child's parents will be required to pick up their child from school if the child's temperature is 100 degrees or higher, or if the child is vomiting, has diarrhea, or a rash. It is expected that the parent will come within one hour of notification for his or her ill or injured child. The clinic cannot accommodate sick or injured children for a prolonged time. A child with a fever, vomiting, or other symptoms of severe illness is not permitted on the school bus or van to go home or to day care.

Directory Information

Please notify the office in writing if you do not want your child's directory information released.

Student Valuables

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

Technology

Computer use in the Mayfield City Schools is encouraged and made available to students for educational purposes. The school retains ownership of all hardware and software purchased by or donated to the schools. The schools reserve the right to inspect, copy, and/or delete all files created or stored on school-owned computers. Students who violate the rules and regulations stated in our policy are subject to disciplinary action.

Discipline

Students who do not act in accordance with school rules and regulations are subject to disciplinary action. Faculty members may assign detentions, or refer the student to

the appropriate administrator. After discussion with the student and consideration of the facts, the administrator will determine the appropriate course of action including parent conference, detentions, exclusion, suspension, and in extreme cases, recommendation for expulsion. All students will be afforded their due process rights, as prescribed by the Ohio Revised Code 3313.66, prior to the administration of any discipline resulting in, suspension, or expulsion. School rules and regulations are enforced at all times on school property (including the regional library) and off school property at all school sponsored events. They are also enforceable for misconduct that occurs off property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district, and for misconduct directed at a district official or employee (or their property) no matter where such misconduct occurs.