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MESSAGE FROM THE PRINCIPAL

Welcome to the new school year.

We will continue to provide our students with challenging educational opportunities so that they will take their place as the leaders of “tomorrow”. Our sincere appreciation goes out to the Maybeury parents for helping us to provide the strong foundation and framework for success.

Let us all continue to work together to make Maybeury Elementary School the best school in Henrico County.

Eric T. Armbruster

PHILOSOPHY OF MAYBEURY ELEMENTARY SCHOOL

Maybeury Elementary School has a strong sense of family. Here children, teachers, principal, staff, and parents come together to learn, to change, and to grow. We at Maybeury, with the help of parents, nurture our children by providing challenging academic experiences that we strive to tailor to each child’s individual needs academically, emotionally, socially, and physically.

Maybeury Elementary School is a school where individual differences are celebrated and high academic achievement is the norm. Here children are encouraged to make the most of their lives today as well as to prepare for their future.

Guided by our philosophy, the Maybeury Elementary School learning environment encourages students to enjoy learning and develop self-directed, inquisitive minds. Enjoyment, curiosity, and higher level thinking skills are priorities at Maybeury as is the development of the whole person.

GENERAL INFORMATION

ABSENCES - TARDIES

As teachers are not required to be in their classrooms until 7:20 a.m., **students are not to arrive any earlier than 7:30 A.M.** each school day. A tardy student and **parent** must sign in at the clinic and notify the clinic attendant of his/her arrival. After an absence, students are required to bring a note to their teacher signed by a parent on the first day back. In an effort to provide greater security for our children, the Virginia General Assembly passed a resolution, effective the 1985-86 school year, requiring all elementary schools to call the parent of any child who is absent. **Before school begins please call and report to the clinic any day your child is sick and will not be attending school.**

AFTER SCHOOL PLANS

Whenever a child's regular means of dismissal needs to be changed, the school must be informed in writing. In order to insure consistent and complete communication, we ask that you use our "Note to the Office" form for all changes in dismissal. **If your child's change of dismissal involves a school bus change, a "Student Bus Pass" must be completed by the parent. The parent will need to know the school bus # as well as the location of the bus stop when completing the form.** Every child will receive several of these forms in their back to school information pack. If you need more throughout the year, they may be downloaded from our school website, <http://www.henrico.k12.va.us/ES/maybeury>. Click on the "Office Note" or "School Bus Pass" link. Change of transportation will not be accepted over the phone.

This rule will be strictly enforced to ensure the SAFETY of your child.

ARRIVAL AND DISMISSAL

1. When bringing your child to school, use the front parking lot and drive all the way around to the front of the school for student drop-off. Please use this designated area only for dropping off your child. A teacher is on duty at this drop-off point to supervise children as they arrive at school. Students are **not** to be dropped off before 7:30 a.m.
2. Please do not drop off or pick up your child at any point along Maybeury Drive or drive in the bus loop at any time.
3. A school crossing guard will be present before and after school at the corner of Avalon Drive and Maybeury Drive.

ATTENDANCE

Parents are responsible for having their child attend school regularly and on time. Excessive absenteeism and/or tardies may result in poor or unsatisfactory grades because of the inability of the student to compensate fully for the class activities which were missed.

Parents will be contacted if attendance or adherence to school hours becomes a problem. A student who misses 15 consecutive days will be automatically withdrawn from the school rolls.

LATE ARRIVALS

When a student arrives at school after 7:50, a parent must accompany the student to the attendance office located in the clinic. The parent/guardian must sign in the student and walk him to class.

AWARDS

Students receive special recognition at Maybeury through a variety of awards programs. We make special announcements on our video broadcast system each morning. Although awards are given throughout the school year, the majority of awards are presented at an assembly in June of each year.

BICYCLES

Bicycle Permission Request forms are available in the office. Students who are in 4th and 5th grade will be allowed to ride bicycles to school if we have a signed permission form on file in the office. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. Bicycles are never to be ridden on school grounds.

BUS CONDUCT

In accordance with the Henrico County Public Schools Code of Student Conduct, proper behavior is required to, from, and at bus stops and while riding the bus to assure that the rights of others are respected.

It is important to know that riding a school bus is a privilege. Students who do not behave on the school bus may have the privilege of riding revoked for a specified time or permanently. The driver of the bus has the authority and the responsibility for maintaining order and providing a safe environment. When the driver requires assistance to resolve a potentially harmful situation on the bus, the schools served by the driver will render assistance.

CAFETERIA RULES

The same general rules for behavior apply in the cafeteria as in the classroom. The cafeteria monitors will assist students with their needs during lunchtime and will inform teachers of students who have continued difficulty behaving during this time.

HCPS 2009-2010 CALENDAR

This calendar can be obtained from the county web site at:
<http://henrico.k12.va.us/calendar/calendar.html>

CANCELLATION OF SCHOOL

Cancellation of school or late openings may take place when we have extreme weather conditions or power failures. You are advised to listen to the following to get the most complete and accurate information available:

- A. On Comcast cable TV Channel 99, all regular video programming and bulletin board information will be interrupted on days when weather is “bad”. This channel provides continuous updates and announcements early in the morning following the decision made by the superintendent.
- B. HCPS general information number at 652-3600 will have a voicemail message with complete information.
- C. Channel WWBT-12 Information Hotline at 345-1212 will carry the latest updates. Enter 9002 after dialing this number for complete information.

Due to limited phone lines, you are asked not to call the school office to confirm changes. Please remember that on file in the office is a parent completed “Transportation for Emergency Closing” form which gives specific information for the school to use. Should you have changes in phone numbers, day care arrangements, dismissal instructions or anything else, please notify the office immediately.

CHANGE OF ADDRESS / TELEPHONE

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. You will need to complete a form from the office before student’s records can reflect the address change.

CHECKS

Book Club checks **MUST BE MADE PAYABLE TO THE BOOK CLUB.** Cash is not accepted for book club orders. Unless otherwise stated, all other checks **MUST BE MADE PAYABLE TO MAYBEURY ELEMENTARY SCHOOL.**

CHILD ABUSE AND NEGLECT

The following people are required by law to report suspected child neglect or abuse: doctors, nurses, social workers, probation officers, teachers, and school employees, including nursery school, paid baby-sitters employed on a regular basis, mental health professionals and law enforcement officers. Anyone can call in a report. It may be anonymous. Persons making complaints and reports are by law immune from any civil liability if they act in good faith.

According to the law, the legal definition of child abuse and neglect is:

1. The creating or inflicting by a parent or custodian of non-accidental physical or mental injury upon a child under 18 years old or permitting the inflicting of such an injury.
2. The creating by a parent or custodian of a substantial risk of death, disfigurement or impairment of bodily or mental functions of a child.
3. Neglect or refusal by a parent or custodian to provide care necessary for the child's health.
4. Abandonment of a child by a parent or other person responsible for his/her care.
5. The committing upon a child of any sexual act in violation of law, or permitting the commission of such acts.

CLINIC

A. Entrance Health Forms

All students entering school for the first time must have a complete physical within the year prior to the entrance date and have immunizations up-to-date. The form to be completed is available in the school office or can be downloaded from the Henrico County Public School website and must be turned in before a child can be officially enrolled. This information is required by the State Department of Health.

B. Emergency Health Form

An emergency form must be filled out at the beginning of each school year so that we will have up-to-date information. It is important that we are able to contact someone in case of an emergency. It is essential that the form be kept updated at all times (new places of employment, a new address, phone number, etc.) Please avoid giving us pager numbers for your primary emergency contact.

C. Accidents and Serious Illness Procedures

School clinic personnel attend to the immediate health needs of students. The guidelines for emergency care are those contained in the **AMERICAN RED CROSS FIRST AID MANUAL**, and advice and consultation with Henrico Health Department as may be necessary. Parents of children who become ill or have a serious injury are notified and the children are expected to be picked up promptly by the parents or authorized persons.

It is important that we try to protect students from communicable diseases so we ask that you contact the clinic when your child has any type of contagious infection. Students with common diseases should be excluded from school until completely recovered.

D. Screening

Periodic screening tests for identification of possible problems of vision, hearing, etc. are conducted by Pupil Personnel Services of Henrico County Schools. Parents are notified and advised when referral to a physician is indicated by the screening tests.

E. Medications

No medicine will be given to pupils by school personnel except as herein provided. No treatment other than first aid as contained in the **AMERICAN RED CROSS FIRST AID MANUAL** and in periodic County Health Department regulations will be given pupils by school personnel. Such preparations as aspirin, Bufferin, Anacin, Alka-Seltzer, gargles, ear drops, Pepto Bismol, eye washes and the like are classified as medications and are not to be given by school personnel unless authorized by a physician. This provision is made to avoid possible liability on the part of the School Board and its personnel and prevent harm to pupils through the improper administration of medicine and treatments.

EXCEPTIONS: School personnel may administer certain medications such as insulin, anti-convulsive medication, etc. only upon written parental request and a proper prescription or written clearance from a physician.

1. Physician's prescription and/or written clearance giving the following information will be submitted:

- a. Name of person to receive the medication
- b. Date of prescription
- c. Exact dosage
- d. Exact time dosage is to be given during school hours

This procedure should be used only when the student is required to take such medication during school hours.

2. Parent's written request for the school staff to administer the medication prescribed by the physician, including a written release of liability, will be signed and executed by the pupil's parent. This request must essentially coincide with the following sample: (see next page)

SCHOOL HEALTH SERVICES

PRESCRIBED MEDICATION REQUEST
TO BE COMPLETED BY PHYSICIAN:

I certify that, in my opinion, it is medically necessary that the medication described below, be administered to _____ during school hours and that this medication may be administered by school personnel.

Prescription:

Medication _____

Dosage & Time _____

Duration _____

Date of Prescription _____

Diagnosis requiring medication _____

Date _____

Signature of Physician

TO BE COMPLETED BY PARENT / LEGAL CUSTODIAN

I, _____, the parent or legal custodian of

_____, request that the clinic attendant/school nurse or principal's designee administer the above medication to _____ during the school hours and at the times indicated. I agree to furnish said medication in the container supplied by the drug store with the label intact. I understand and accept that the Henrico County School Board, its employees, agents, or designee are not responsible for any effects of the medication administered.

Date _____

Signature of Parent/Legal Custodian

NOTE: PLEASE RETURN THIS FORM WITH MEDICATION OR HAVE YOUR PHYSICIAN MAIL IT BACK TO YOUR CHILD'S SCHOOL, ATTN: CLINIC ATTENDANT/SCHOOL NURSE.

Permission for school personnel to give medication under the previous exception is only allowed for a two-week period from the date of the prescription. Medications requiring administration by school personnel for a period longer than two weeks will need to be verified either in writing or by telephone verification with the physician. **(A COPY OF THIS FORM MAY BE OBTAINED FROM THE SCHOOL CLINIC.)**

STUDENTS MAY NOT CARRY MEDICATIONS TO SCHOOL IN THEIR BACKPACKS. PARENTS/GUARDIANS ARE RESPONSIBLE FOR TRANSPORTING MEDICATIONS TO AND FROM SCHOOL.

CONFERENCES

Formal parent teacher conferences occur during the first and second semester of school. Other conferences are encouraged and can be arranged at any time during the school year.

CONNECT-ED NOTIFICATION SYSTEM

Connect-ED is an automated phone service and email notification system. The school may use this system to share important announcements with parents. This system uses parent contact information on file at school. It is important for parents to contact the school with any changes to contact information.

CURRICULUM

The curriculum in the Henrico County Public Schools will conform to the requirements of the Code of Virginia, the Regulations of the Board of Education of the Commonwealth of Virginia. The Standards of Learning (SOL) outline what a student is expected to know and do at each grade level. The SOL form the basis for the SOL tests.

Essentials of the curriculum have been developed by Henrico County Public Schools to serve as a framework for the instructional program in grades kindergarten through five.

DISCIPLINE

The Code of Student Conduct applies to any Henrico County Public Schools student. It is enforced when he/she is on school property, while traveling to school or from school, to, from and at bus stops, in School Board vehicles, or in attendance at school or at any school-sponsored activity. It also is enforced when the student's conduct interferes with or obstructs the orderly operation of the school system or the safety or welfare of students or employees.

Electronic devices are not permitted at school and will be confiscated if displayed during the instructional day. These devices include items such as Gameboys, iPods, cell phones and other electronics.

In reviewing and signing the last page of the Code of Conduct, you are helping us to enforce the standards for good student conduct.

DRESS CODE

For complete details, please refer to HCPS's Dress Code Policy.

We believe that proper dress, cleanliness, and grooming correlates with appropriate behavior and also helps to develop an atmosphere where learning can be fostered. Parents are asked to adhere to these regulations:

1. The wearing of shorts and skirts of fingertip length by boys and girls in grades K-5 will be permitted. Anything shorter than fingertip length is not permitted. Short shorts, gym shorts, and jogging shorts are not considered to be shorts that are appropriate. Bike shorts with a tunic top will be permitted.
2. Clothing which exposes the midriff is not permitted.
3. Tank tops are not permitted. Shirts and other garments that illustrate a message of a profane nature or advertise drugs, tobacco, or alcohol are not permitted. Shirts longer than fingertip length will not be permitted.
4. No pajama clothing is permitted unless pre-approved as a spirit day by Mr. Armbruster.
5. All hats should be removed inside school buildings unless certain religious or cultural tradition requires special head coverage.
6. Shoes which are unsafe or inappropriate for daily physical education and recess are not permitted. For safety reasons, **we ask that students not wear flip flops**. Shoes which give good support, stay securely on the feet, and are conducive to walking, running, climbing, and jumping should be worn for daily physical education and recess.

Students not adhering to the Maybeury Dress Code will be counseled by an appropriate staff member. Repeated violations will result in parents being contacted by the office.

EARLY DISMISSAL

Students may be dismissed from school before the end of the regular school day under any one of the following conditions:

1. When a written request from a parent or guardian has been received in advance of the dismissal time. The request must state the reason for leaving, the exact time of dismissal and the mode of transportation to be used by the student. The principal or his/her representative must approve the request.
2. When a parent or guardian comes to the school office and requests the release of his/her child, the parent/guardian must sign the early dismissal form.
3. Children will not be released without proper identification of persons other than parent/guardian.
4. A written note is required if your child is to leave school in a manner different from their daily routine. A **“Student Bus Pass” must be complete by the parent if a child will be changing from their normal bus dismissal**. Telephone calls cannot be accepted for dismissal changes. See “After School Plans” for detailed instructions.

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement

different aspects of the classroom curriculum and to introduce students to the resources of the community.

FIRE DRILLS / EMERGENCY DRILLS

Fire drills are held on a monthly basis throughout the school year. During the first month of school, a drill will be held each week. Escape plans are displayed in all classrooms and buildings.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations and the plan is continuously updated.

FUND RAISING

From time to time during the school year the PTA may hold a fund-raising campaign. Henrico School Board Policy prohibits fund-raising activities that involve elementary students in door to door solicitation.

HOME-SCHOOL COMMUNICATION

Parent-teacher communication is a vital component in ensuring an effective and successful school experience for our children. Should any question arise regarding your child's program, feel free to contact your child's teacher. The school phone number is 750-2650. All written communications, except in rare instances, will be sent home on Mondays. All Maybeury information will be on YELLOW paper. All PTA information will be on GREEN paper. Be sure to check your child's backpack each Monday. If a holiday falls on a Monday, information will be sent home on Tuesday.

HOMEWORK

Homework is an integral extension of classroom experiences and must be meaningful to the student. It can be used effectively to provide practice for skill development, to promote good work habits, and to increase self-direction and self-responsibility. Positive support and encouragement from parents will be needed to make homework effective.

We suggest that a specific time and area be designated for children to study in order to help them develop good work habits. The following times are listed as guidelines for periods of study at home:

Kindergarten	None
First Grade	15-30 Minutes
Second Grade	30 Minutes
Third Grade	45 Minutes
Fourth Grade	45-60 Minutes
Fifth Grade	60 Minutes

In grades 3, 4 and 5, homework will count towards part of each child's grade. Every 10 homework assignments will equal 1 quiz grade.

LIBRARY MEDIA CENTER

The library is open from 7:30 a.m. until 2:00 p.m. for students and parents. If parents or students would like to use the library after school hours, it is best to call first to be sure someone will be available to assist you.

The Maybeury School Library uses the system of flexible access scheduling so that students may come to the Media Center as often as needed. Students in grades K-2 will also have a scheduled library time each week. Classes for grades 3-5 will be scheduled for pre-arranged times based on the needs of the students and curriculum expectations. Through this system of flexible access scheduling, the library will become an extension of the classroom that will help integrate quality literature and information skills with the rest of the curriculum.

Students are taught how to take good care of the books they take out of the Media Center. Fines are assessed for lost or damaged books. The fee for hardback books is \$16.00 and \$5.00 for paperbacks. Students are issued a library patron card. If this is lost, they will be assessed \$1.00 for a new one.

Parents may apply for a library card and are invited to check out children materials as well as parent and professional materials.

For additional information about the Library Media Center (including the Accelerated Reading Program) refer to Maybeury's web page:

<http://www.henrico.k12.va.us/ES/Maybeury>

Click on the Library link.

LOST AND FOUND

All items that are found anywhere on the Maybeury campus will be turned in to the Lost and Found located in the school cafeteria. Students and parents may check for these items as needed. Items not picked up by a week after the last day of school will be donated to charity.

LUNCH/ BREAKFAST

1. BREAKFAST

Students may purchase breakfast at the school from 7:30 a.m. until 7:50 a.m. Breakfast cost is \$1.25 and milk is included in the price. If you prefer your child not to purchase breakfast a block may be requested on the student's lunch account.

2. LUNCH

Students may purchase lunch at school for \$2.15 daily. Milk bought separately is \$.65. In the cafeteria, a debit prepayment can be made in any amount. The manager asks that checks be sent in to her on Mondays. Accounts will be debited as the monies are spent. Parents will be notified when the account gets low in funds. However, please note that there are **NO REFUNDS ON PRE-PAYMENT OF MEALS**. Parents who prepay for student meals should monitor these funds. School Food Services **DOES NOT MAKE REFUNDS** at end of the year or when students leave the County, however, there are other options.

For a student in elementary or middle school who returns to the same school, their fund balance remains in their account to start the school year. If a student transfers schools within the County, the Cafeteria Manager in the former school must be notified in writing in order to transfer the account balance to the new school. If a student leaves the County, the balance in their account may be transferred to another student in the County's elementary or middle schools. For assistance, please call the school's Cafeteria Manager.

PLEASE NOTE THAT PRICES FOR ALL BREAKFAST AND LUNCH ITEMS ARE SUBJECT TO CHANGE.

A. FREE AND REDUCED

Information regarding this federally sponsored program will be mailed to each student's home during the first week of school and will be made available to new students registering throughout the school year. If you need a free/reduced lunch form at any time throughout the year, please contact the office.

B. CANNED DRINKS AND VENDING MACHINES

Due to safety concerns, canned drinks and drinks in glass containers are not allowed. Students are not permitted to use the vending machines during school hours.

C. EATING WITH YOUR CHILD

Parents are welcome to have lunch in the cafetorium with their child. Please check in at the office and secure a visitor's badge before the lunchtime begins.

D. FORGETTING LUNCH OR MONEY

This program is set up for **emergencies** only. Students who do not have their lunch can borrow money from the cafeteria. The student will be issued a slip indicating the amount of money that they owe. We request that these monies be paid back on the next school day so that we can continue to make them available. Please note that only the amount of lunch will be loaned. Snack and milk money will **not** be loaned.

Students will be allowed to borrow only TWICE during the school year

MAKE-UP WORK

Students should be encouraged to be responsible for their learning; therefore, please do not bring them back after school hours to pick up books or assignments they have forgotten. If a student is absent fewer than three consecutive days, the work is normally made up following an absence. The usual time frame for the make-up work is the number of days absent plus one. If, due to extended illness or other excused absences, a student will be absent for more than three days, a parent may request make-up work while the student is out. However, in doing so, the work must be completed and turned in on a date as directed

by the classroom teacher. We appreciate your consideration in giving the teacher **twenty-four** hours notice for requested assignments.

NEWSLETTER

You will be receiving a newsletter from your child's teacher on a regular basis. Please look for it on Mondays with other school notices. Classroom and individual notices and reminders will be sent home periodically.

PTA MEETINGS

The Maybeury PTA general meetings are held the second Tuesday of the month. Check the weekly PTA Bulletin for timely information about programs or changes. Meetings begin at 7:00 p.m.

PARENT VOLUNTEERS

Maybeury Elementary considers its parent volunteers as a very special resource. Parents are encouraged to help with programs, activities and in classrooms. Please come by the office and sign in to get your volunteer badge. All parent volunteers must complete the "Application for Volunteer Service" form. Forms will be in the first day packets or can be obtained from the office.

PARKING

Fire lane no parking signs have been posted, please adhere to these areas. Welborne UMC has agreed to host our overflow traffic but has requested that cars park farthest away from the church as not to intrude on their daytime activities or daycare pick-up.

PARTIES

Elementary schools are allowed one social function during the school year during school time. The following stipulations must be followed:

1. The party will be held the last day before school closes for winter vacation.
2. Room Mothers may collect a small fee not to exceed the amount determined by the school system (\$1.00).
3. Henrico County Public School Board policy states that no gift is to be given the teacher by the class as a whole or by the class and room mother at any time for any reason.
4. We request that invitations for personal after-school parties not be given out at school unless all students in that particular classroom are invited.
5. Parents may provide a simple treat to celebrate their child's birthday provided they bring it to the cafeteria during lunchtime. Only things that can be served individually such as cupcakes or cookies will be allowed. Please do not bring sheet cakes, ice cream or candy. Please notify the classroom teacher at least a day ahead of time of your intentions.

PETS

For safety reason, pets are not allowed on school grounds anytime during school hours without prior approval from the school administration.

PROMOTION AND RETENTION

When a teacher observes a pupil with academic skill deficiencies, which may lead to retention, the teacher will consult with the principal and school personnel who have worked with the child. The teacher will develop strategies for working with the pupil and conduct a conference with the parents to discuss the needs of the pupil. The teacher will make suggestions to parents so they can assist their child in overcoming the difficulties. Certain situations may necessitate the use of resources available through the child study team.

Academic performance will be the prime determiner in making a decision as to whether a student should be promoted or retained. Promotion or retention will be based on what will result in the greatest good for the pupil taking into consideration additional factors such as ability level, attendance in conjunction with poor classroom performance, chronological age in relation to normal grade/age group, delayed/advanced physical development, maturity in emotional and social development and work and study habits.

REPORT CARDS

Students will receive report cards every nine weeks. Report cards should be signed and returned promptly to your child's teacher after you have reviewed your child's progress. The following grading scale is used in grades 3-5:

- A 93-100 Excellent
- B 85-92 Above Average
- C 77-84 Average
- D 70-76 Below Average
- F 69 and Below – Failing

X's are placed in the areas of difficulty

The following designations are used in grading students in 1st and 2nd grade.

- E Excellent Progress
 - S Successfully accomplishes at this time
 - DV Developing, but needs further experiences
 - N Needs Improvement
- * - Next to a grade means modifications have been made**

Kindergarten report cards use the following criteria:

- Understanding and applies
- Developing
- Experiencing difficulty
- Not yet introduced

SCHOOL COLORS AND SCHOOL MASCOT

The Maybeury Elementary School mascot is the Mallard and the school colors are green and white. We encourage our students to identify with these symbols as a representation of our school pride and spirit! Throughout the school year, the SCA (Student Cooperative Association) will sponsor “spirit days” to allow students to show their pride in Maybeury.

SCHOOL COUNSELOR

The school counselor is available to meet with students and parents on an as needed basis. Classroom guidance lessons, small group counseling and individual counseling are offered as a part of the regular school program. The counselor also chairs the Child Study Committee, which offers assistance to students experiencing difficulties, the Gifted Identification and Placement Committee and the SCA.

SCHOOL HOURS

Office Hours	7:20 a.m. - 4:00 p.m.
School Hours	7:50 a.m. - 2:05 p.m.

SCHOOL STORE

The school store, which is located in the office near the clinic, will be open each morning from 7:30 to 7:50 A.M. School supplies such as paper, pencils, erasers, composition books, rulers, etc. may be purchased.

TELEPHONING

Important messages to teachers or pupils may be given to the school office personnel who will be glad to relay the messages. Only in a real emergency will a teacher or pupil be called to the telephone during school hours. Students may not call home for homework or library books.

TEXTBOOKS

Textbooks are provided, without charge, on a loan basis. Students are held responsible for their safe keeping. If books are lost or damaged, the student must pay the fee as set by the School Board.