

Information for New Students

NEW STUDENT REGISTRATION

- New student registration will be held on Wednesday, August 2 and Thursday, August 3, 2017, from 8:30 A.M. – 12:00 noon. Registration will be held in the gym. The gym is located to the left of the main entrance to the school.
- Information about items required at registration can be found on the St. Tammany Parish Public Schools website at the following address http://stpsb.org/parents_registering.php. This information is also listed at the end of this document.
- The following is a link to a map of the Mandeville High attendance boundaries, <http://maps.stpsb.org/boundarieswebpage/images/MAH%209-12.jpg>. You should be able to click on the map to zoom in for additional clarity. The attendance boundaries are outlined in red.

NEW STUDENT ORIENTATION

- New student orientation will be held on Tuesday, August 8, 2017. The event will start in the auditorium at 9:00 A.M. and will end at approximately 11:30 A.M.
- This event is for new students. No activities are planned for parents.
- Most new students will receive their schedules at the orientation and will have the opportunity to meet their teachers. Also the students will get to “run through” their schedule visiting their classrooms. At the end of the program students will have an opportunity to learn about the clubs offered at MHS.

SUPPLY LISTS

At the high school level a generic supply list is not available. On the first day of school students should bring a notebook or folder with paper and a writing utensil. Teachers will either give a handout with the supply information for their individual course or they will have the supply list written on the board.

BUS INFORMATION

Bus routes will be posted outside of the administration offices in a glass case. Usually we receive bus routes prior to New Student Registration. Students/Parents can look for their particular bus driver by looking at the routes and locating the specific street name or subdivision. A phone number for the bus driver will be located at the top of the route. Use the phone number to contact the individual driver and he/she will be able to give specific information about the pick-up time.

The school board also has an online program to identify a particular bus driver. Please visit <http://webquery.stpsb.org/livewq/webquery/>.

UNIFORMS

Mandeville High does not require students to wear uniforms. Information for student dress can be found in the St. Tammany Parish Handbook available at

<http://www.stpsb.org/DisciplineHandbook/DistrictHandbook.pdf>. Additional information regarding dress code from the MHS Student/Parent Handbook is listed below.

Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the safe learning environment. Final interpretation of the dress code rests solely with the administration. The Principal maintains the right to determine extremes in styles of dress and grooming. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Refer to the Handbook on Attendance, Discipline, and Student Records for additional information regarding dress code.

1. Students are not allowed to wear tank tops, muscle shirts, sleeveless t-shirts and plain white undershirts as outer garments.
2. All hats, caps, bandannas, stocking caps, etc. are not to be worn during regular school hours.
3. Male students must be clean shaven and are prohibited from wearing goatees, pork chop sideburns, or beards of any type. Sideburns may be worn to the base of the earlobes.
4. Female students must wear tops that cover most of the top of the shoulders. Most tops with “straps” are not allowed as an outer garment and no top should allow under garments to be seen.
5. Sheer, see through, or low cut shirts and blouses are not allowed.
6. Blouses and shirts must be long enough so that no skin may be seen between the pants/skirt and shirt. This rule includes any position including sitting.
7. Any article of clothing with suggestive symbols, words or advertisements of products or substances prohibited by St. Tammany Board policy shall be prohibited. Sexual innuendos are strictly forbidden.
8. Shorts, culottes, skirts and dresses should **clearly extend beyond fingertip length** when student is standing erect with his or her arms extended down or should not be more than 5” above the knee. **Due to the fact that “finger tip length” is somewhat nebulous students must wear shorts having at least a 7 inch inseam.** Athletic shorts must have at least a 7 inch inseam. “Yoga pants” may be worn, however the student must wear a shirt that is fingertip length which covers the full front side and backside. Students’ Shorts worn over “leggings” are subject to the same length requirements mentioned above.
9. The wearing of body piercing ornaments is limited to the ear. Ear piercings may need to be removed for some school activities (activities for which these ornaments are deemed dangerous, i.e. physical education activities). “Gauge” earrings are an extreme in style and are not allowed. Male students may wear only “stud” type earrings.
10. Pants must be secured at the waist at all times and may not reveal undergarments.
11. Pants torn or excessively worn at the knee, pocket, thigh, or hip areas are considered an extreme in style.
12. Pajamas and robes are not appropriate attire for school. Pants that have the appearance of pajama bottoms will be considered pajamas and are not appropriate.
13. Hair must be clean and not unusually colored. Two color hair styles (including “natural” colors) will not be allowed. Students may have highlights, but should not color sections or portions of their hair. Sculptured hair styles will not be permitted. Partially shaven hair is not allowed unless it is clearly uniform (flat top, crew cut, etc.). Mohawks are not allowed. For males the length of the hair may not fall below the base of a collared shirt. Students circumventing the hair rules must be in compliance 100% of the time at school and at all school functions.

ADDITIONAL INFORMATION

Additional information can be found in the MHS Student/Parent Handbook (link on the left column of the MHS website homepage) - http://mandevillehigh.stpsb.org/docs/student_handbook.pdf

and the STPSP District Handbook - <http://www.stpsb.org/DisciplineHandbook/DistrictHandbook.pdf>.

REQUIRED ITEMS FOR REGISTRATION:

Documents to Bring to Registration

If you do not have these documents, please contact the Covington Annex at 985.898.3370 or the Slidell Annex at 985.646.4917 for assistance.

1. **State Certified Birth Certificate**
2. **Immunization (Shot) Records**
3. **Social Security Card**
4. **Proof of Residency**

Provide 3 of the documents listed below (**must be most current available and list name of parent/guardian and street address**).

At least 1 document must be from this list	Other documents may be selected from this list
<ul style="list-style-type: none">• a current utility bill dated within the last 30 days (electric, natural gas, water or propane/butane) <p style="text-align: center;"><i>and/ or</i></p> <ul style="list-style-type: none">• a property tax bill listing homestead exemption <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none">• a signed real estate lease agreement from a real estate office, apartment complex or mobile home property, not from an individual	<ul style="list-style-type: none">• paycheck stub• car insurance declarations page• vehicle registration• bank statement• voter registration card• state/federal support services• current year W-2 form• most recent federal or state income tax return• cable or satellite bill dated within the last 30 days

Other documents may be required at the time of registration including custody papers, report card/records from last school, or income verification for Pre-K students.

State Certified Birth Certificate: Those who do not have a birth certificate may contact a St. Tammany Parish School Board Annex in their area for information on how to obtain one. Contact the Covington Annex at 985-898-3370 or the Slidell Annex at 985-646-4917.

Health Record: State Law requires that all children attending school in the State of Louisiana have the following immunizations. This requirement includes students in the Title 1 four-year-old program and in pre-kindergarten through grade 12. Included are students who are coming into the St. Tammany Parish Public School System from another parish, state or nonpublic school.

1. **DTP** (Diphtheria, Tetanus and Pertussis or Whooping Cough) – A minimum of four (4) doses is required. The last DTP or a booster is to be given after the fourth birthday.
2. **Polio** – A minimum of three (3) doses is required. The last polio or booster is to be given after the fourth birthday.
3. **MMR** (Measles, Mumps and Rubella) - One (1) dose is required at twelve to fifteen months of age. A second MMR is required before entry to school.
4. **Hepatitis B** – Three (3) doses are required for first time enrollees into Louisiana public schools.
5. **HIB** – Four (4) doses or proof of at least one dose after fifteen (15) months of age are required for pre-kindergarten and noncategorical students to enter school.
6. **Varicella** (Chickenpox) – Two (2) doses or a history of the disease is required for pre-kindergarten and kindergarten.
7. **MCV4** (Meningococcal Conjugate) – Required for all students entering grade 6 or eleven (11) years old in any other grade. These students must also have proof of booster doses of Tdap, MMR, and Chickenpox.

Dates of the above required immunizations must be recorded on an official immunization form and presented to the school at the time of registration. Contact the Slidell Health Unit at (985) 646-6445, the Covington Community Wellness Center at (985) 871-6030 or the Greater New Orleans (GNO) Immunization Network Mobile Unit at (504) 733-3268 for immunization information.

The immunization policy of the St. Tammany Parish School Board dictates that no child be allowed to enter school without proof of immunizations.

Proof of Residency: Proof of residency must be established using 1 primary document and two supplemental documents listed in the chart above. All documents must be the most current available. Documents that are suspect or inconclusive may be disallowed, and additional documentation may be required.

All documents must show the name of the parent or legal guardian, the street or road address of residence or the utility service address (if using utility bills). Lease agreements must show street or road location and must be from a real estate office, apartment complex or mobile home property, not from an individual.

U. S. Post Office box numbers, printed checks or drivers' licenses **are NOT** considered proof of residency.

Social Security Card: The Social Security number serves as the student's identification number on all records. The Social Security number written on a piece of paper cannot be accepted.

Custody Papers: Parents or guardians granted custodial rights of a student must present at registration the custody papers granted through a court system.

Report Card/Records from Last School/LEAP Results

To ensure correct grade placement of new students, a report card and standardized test reports from the last school the student attended must be presented. Students entering fifth and ninth grades from in-state public, nonpublic or any home schooling program are required to show evidence that they have passed the English/Language Arts and the Mathematics sections of the LEAP 21 (Louisiana Educational Assessment Program) test, as mandated by the State of Louisiana. For more information

about the LEAP requirements, contact the St. Tammany Parish Public School System Testing Coordinator at (985) 898-6481. [Note: For the 2015-2016 school year the LEAP 21 test is not required for incoming freshman. The student must submit a standardized test score, but it does not have to be the LEAP 21 test. If a standardized test was not taken by the student then arrangements must be made the STPSB Testing Coordinator.]

Assignment Letter

Students who are transferring within the parish (other than those being promoted to a higher grade from feeder schools) and students who are entering the School System from home schooling must obtain assignment letters from one of the System Child Welfare and Attendance Offices before being registered at schools.

REGISTRATION CHECK LIST

- State Certified Birth Certificate
- Proof of Residency
- Social Security Card
- Health Record of Required Immunization
 - - DTP
 - - Polio
 - - MMR
 - - Hepatitis B
 - - HIB
 - - VARICELLA
 - - MCV4
- Report Cards/Records From Last School/LEAP Results (For In-State Transfer)
- Assignment Letter (if applicable)
- Custody Papers (if applicable)