

**PONTCHARTRAIN ELEMENTARY SCHOOL**  
**2009 - 2010**  
**STUDENT / PARENT HANDBOOK**

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**PONTCHARTRAIN ELEMENTARY SCHOOL  
STUDENT & PARENT HANDBOOK  
ACKNOWLEDGEMENT FORM**

Attached is the Pontchartrain Elementary School Student and Parent Handbook for the 2009-2010 school year. Our school has many rules and regulations as most schools do. With young children these rules are especially important. These rules protect your child and help our school run smoothly. We take the safety of your child very seriously. Your cooperation will help us all have a wonderful and safe year.

Please read and discuss the contents with your child. To ensure you have received your handbook and covered it with your child, we ask that you sign and return this sheet to your child's teacher by **Friday, August 21, 2009**.

Please keep your handbook as a quick reference. If you have questions about the handbook, please contact Kim Thomas, Principal.

**Student and Parent Handbook Verification**

**We have read the Pontchartrain Elementary School Student Handbook and agree to follow the above policies. I understand that when my child returns this page after signing it, he/she will receive a "Good Citizen Award" from the teacher.**

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**Student Signature**

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**Parent/Guardian Signature**

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**Teacher**

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**Date**

# St. Tammany Parish Public School System

2009 – 2010

## School Calendar

August 7, 2009	School Opens
<b>September 7, 2009</b>	<b>Labor Day Holiday – OFF</b>
September 18, 2009	Rosh Hashanah*
September 28, 2009	Yom Kippur*
<b>October 2, 2009</b>	<b>Parish Fair Day – OFF</b>
October 8, 2009	End of First Grading Period
<b>October 9, 2009</b>	<b>WHOLE DAY OFF – Students</b>
<b>November 23-27, 2009</b>	<b>Thanksgiving Holidays – OFF</b>
<b>December 18, 2009</b>	End of Second Grading Period
	End of First Semester
	<b>HALF-DAY OFF - Students</b>
<b>December 21, 2009 – January 1, 2010</b>	<b>Winter/Christmas Break – OFF</b>
January 4, 2010	School Re-opens
<b>January 18, 2010</b>	<b>Martin Luther King Holiday</b>
<b>February 15-19, 2010</b>	<b>Mardi Gras Holidays – OFF</b>
March 11 2010	End of Third Grading Period
<b>March 12, 2010</b>	<b>WHOLE DAY OFF – Students</b>
March 29, 2010	First Night of Passover*
<b>March 29-April 5, 2010</b>	<b>Spring/Easter Break – OFF</b>
<b>May 21, 2010</b>	End of Fourth Grading Period
	End of Second Semester
	<b>HALF-DAY OFF - Students</b>

\*School Administrators are asked to avoid scheduling activities on these days whenever possible.\*

# **PONTCHARTRAIN ELEMENTARY SCHOOL**

**2009 – 2010**

## **SCHOOL HOURS**

Full Day:  
8:50 – 3:51

Half Day:  
8:50 – 12:51

## **MASTER SCHEDULE**

8:30 – 8:50	BUSES AND CARS UNLOAD
8:50	CLASSES BEGIN / TARDY BELL
10:50 – 11:00	3 <sup>RD</sup> GRADE RECESS
11:10 – 11:45	KINDERGARTEN LUNCH AND RECESS
11:40 – 12:15	T-1 & 1 <sup>ST</sup> GRADE LUNCH AND RECESS
12:15 – 12:50	2 <sup>ND</sup> GRADE LUNCH AND RECESS
12:50 – 1:25	3 <sup>RD</sup> GRADE LUNCH AND RECESS
1:50 – 2:00	KINDERGARTEN RECESS
2:05 – 2:15	1 <sup>ST</sup> GRADE RECESS
2:20 – 2:30	2 <sup>ND</sup> GRADE RECESS
3:51	BUSES AND CARS LOAD

## **MISSION STATEMENT:**

TO PROVIDE A HAPPY SCHOOL WHERE CHILDREN NOT ONLY LEARN, BUT LEARN WELL

## **PHILOSOPHY:**

The mission of the Pontchartrain Elementary School Community is to create a happy and safe environment where all children not only learn, but learn well. The elementary school's program should be geared to the individual child. We strive to provide an environment where a child works at his or her own pace – where growth is neither hurried nor hindered.

We are committed to a curriculum that is rigorous and relevant. Our curriculum is offered in an inclusive setting that promotes the success of every child. Self-discipline and self-esteem are emphasized in order to develop a love of learning and to encourage each child to become a life-long learner. At PES, it is acceptable to make mistakes, for through mistakes we learn.

We encourage the whole community to become involved in the educational process. We acknowledge that achievement of the mission is dependent on a partnership among the parents, children, community, and staff. As we enter the twenty-first century, PES will strive to prepare students to be productive, global citizens in a technological world.

## **ATTENDANCE POLICIES:**

The fundamental right to attend public schools places upon students an accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress within the instructional program.

Once students arrive on campus, they are to remain until the end of the school day. Dismissal is 3:51 p.m. A student must be in attendance at least three and one half hours of instructional time to receive credit for that day. Students must be present a minimum of 160 days to be eligible to pass to the next grade.

**All children arriving after the bell rings must be checked in at the office by the parent in order to receive an admit slip. A duty teacher will monitor the car loop until 8:50. After that time, the student is considered tardy and requires us to follow formal check-in procedures. Parents may be called back to the school to comply, should the student be dropped off after 8:50 unescorted.**

The St Tammany Parish School Board utilizes an automated calling system for attendance. If your child is checked in after attendance has been posted, you may receive a call stating that your child is absent.

1. A student will be issued an EXCUSED tardy slip and then reports to class, if the reason for being late is due to personal illness, doctor's appointment, religious holidays of student's own faith, serious illness in the family, or death in the family.

### **ATTENDANCE POLICIES (cont.):**

2. If a student does not have an adequate reason for being late, he/she is given an UNEXCUSED tardy slip and then reports to class.
3. The same reasons for excused absences apply to tardies. Tardies include anytime a child is checked in or out during school hours. Just a reminder, all tardies and check-outs will affect perfect attendance, even if they are excused.

A student who has been absent from school must present a note stating the reason for the absence in order for the absence to be excused.

**BY SCHOOL BOARD POLICY, A STUDENT WHO IS UNEXCUSED WILL BE MARKED ZERO IN ALL SUBJECT AREAS MISSED DURING THE PERIOD OF THE ABSENCE.**

The school is vitally interested in the health and well being of each and every child. State law requires notification by mail after a child misses 5 days of school. If a child misses a total of five days during the nine weeks period, the school board automatically sends a computer-generated letter. The computer does not discriminate between excused and unexcused absences.

In order for students to make up any class work missed during absences, excuses for absences must be presented in writing to the school within two days of the day or days missed. In the event that a student is excluded from school because of misbehavior, he/she may make up missed assignments by requesting those assignments from the teacher within three days of returning to school. **It is not necessary to call the school on the day of your child's absence.**

Students shall be excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith, and shall be given the opportunity for make-up work.

When a child is tardy to school they are missing important learning and informational time. In addition, students who are habitually tardy to a classroom can interrupt instruction that has begun. The St. Tammany Parish School Board Attendance guidelines state that a child is considered habitually tardy when the condition continues to exist after all reasonable efforts by the administration and teacher have failed to correct the condition. **The Office of Child Welfare and Attendance will contact any family with excessive absences or tardies in an effort to correct the condition.**

### **CHECK-OUT PROCEDURES:**

1. Students will be allowed to leave school with their parent, legal guardian or an authorized person designated in writing by the parent. In case of emergencies, if the parent or authorized person cannot be reached, the student will remain in school. The permission authorization for dismissal is on the back of the student's pink emergency card. Please note, the contacts listed on the emergency card are the only persons allowed to check your child out without written permission.

## **CHECK-OUT PROCEDURES (cont.):**

2. Office personnel will initiate the checkout procedure by calling the student to the office **after the authorized person presents proof of identification. The authorized person will then sign the student out on the check-out book. We are not allowed to call any students out of class until we check the identification of the authorized person. Please plan to allow the office at least 15 minutes to locate the child, in case they are not in the classroom. (Extra classes, recess, restroom, etc.)**
3. The only acceptable excuses for checking out are:
  - a. Personal illness
  - b. Doctor's appointments (Parents are strongly encouraged to make both doctor and dental appointments after school hours.)
  - c. Court appearances
  - d. Special reasons authorized by the principal.
4. Unacceptable excuses for checking out are:
  - a. Errands with parents
  - b. Vacations
  - c. Activities that are not school approved
5. Students are allowed to make up work if there is an acceptable excuse for checking out.
6. If a student returns to school on the same day after checking out, he/she must go through the office, sign in and receive an admit slip.

## **CHILD CARE:**

1. Children arriving **before 8:30 a.m. MUST** attend morning care.
2. Because of many safety issues, parents **MUST** walk their children in to the gym and sign in or out.
3. Payment is **due** on the **first** of each month.
4. Late fee of \$10.00 due on or after the fifth.
5. If payment is not made by the 15<sup>th</sup>, **child may not attend until payment is made.**

The phone number for child care services is **502-9932**. This number will only be answered during the following Child Care times.

### **A.M. Child Care – 7:00 a.m. – 8:30 a.m.**

Registration is at the door. The director is Mrs. Jean Ogle.

\$5.00 per day for “drop-ins”

\$50.00 per month – 1 child full time

\$80.00 per month – 2 children full time

### **P.M. Child Care – 3:51 p.m. – 6:00 p.m.**

Sign out is at the door. The director is Mrs. Jean Davis.

\$10.00 per day for “drop-ins”

\$100.00 per month – 1 child full time

\$180.00 per month – 2 children full time

## **CHILD CARE (cont.):**

### **P.M. (AFTER CARE):**

After school care ends at 6:00 p.m. There is a \$1 per minute late fee after 6:00 pm. Outside play, homework, and inside playtime are scheduled and provided daily. Registration is as easy as a note to your child's teacher as well as a note for our After Care Director letting her know that your child will be in attendance that day. Please include afternoon emergency telephone numbers. You will be asked to fill out registration papers on the first day that your child attends after care. Drop-ins must pay when the child is either dropped off or picked up.

It is impossible to keep up with the variety of scheduling, extracurricular activities and daily transportation changes. **For the safety of the children, kindergarten students will be asked to attend the after care program on a monthly basis only. Pre-school children will not be allowed to attend the child care program.**

**Students in Kindergarten are not accepted in after care as "drop ins". Please see Aftercare Registration for child care policies and procedures.**

## **CHILD SEXUAL ABUSE PREVENTION, EDUCATION, AND REPORTING PROGRAM:**

As mandated by the St. Tammany Parish School Board, students in grades K – 8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education, and Reporting. All materials that will be used in the instruction may be previewed by contacting the school administration. We would also like to encourage you to talk with your child about this topic as well as other general safety issues.

## **CLASSROOM INTERRUPTIONS:**

**Uninterrupted instructional time is very important to a child's learning.**

Parents are discouraged from bringing lunches, homework, projects, and books during the school day. **Unless it is an emergency (such as eye glasses), we will not interrupt a class.**

## **CLASSROOM OBSERVATION:**

Parents may request to observe classroom instruction in the classroom where their child is currently placed. The observation must be scheduled through the principal or assistant principal 24 hours in advance. The purpose of an observation is to assess how the child is functioning in the classroom environment.

Classroom observations will not exceed one hour in duration on any given day. Additional observations may be scheduled on subsequent days as long as requests are reasonable. Parents may not observe in the classroom of a teacher in which their child is not currently enrolled. Parents who observe are required to sign a confidentiality agreement to protect the rights of the other students in the class.

Parents' requests for outside personnel not employed by the St. Tammany Parish School Board to observe their child during instructional time must be approved through the Pontchartrain Elementary School administration.

**CONTAGIOUS ILLNESSES:**

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WITH FEVER, VOMITING, DIARRHEA OR OTHER SYMPTOMS OF A CONTAGIOUS ILLNESS. YOU WILL BE CONTACTED TO PICK UP A SICK CHILD. Please DO NOT CALL the school to notify us if your child is absent, unless it is an extended illness of three days or more. ANY CHILD WITH A TEMPERATURE OF 100 DEGREES OR MORE WILL BE SENT HOME. Parish policy recommends that a student be fever free for 24 hours before returning to school.

**DISCIPLINE:**

Every student is responsible for adhering to St. Tammany Parish Handbook on Attendance, Discipline and Student Records. A copy is given to every student the first day of school. Parents should keep this booklet handy for reference.

Pontchartrain Elementary School Expectations

I Think I Can,  
I Think I Can,  
I Think I Can,

I Can



Safe.



Responsible.



Respectful.



Kind.

Pontchartrain Elementary School Positive Behavior Support

It is the goal of PES to support positive behavior for all students. To ensure that we achieve this goal, the school has developed a comprehensive program. At the core of the program is the establishment of four school-wide expectations for behavior that are described on the previous page. All rules in each setting at the school, including the classrooms, playground, halls, bathrooms, and cafeteria have been developed and related to these expectations. The expectations and rules are posted prominently throughout the school.

Students who model these expectations are rewarded with “Good Citizenship Award Slips” which are entered in a lottery for prizes twice a month at Afternoon Assemblies. Classes that display exemplary behavior are also recognized at each Afternoon Assemblies. The focus is on “catching students being good” and rewarding them.

### **DISCIPLINE (cont.):**

To support students who are having difficulty being successful with the school's expectations for behavior, a school-wide discipline plan has been developed. Each teacher has developed a classroom discipline plan that includes rewards and consequences. When the teacher has exhausted the consequences of the classroom plan with a student, the student is referred to the guidance counselor who will continue to work with the student, teacher, and the parent in an effort to help the student to be more successful in the classroom. After three referrals to the guidance counselor by the teacher, if the child continues to be unsuccessful in maintaining positive behavior, the student is referred to the Assistant Principal. At this stage additional consequences are considered. The Assistant Principal becomes involved working with the child, teacher, parent, and guidance counselor to develop an individual behavior intervention plan that will empower the student to become successful. Serious behavior incidents are referred to the Assistant Principal immediately. (See Group 3 and Group 4 Acts of Misconduct in The St. Tammany Parish Handbook on Discipline and Attendance.)

Everyone at Pontchartrain Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines *bullying* as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, or leaving someone out on purpose.

### **FIELD TRIPS:**

When field trips are scheduled by a teacher, written permission must be given by the parent or legal guardian and a fee paid for the student to attend the field trip. Field trip fees usually pay for bus transportation and admission to the field trip site. Students are encouraged to wear their red Pontchartrain Elementary School T-Shirt on field trips, though this is not mandatory.

**A deadline for payment** will always accompany the permission slip. This deadline is final. **Please do not ask to turn in a late payment.** The deadline is strictly enforced. Ample time will be given to pay any fees.

A limited number of chaperones are required for each field trip. The teacher will notify you in advance if you have been selected as a chaperone. All chaperones must come to the office and sign in to receive a name tag. If the field trip requires a chaperone fee, please make arrangements to pay the teacher prior to that day. Chaperones **MUST provide their own transportation and fill out a chaperone form.** Only children enrolled at Pontchartrain Elementary School may attend school-sponsored field trips (NO SIBLINGS). To attend a school field trip, **ALL STUDENTS MUST RIDE THE BUS. NO STUDENTS ARE ALLOWED TO RIDE IN CARS ON FIELD TRIPS.**

**PARENTS ARE DISCOURAGED FROM CHECKING A CHILD OUT DURING A FIELD TRIP.**

## **FOOD SERVICES:**

Parents dropping off a student lunch will place the lunch box in a basket outside the cafeteria door and write the students name on the whiteboard above the basket. No student contact is required. Please remind your child to check the board to retrieve their lunch as they enter the cafeteria at their designated lunch time.

### **Cafeteria Reminders:**

- **Please do not plan to eat lunch with your child more than once a week.**
- **Send a note to the attention of “Cafeteria Manger” to notify the cafeteria that you will be eating three days in advance of your visit.** The cafeteria manager needs this much notice to be sure there will be enough food for all the students and teachers as well as their guests.
- **Please, if possible, do not bring younger siblings.** This is your time with your PES child. Make it a special time for them alone. (Please eat with your child, not with your child’s friends.)
- **No bottles or cans are allowed.** This is a federal guideline we are mandated to follow.
- **Please refrain from bringing in fast food such as commercial hamburgers, fried chicken, or soft drinks.** This does not support the “Go, Grow, Glow” nutrition program taught at our school.
- **For questions regarding menu, menu changes, cafeteria balance, please call the cafeteria directly at 674-0983 between the hours of 7:00 a.m. and 2:00 p.m.**

### **Lunch Money:**

Students may purchase hot meals on a daily basis. Parents visiting our school may also purchase a meal from our cafeteria. (Please send a note three days in advance to notify the cafeteria if you plan to purchase a hot meal.) Extra milk may be purchased for an additional amount (CASH ONLY). Students may also bring their own lunch to school. **Lunch money must be paid in advance on the first school day of the week.** Lunch money may also be paid monthly. Payments can be made by check or cash. Checks are made out to PES Cafeteria. **If you have more than one child at PES, you can write one check as long as you write the children’s names and the amount for each account being paid.** All money, especially, cash should be placed in an envelope marked

“Cafeteria” with student’s full name, amount, card number (if you know it) and teachers name on the outside of the envelope. If the last name on the check is different from the student’s last name, please note the student’s last name on the check for account accuracy.

The student’s money goes into their own debit type account. If they eat breakfast and/or lunch, it is deducted from their account. If the student is absent, not eating, or on a field trip the money rolls over day to day and month to month. At the end of the school year, any balance on the students account will be carried over into the next school year provided they remain a PES student. The money can also be transferred to a younger sibling if the older sibling is going to TMS for the next school year.

### **FOOD SERVICES (cont.):**

Lunch bills will be sent home when the negative amount reaches \$1.40. When paying the bill, please check the date on the bill and add enough money to finish the present month. This will save unnecessary notices being sent and confusion over the amount in the account. When the student reaches a **negative balance of \$5.00**, the parent will be asked to send a lunch for the student until the amount is brought current. If parents **do not wish** for their child to eat breakfast and/or lunch for the year, parents should send a written notice to the cafeteria early in the school year. The student's account will be made inactive.

Free and reduced lunches are available for children who qualify. Any questions pertaining to lunch fees should be addressed directly to the cafeteria. The **Cafeteria** can be reached by telephone at **674-0983**.

### **IDENTIFICATION:**

Please do not be offended if we ask for identification when checking students out. It is merely a protective measure. No student will be checked out unless a parent, legal guardian, or designated person signs the child out **in the office**. **No parent may pick up their child from any area other than the school office**. There will be some events throughout the school year which students may be checked out through the classroom teacher. Parents will be informed of these events.

All visitors/volunteers are required to sign in and secure a visitor's pass. To receive a visitor's pass, you must provide a picture ID in the office. We are now using an electronic identification system which allows school officials to scan a visitor's drivers license/identification card, track visitor entry and exit, prepare visitor badges and link to the National Registry of Sex Offenders. When your visit is over, you must sign out in the office. **If you don't have a visitor's pass, you will be asked to return to the office.**

### **LOST ITEMS:**

Please put your child's name on ALL of the personal property that he/she brings to school (coats, sweaters, school bags), so that we can keep lost property to a minimum. We do have a lost and found box where items that are found are placed. Any items left at the end of each month will be donated to local charities.

Children should only bring what is required for the day's activities. We ask that TOYS, EXPENSIVE JEWELRY, or any other distractions be left at home. Each child is responsible for their own personal property.

### **MAKE-UP WORK:**

It is the responsibility of the student to make up work that he/she missed due to excused absences. If your child misses only a day or two, the work can be made up upon his/her return to school. **If the absence is extended (three days or longer)**, contact the school and arrangements can be made to pick up work. The teacher must be given a 24 hour notice to compile the make-up assignments and have it available for pick up in the front office.

### **MAKE-UP WORK (cont.):**

This delay is necessary because teachers often do not have a planning period that day and may have to gather the information before and after school. While we want to do all that we can to assist students who miss school, **we do not want to interrupt the instructional program for the students in the classroom.** Your cooperation with this policy is important.

### **MEDICATION POLICY:**

Students will not be allowed to have any drugs in their possession at school. This includes prescription and non-prescription medication, such as cough drops, eye/ear drops, aspirin, acetaminophen, ibuprofen, creams of all kinds, lip balm, etc. School personnel cannot and will not administer medication unless special circumstances exist for a health problem of long duration. Act 87 relative to the administration of medication in the school, mandates the following criteria be met prior to prescription OR non-prescription medication being dispensed in the school setting (forms are available in the PES office):

- A current written order from a Louisiana licensed physician/dentist
- A current written authorization from the parent/guardian
- The medication being delivered to the school by a responsible parent/guardian during school hours
- The medication being received and counted by authorized school personnel in the presence of the responsible parent/guardian during school hours.

**We request that no child be sent to school until he/she has been free of fever, vomiting, or diarrhea for a minimum of 24 hours.**

### **MONEY MATTERS:**

**IN ORDER TO AVOID CONFUSION IN ACCOUNTING, SEPARATE CHECKS MUST BE WRITTEN FOR EACH CHILD AND FOR EACH TYPE OF COLLECTION.**

Example 1: Your child's teacher is collecting \$10.00 fee money, \$2.50 lunch money, and book club money. You should write one check to the school for fee money, one check to the school cafeteria for lunch money and one check to the specific book club for book order money. (Note: If your child's teacher orders from two or more book clubs at the same time, please remember to pay in cash or write SEPARATE checks to each book club.)

#### **School Fees:**

A student fee of \$10.00 is charged to cover the cost of duplications, additional workbooks, supplies, publications, and other instructional supplies.

## **PARENTAL INVOLVEMENT POLICY:**

It is our firm belief at Pontchartrain Elementary that a partnership between parents and the school is an essential element in providing the best education possible for each student. To this end, we have developed an extensive parental involvement program and sincerely encourage parents to become actively engaged in the education of their child. The PES Parental Involvement Program includes opportunities for communication, participation in school activities, volunteering, and participation in decision-making processes.

### **Communication with Parents**

St. Tammany Parish Handbook of Discipline & Student Attendance  
Pontchartrain Elementary Student Handbook  
Volunteer Sign-up Sheet  
Monthly newsletters  
Pontchartrain Elementary Web Site  
New Family Orientation and School Tours – bi-monthly  
Administrators Luncheons – open to all parents – monthly  
Open House – FALL  
Parent/Teacher Conferences – on request  
Administrator Conferences – on request  
General PTA Meetings – three times per year

### **School Activities Open to Parents**

Afternoon Assemblies – twice each month  
Literacy Night – 1 night per year  
Family Math Night – 1 night per year  
Fall Fun Day – 1 day per year  
Cultural Arts Day – 1 day per year  
Science/Earth Day – 1 day per year  
Field Trips – 4 days per year  
Spring Fling – 1 Saturday per year  
“I Think I Can” Program – 8-week home learning program  
Grand Parents and Special Friends Week  
Fall and Spring Book Fairs

### **Volunteer Opportunities for Parents**

Math Tutor  
Reading Tutor  
Library Helper  
Office Helper  
Cultural Arts Helper  
Science Lab Helper  
Junior Achievement Volunteer  
Hospitality Helper  
Grounds Worker  
Room Mother/Father  
Health and Safety Worker

### **Volunteer Opportunities for Parents (continued)**

Publicity  
Fund Raising  
Technology Helper  
Classroom Helper  
Guest Speaker

### **Participation in Decision Making Opportunities**

School Building Level Committee  
Parent/Teacher Conferences  
School Committees (over 20) – open to parents  
Parent Teacher Association

## **PARENT/TEACHER CONFERENCES:**

Communication is an essential part of the educational program. Schedule a conference day and time by calling the office (626-3748) at least 24 hours before the conference. A specific appointment time will be established at that time. Spontaneous conferences are seldom informative or productive. Teachers need to have tangible data such as iLEAP tests and grades available to share with the parent. A convenient time (before school or after school) that is agreeable to both teacher and parent can be arranged for a conference. However, conferences may not take place during instructional periods. The parent must check in at the office to secure a pass to meet with the teacher on the day of the conference.

### **SCHOOL SPIRIT DAY:**

Students may show their school spirit on designated Fridays by wearing his/her **red** Pontchartrain Elementary School T-shirt or Spring Fling T-shirt. This is not mandatory. Besides Spirit Days, the only other time red shirts are authorized is on a class field trip.

### **STUDENT EMERGENCY CARDS:**

A student emergency card will be sent home with your child during the first week of school. **It is imperative that this card be returned to school IMMEDIATELY** so that we will be able to reach someone in an emergency. If this information changes during the year, please notify the office. **Please note, the contacts listed on the card are the only persons allowed to check your child out without written permission.**

### **TRANSPORTATION:**

**If at all possible, please encourage your child to ride his/her bus. For the safety of all children, transportation changes cannot and will not be made by fax or over the telephone, no exceptions. *You are encouraged to have an emergency back up plan in place in case you are not able to receive your child from bus, car line or child care.***

#### **Bus Information:**

Students are only allowed to ride the bus that they have been issued a bus assignment form. The bus assignment will be issued based on residency documentation only. Due to safety/security reasons, students will not be allowed to ride other buses. **For the safety of all students, transportation changes cannot and will not be made by fax or over the telephone, no exceptions.** For all transportation questions, such as bus schedules, driver assignments, driver phone numbers, etc. please contact the **Transportation Department** at **898-3373.**

In order to help ensure the safety of all students, parents are strongly encouraged to discuss with their child the following bus guidelines and basic rules:

1. Always follow the instruction of the bus driver.
2. Remain completely seated and face the front of the bus.
3. Keep hands and feet to one's self.
4. Talk in a low tone of voice and never use unacceptable language.

#### **Car Rider Information:**

Car riders are to use the front driveway of the school. School personnel will be on duty to direct students and traffic from 8:30 – 8:50 a.m. In the morning, please proceed around the car loop to the next available color pillar. The students should be prepared for prompt exit of the vehicle, then proceed in the front doors. **After 8:50 a.m., the duty staff is dismissed. It then becomes the parent's responsibility to come into the front office. The parent must then check the child in and complete a tardy slip before the student is able to report to class.** Any child dropped off prior to 8:30 a.m. or picked up later than 4:00 p.m. will be sent to child care in the gym and charged accordingly. (See Child Care).

### **Car Rider Information (cont.):**

Afternoon carline begins at 3:51 p.m. Children's names need to be placed on the front dash and written in a large, legible print. Please proceed around the car loop to the next available color pillar as directed. School personnel will be assisting with the prompt loading of cars.

### **Transportation Changes:**

ALL transportation changes **MUST BE MADE IN WRITING BY THE PARENT**. For the safety of your child, **WE ARE UNABLE TO TAKE THIS INFORMATION BY FAX OR OVER THE TELEPHONE**. Any and all transportation changes must be written and signed by the parent. This note should be directed to the teacher. Otherwise, we will assume that your child is to go home in the same manner that he/she arrived at school.

### **UNIFORM GUIDELINES:**

#### **Bottoms:**

Tan Khaki long pants, walking shorts, jumpers

Tan Khaki skorts or skirts

#### **Tops:**

Navy or White Polo-style knit collared shirt

White cotton, collared shirt (long or short sleeve)

School approved PES monograms are optional. PES logo shirts and Spring Fling T-shirts will be allowed at the discretion of the principal. Exceptions must be applied for within ten (10) days from the first day the child comes to school. Exceptions must be applied for annually.

### **VISITORS:**

Visitors who wish to enhance the instructional program are welcomed at school. For obvious safety reasons, all visitors are to report to the office and are asked NOT to enter the playground. **A visitor's badge must be issued before entering classrooms or hallways**. Parents are not allowed to enter any classroom unless an appointment has been scheduled with the teacher. This includes before and after school.

### **VOLUNTEERS:**

The PTA organizes our volunteer parent program. We expect many hours to be logged at our school by terrific parents and grandparents. Our volunteer parent program allows more individualized instruction and really helps our teachers. If you are interested, the PTA will send out a sign-up letter after school begins. We really appreciate our great volunteers!

Volunteer parents will want to wear comfortable clothing. However, **SHORT SHORTS and EXERCISE CLOTHING are NOT appropriate for school**. **All volunteers must sign in at the office and wear a visitor pass**.

### **WEATHER EMERGENCIES:**

School closing due to weather emergencies will be posted on the local news or the school board website, [www.stpsb.org](http://www.stpsb.org). All STPSB severe weather guidelines will be adhered to in case of emergency conditions during school hours.

# Pontchartrain Elementary Phone Directory

Pontchartrain Elementary website: [pontchartrainelementary.stpsb.org](http://pontchartrainelementary.stpsb.org)

Office: 985-626-3748

Fax: 985-626-4231

Cafeteria: 985-674-0983

After Care: 985-502-9932

## Other Important Numbers

St. Tammany Parish School Board website: [www.stpsb.org](http://www.stpsb.org)

STPSB Central Office	985-892-2276
STPSB Child Welfare and Attendance	985-898-3370
STPSB School Nurse	985-898-3375
STPSB Transportation Department	985-898-3373

## School Hours

Full Day: 8:50 – 3:51	Half Day: 8:50 – 12:51
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## Full Day Lunch/Recess Schedule

Kindergarten	11:10 – 11:45
T-1 & First Grade	11:40 – 12:15
Second Grade	12:15 – 12:50
Third Grade	12:50 – 1:25

## Snack Recess Schedule

Third Grade	10:50 – 11:00
Kindergarten	1:50 – 2:00
T-1 & First Grade	2:05 – 2:15
Second Grade	2:20 – 2:30

## Half Day Lunch Schedule

Kindergarten	10:10 – 10:35
T-1 & First Grade	10:40 – 11:05
Second Grade	11:10 – 11:30
Third Grade	11:50 – 12:15

