

STUDENT & PARENT HANDBOOK ACKNOWLEDGEMENT FORM

Attached is the Pontchartrain Elementary School Student and Parent Handbook for the 2017-2018 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.

Some of the policies have changed since last school year. Please read the handbook carefully 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 25, 2017**.

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

(DETACH & RETURN BY FRIDAY, AUGUST 25, 2017)

Student and Parent Handbook Verification

We have read the Pontchartrain Elementary School Student Handbook and agree to follow the included policies. I understand that when my child returns this signed page, he/she will receive an "Eagle Buck" from the teacher.

Student Signature

Parent/Guardian Signature

Teacher

Date

Mandeville, LA 70471

Office 985-626-3748
Fax: 985-626-4231
Cafeteria: 985-674-0983
Child Care: 985-502-3529

<http://pontchartrainelementary.stpsb.org>

Tom Heier - Principal
HenryTom.Heier@stpsb.org

Adam Kelley- Assistant Principal
Adam.Kelley@stpsb.org

Kelly Morris - Technology Resource Teacher
Kelly.Morris@stpsb.org

Melissa Copeland - Counselor
Melissa.copeland@stpsb.org

Other Important Numbers

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

St. Tammany Parish School Board website: www.stpsb.org

School Hours: Full Day: 8:50 - 3:51 Early Dismissal: 8:50 - 12:51

Master Schedule

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

Half-Day Schedule

8:20 - 8:50
8:50
10:10 - 10:45
10:40 - 11:15
11:15 - 11:50
11:50 - 12:25
12:51

2017 - 2018

School Calendar

August 10, 2017	School Opens
September 4, 2017	Labor Day Holiday (Mon.) - OFF
October 6, 2017	Parish Fair Day (Fri.) - OFF
October 12, 2017	End of First Grading Period
October 13, 2017	Records Day (Fri.) - No Students
November 20-24, 2017	Thanksgiving Holidays - OFF
December 20, 2017	End of 2nd Grading Period/ 1 st Semester HALF-DAY OFF (Tues.) - Students
December 21, 2017-January 2, 2018	Winter/Christmas Break - OFF
January 3, 2018	School Re-Opens
January 15, 2018	Martin Luther King Holiday (Mon.) - OFF
February 12-16, 2018	Mardi Gras Holidays - OFF
March 8, 2018	End of Third Grading Period
March 9, 2018	Records Day (Fri.) - No Students
March 30 - April 6, 2018	Spring/Easter Break - OFF
May 23, 2018	End of Fourth Grading Period End of Second Semester HALF-DAY OFF (Tues.) - Students

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MISSION

POSITIVE **E**NGAGED **S**UCCESSFUL

VISION

The Pontchartrain Elementary School Community is committed to creating a happy and safe environment where all children not only learn, but learn well. The elementary school's program will 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.

Our community is committed to being involved in the educational process with partnerships among the parents, children, community, and staff. PES will strive to prepare students to be productive, global citizens in a technological world.

BELIEF STATEMENT

We believe that....

- all students can achieve.
- all students deserve a quality education in a safe, positive and engaging environment.
- the curriculum should be rigorous and relevant to promote success for every child.
- it is acceptable to make mistakes, for through mistakes we learn.
- everyone should be treated with respect and kindness.
- students should be provided the opportunity to build the foundation needed to participate in the technological world.

ATTENDANCE & TARDY OUT POLICIES

Page 1

Attendance:

- * School attendance is imperative, not only to satisfy requirements of the law but to help ensure student achievement and success. Every missed day of school is a missed opportunity to learn. Kindergarten students are included in these same attendance requirements and MUST attend school daily.
- * Elementary students may not miss more than ten (10) days of non-exempted excused absences, unexcused absences, and/or suspensions per year. Students in grades K-8 who miss more than three (3) hours of instructional time during the school day will be considered absent for the entire day.
- * Truancy: Any juvenile student who is habitually absent or tardy from school will be reported as a truant child to the Supervisor of Child Welfare and Attendance, the family and/or

juvenile court according to the provisions of Louisiana Children's Code regarding families in need of services.

- * Tardiness: Students who frequently arrive late for school lose valuable instructional time, learn unproductive work habits for the future, and create needless disruption to the school and classroom setting. Parents are urged to support the academic success of their child by requiring and assisting them to be on time for school every day.
- * By school board policy, a student who is unexcused will be marked zero in all subject areas missed during their period of absence.

In School Events:

- * If parents would like their child to attend a sibling's in-school event, check out will be required due to loss of instructional time and absence from class. Parents will supervise the student during the event until he/she is checked back in and returns to class.

Types of Absences:

There are four types of absences a student may obtain: Type One: Exempted Excused; Type Two: Non-Exempted Excused; Type Three: Unexcused; and Type Four: Suspensions.

* Type One Absences: Exempted Excused:

Exempted, excused absences are those that allow the student to make up work missed and will not be counted against them in determining whether a student meets attendance requirements. There is no limit to the amount of exempted, excused absences a student can incur. The exempted, excused absences are defined in the attendance policy as the following:

- ✓ Extended personal, physical or emotional illness verified by physician licensed in the state.
- ✓ Extended hospital stay verified by physician licensed in the state.
- ✓ Extended recuperation from an accident verified by physician licensed in state.
- ✓ Extended contagious disease within family - absent verified by physician licensed in state.
- ✓ Observance of recognized holidays of the student's own faith (documentation provided).
- ✓ Visitation with a parent who is a member of the United States Armed Forces or National Guard - as described in the District Handbook.
- ✓ Travel for educational purposes. Must be approved prior to travel with supporting documentation submitted to principal - Verification of the educational experience must be submitted upon return to school.
- ✓ Death in the immediate family with documentation (May not exceed 5 absences).
- ✓ National catastrophe and/or disaster.

* Type Two Absences: Non-Exempted Excused:

- ✓ Non-exempted excused absences are those incurred due to personal illness or serious illness in the family documented by ^{Page 2} notes. These absences allow the student to make up work missed but are counted in the allotted 10 absences.

* Type Three Absences: Unexcused:

- ✓ Unexcused absences are absences where a note is not provided to the principal, a note is provided outside of the specified time, or fails to meet the criteria to be excused. Students are not allowed to make up work for grading purposes and will be given failing grades for those days missed. These absences also count against the student when determining whether the student meets attendance requirements.

* Type Four Absences: Suspensions:

- ✓ Suspensions are non-exempted absences. Students are allowed to make up work when suspended from school. These absences count against the student when determining whether the student meets attendance requirements.

Absences Procedures:

- * Excuses for all absences must be presented in writing to the school principal or designee within two (2) days of returning from the absence. The note must include the student's full name, days of absence, reason for absence and/or doctor's verification, parent/guardian signature and date of signature. Failure to send the note will result in the student not being able to make up missed coursework, and zeros for that work will be given. It is not necessary to call the school on the day of your child's absence, instead send a written excuse as it applies to the type of absence.

Make-Up Work Procedures:

- * If a student will be out two (2) or more days, please contact the school/teacher, by phone or email, and assignments can be made available for pick up. Please give 24 hours notice so that teachers will have an opportunity to gather the appropriate materials and write out the assignments. Most assignments will not be available until after 3:00 pm. Please contact the office before coming to the school to find out if the material is available. While we want to do all that we can to assist students who miss school, we do not want to interrupt the instructional program within the classroom.

Seat Time Recovery Requirements:

- * Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular school day. The makeup sessions must be completed before the end of the year for elementary students.
- * All parents will be notified the day of the absence through a computer generated message when students are absent. After the tenth (10) absence which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians of the seat time recovery requirements.

Check-In Procedures:

- * 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, there will not be a teacher on duty and the student will be considered tardy. Parents may be called back to the school to comply should the student be dropped off after 8:50 unescorted.
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- * The emergency card has a place to sign each time your child is checked in or out of school. The adult dropping off the student must sign the child into school on the emergency card and the check-in log before receiving an admit slip.
 - * 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.
 - * A student will be issued an EXCUSED tardy slip before reporting to class if the reason for being late is due to personal illness, doctor's appointment, religious holidays of the student's own faith, serious illness in the family, or death in the family.
 - * 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.
 - * The same reasons for excused absences apply to tardies. Tardies include anytime a child is checked in or out during school hours. As a reminder, all tardies will affect perfect attendance, even if they are excused.

Check-Out Procedures:

- * Students will be allowed to leave school with their parent, legal guardian or authorized person designated on the Emergency Card. **Please note, the contacts listed on the emergency card are the only persons allowed to check out your child.**
- * 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 log and on the emergency card. We are not allowed to call any student out of class until the identification of the authorized person has been checked. Please plan to allow 5 to 10 minutes for your child to pack and come to the office.
- * The only acceptable excuses for checking out are:
 - ✓ Personal illness
 - ✓ Doctor's appointments
 - ✓ Court appearances
 - ✓ Special reasons authorized by the principal.
- * Unacceptable excuses for checking out are:
 - ✓ Errands with parents
 - ✓ Vacations
 - ✓ Activities that are not school approved
- * If a student returns to school on the same day after checking out, a parent parent/guardian must accompany the student to the office to sign-in and receive an admit slip.
- * **For Safety concerns during the Dismissal process, we ask that no Check-Outs occur after 3:30 unless previously scheduled with the front office personnel by 3:00 p.m. the same day.**

Page 4 **ARE**

- * Child Care Directors - Mrs. Jean Davis - AM Mrs. Rachel Lopez - PM
- * The phone number for child care services is 985-502-9932. This number will only be answered during the following Child Care times.
- * Children arriving **before 8:20 a.m. MUST** attend morning care.
- * For safety reasons, parents **MUST** walk their child into the gym and sign them in or out.
- * Payment is due on the 1st of each month.
- * A late fee of \$10.00 will be charged after the 5th of the month.
- * If payment isn't made by the 10th of the month, your child may not attend until payment is made.
- * The Child Care program will follow the same school calendar as the school.
- * Aftercare services will NOT be provided on 1/2 days of school.
- * Afterschool child care will NOT be provided on the Fridays of the local Mardi Gras Parades.
- * Students picked up late more than 3 times per year will be excused from participating in the aftercare program.

A.M. Child Care - 7:00 a.m. - 8:20 a.m.

\$85.00 per month - 1 child full time
\$115.00 per month - 2 children full time
\$140 per month - 3 children full time

P.M. Child Care - 3:51 p.m. - 6:00 p.m.

\$145.00 per month - 1 child full time
\$225.00 per month - 2 children full time
\$300.00 per month - 3 children full time

\$10.00 per day for "drop-ins" (*Due ON day of drop-in*)
3 days per week or more is considered full time

After Care Guidelines:

- * Due to safety concerns, kindergarten students may only attend aftercare on a monthly basis. Pre-school children will not be allowed to attend until they are in kindergarten. Drop-ins must pay when the child is either dropped off or picked up
- * 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 may be done by sending a note to your child's teacher AND the aftercare Director letting her know that your child will be in attendance that day. Please include afternoon emergency telephone numbers and the name of the adult picking up the student that day. You will be asked to fill out registration papers on the first day that your child attends after care.

DISCIPLINE

Positive Page 5 Expectations

- * At Pontchartrain Elementary, our top priority is to create a safe and happy environment where students treat one another with respect. Our commitment to School Wide PBIS (Positive Behavior Intervention Support) allows us to encourage students to be their best both academically and socially, creating behaviors that will promote friendships and tolerance of one another
- * Students who model these expectations are rewarded with "Eagle Bucks," are recognized throughout the year. The focus is on "catching students being good" and rewarding them.
- * All students are given a PBIS Handbook during the first week of school. This book outlines the expectations for each area of the school (hallway, playground, classroom, cafeteria, etc.). Teachers review these expectations with students. We encourage parents to also review this booklet with their children.
- * Our school follows the "Eagle" Expectations/Rules and recites Pete's Pledge daily:

Eagle Expectations:

- * We follow the "Eagle" Expectations in all areas of the School.



Be There
Choose Your Attitude
Make Their Day
Have Fun

Pete's Pledge:

I pledge to be **Safe**, be **Responsible**, be **Respectful** and to be **Kind**. For my **Self**, my **School**, my **Community** and my **Country**.

Discipline Procedures

Minor Misbehaviors:

- * Teachers follow their classroom management plans that focus on positive reinforcement and problem solving techniques. They will include verbal warnings, reflections, time out, and/or parental contact. Please note - School Bus incidents are also documented on this form. Some examples of problem solving techniques include:
 - 1.) Talk it over and listen to others
 - 2.) Apologize: "I'm sorry," or "I didn't mean it"
 - 3.) Ask an adult for help
 - 4.) Ignore it or Walk Away
 - 5.) Use words to express your feelings rather than actions (like hitting)
- * Minor Behavior / Incident Reports will be sent home to communicate any behavioral concerns that occurred that day. After 4 minor discipline reports, the student will then be written up on a state referral discipline form. Parents will receive a phone call and/or a copy of any discipline form used.
- * If the student demonstrates a need, the administration will become involved with the school counselor, parent, teacher and student to develop an individual behavior plan that will enable the student to make positive choices.

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Major Misbehaviors:

- * Parents are contacted within 48 hours (typically much sooner) of any major discipline concerns that occur at school or on the school bus.
- * Students that cause any major disruptions as outlined in the St. Tammany Parish District Handbook, as well as the list of possible offenses below, will be referred to the office immediately and possibly written up on a Louisiana State Department Behavior Report, which will be documented formally.
- * In an effort to help the student make better choices and remediate their behavior, logical consequences that promote understanding and self-confidence will be implemented. For example, talking to the counselor, participating in a school mentor program, work in our school leadership program, as well as any other actions that will assist the student.

Possible Examples of Minor vs. Major Infractions:

This is a list of POSSIBLE infractions that would lead to a student being given a Minor or Major Referral. Each situation is handled individually and with the child in mind.

MINOR BEHAVIORS: (Discipline Slip)	MAJOR BEHAVIORS: (Office Referral)
Classroom teachers will follow their Positive Behavior Management Plan giving warnings prior to a Minor Discipline Form being written. After 4 minor behavior	The following list is an example of offenses that are typically completed on a state discipline form which must be completed by the teacher and sent

Forms the students will receive a Louisiana State Department Behavior Report.	to the office before the end of that day. Parents will be contacted regarding the incident.
<ul style="list-style-type: none"> ✓ Not completing classwork or homework ✓ Not following school or class rules ✓ Inappropriate behavior in restrooms, hallways, or cafeteria ✓ Inappropriate language or gestures ✓ Pushing or kicking without serious injury ✓ Refusal to follow directions ✓ Any other minor disruptions (repeated reminders of rules, disturbing others, etc.) ✓ Possession of cell phone, game device, etc. - 1st time only <p>Expectations for behaviors are outlined in the PES Positive Behavior Support Plan Student Handbook</p>	<ul style="list-style-type: none"> ✓ Inappropriate language directed in a threatening manner or extremely offensive in nature. ✓ Bullying -verbal or written (see definition of bullying below) ✓ Major disruptions / Misconduct ✓ Fighting ✓ Possession of weapons or look alike (toy guns, knives, etc.) ✓ Racial comments or remarks ✓ Leaving class or school grounds without permission ✓ Violent Behavior ✓ Possession of cell phone, gaming device, etc. - 2nd offense or greater

Bullying Policy:

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- * Pontchartrain Elementary School is committed to creating a safe and nurturing environment for all individuals that attend or visit the school. Our learning environment is not one that tolerates bullying of any kind. Bullying can be defined as hurting someone physically, emotionally or socially. It is any act that makes someone feel threatened, hurt, scared or isolated on purpose. Students are expected to treat each other with respect.
- * Bullying is unfair and one-sided. Some examples of *bullying* include:
 - ✓ Hurting someone physically by hitting, kicking, tripping, pushing, etc.
 - ✓ Stealing or damaging another person's things to hurt one's feelings
 - ✓ Teasing someone in a hurtful way
 - ✓ Making fun of someone because they are different
 - ✓ Talking about someone in a hurtful way
 - ✓ Leaving someone out intentionally or trying to get other students not to play with someone

FIELD TRIPS

- * When field trips are scheduled, written permission must be given by the parent or legal guardian and a fee paid for the student to attend. 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. Pictures will not be taken by students. Cameras will be permitted for chaperone use only, with the teacher's permission.
- * 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. The reason

for the deadline is because all admission payments must be made in advance. Ample time will be given to pay any fees.

- * The purpose of the chaperone is to supervise a class group of 4-6 students. 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, you will be notified of how to pay. 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. SCHOOL POLICY IS THAT STUDENTS LEAVE FOR FIELD TRIPS TOGETHER AND RETURN TOGETHER ON THE BUS.**
- * Parents are discouraged from checking a child out during a field trip.
- * Please refrain from taking pictures or videos of any children other than your own due to confidentiality laws.

Parents dropping off a student lunch will place the lunch box in a basket outside the cafeteria door and write the student's 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:

- * Parents are not allowed to eat lunch with their child until **AFTER the first full week of school**. Please remember that if your child is in Kindergarten, they have a week delay. Parents are asked to wait to attend lunch until after that first full week or later in order to help them adjust to their new daily routines.
- * Please do not plan to eat lunch with your child more than once a week.
- * Send a note to the attention of "Cafeteria Manager" 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 do not bring younger siblings. This is your time with your PES child. Make it a special time for them alone. You may **ONLY** eat with your child, not with your child's friends, due to safety and confidentiality.
- * No **SOFT DRINKS** or **FAST FOOD** are allowed in the cafeteria. This includes bottles, cans and/or cups. No glass bottles of any kind are allowed.
- * To support the "Go, Grow, Glow" nutrition program taught at our school, only those meals brought from home will be allowed.
- * For questions regarding menu, menu changes or cafeteria balance, please call the cafeteria directly at 985-674-0983 between the hours of 7:00 a.m. and 2:00 p.m.

Lunch Money:

- * Students may purchase hot meals on a daily basis. Student lunches are \$1.30 daily and breakfast is \$.75 daily. Extra milk may be purchased for \$.50 each (CASH ONLY). Parents visiting our school may also purchase a meal from our cafeteria for \$4.25.
- * Students may bring their own lunch to school.
- * **Lunch money must be paid in advance.** Lunch money may be paid monthly by check, cash or the *PaySchool* site at www.stpsb.org. 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 the student's full name, amount, and teacher's 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 student's 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.
- * 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 home. 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, please send a written notice to the cafeteria early in the school year so the student's account can be inactivated.
- * Free and reduced lunches are available for children who qualify. Any questions pertaining to lunch fees should be addressed directly to the cafeteria.

GRADING SCALE

Kindergarten - Progress Reports are given for the 1st nine weeks. Report Cards are given for the 2nd, 3rd and 4th nine week periods. The grading policy is as follows:

- O Outstanding / Meets or exceeds stated goals
- S Satisfactory Progress
- N Needs support / Emerging
- U Unsatisfactory /Not grasping stated goals

Transitional 1st (T-1) - Only Work Habits and Conduct grades are given for the 1st nine weeks. Subject area evaluations are given for the 2nd, 3rd, and 4th nine week periods.

The grading policy is as follows:

- O Outstanding / Meets or exceeds stated goals
- S Satisfactory progress
- N Needs support / Emerging
- U Unsatisfactory /Not grasping stated goals
- NA Not Assessed

First Grade - Only Work Habits, Conduct and Handwriting grades are given for the 1st nine weeks. Subject area evaluations are given for the 2nd, 3rd, and 4th nine week periods.

The grading policy is as follows:

- O Outstanding / Exceeds stated goals
 - S Satisfactory / Meets stated goals
 - N Needs Support / Progressing toward stated goals
 - U Unsatisfactory /Not grasping stated goals
- (Items not marked (-) are considered meeting stated goals.)

Second and Third Grade - Report Cards will be given for the 1st, 2nd, 3rd and 4th nine week periods. The grading policy is as follows:

- | | | | |
|---|--------------|---|-------------------|
| A | 93-100 | S | Satisfactory |
| B | 85-92 | N | Needs Improvement |
| C | 75-84 | | |
| D | 67-74 | | |
| F | 66 and below | | |

(Items not marked (-) are considered meeting stated goals.)

LOST ITEMS
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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. Items found will be placed in our lost and found box. Any items left at the end of each quarter 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.

MEDICAL PROCEDURES

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 your child up if they display signs of being sick or has a temperature of 100 degrees or more. 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.
- * If your child has a communicable disease, please inform the school as soon as possible. It is necessary for the school to monitor the other students/staff that were exposed to the disease.
- * **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.**

Medication Policy:

- * Students will not be allowed to have any medicine 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
- ✓ Medication must be delivered to the school by a responsible parent/guardian during school hours.
- ✓ Medication must be received and counted by authorized school personnel in the presence of the responsible parent/guardian during school hours

MONEY MATTERS

- * IN ORDER TO AVOID CONFUSION IN ACCOUNTING, SEPARATE CHECKS MUST BE WRITTEN FOR EACH CHILD AND FOR EACH TYPE OF COLLECTION for field trips, lunch money, yearbook, etc. For example, when sending money for multiple things, 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.

PaySchools:

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- * The School System has introduced an online payment processing system. *PaySchools*, for the convenience of parents for a variety of school fees related to school lunch, supplies, club dues, athletics and other extra-curricular expenses, before and after school care, and field trips.
- * Parents may log on to the online pay service on our School System web site at www.stpsb.org and pay designated fees using e-check or MasterCard, Visa, or Discover cards. Parents will not be charged a user fee for this service and all school fees charged to parents will be the same whether paid online or at the school through checks and cash. The payments can be made online by parents 24 hours a day, 7 days a week. *PaySchools* does not save or store bank or credit card information.

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 PROGRAM

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. Gift or birthday deliveries for the child will not be accepted at the school. The only time we will interrupt a class would be due to an emergency, such as eye glasses. Any lunches dropped off at school will be placed in a bucket outside of the cafeteria. Parents should write their child's name on the board above the bucket and remind their children to check it if they ever forget a lunch at home.

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.

Conference with Teacher:

- * Communication is an essential part of the instructional program. Schedule a conference day and time with your child's teacher by sending a note in your child's folder, contacting the teacher directly via e-mail, or by leaving a message through the front office at 985-626-3748. 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.

Visitors and Identification:

- * 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. The picture ID must be used every time to print a name badge. The district's electronic identification system allows school officials to scan a visitor's driver's license/ identification card, in order to track visitor entry and exit, prepare visitor badges and link visitors to the National Registry of Sex Offenders. When your visit is over, you must sign out in the office. **Anyone on campus without a visitor's pass, will be asked to return to the office.**
- * Please remind grandparents, older siblings and special friends to have a picture ID when they visit PES. **No one will be permitted past the office without a picture ID.**
- * Visitors who wish to enhance the instructional program are welcomed at school. For obvious safety reasons, visitors are asked NOT to enter the playground.
- * Parents are not allowed to enter the classrooms before or after school hours unless an appointment has been scheduled.
- * Restroom Policy: For the safety of students, adults must use the office restrooms only. Any incidents of this policy being ignored should be reported to the school administration immediately.

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!

- * 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.
- * All volunteers must sign in at the office and wear a visitor pass. **All volunteers are required to complete a Confidentiality Form** for the protection of our students and their families' privacy. These forms are kept in the office. Volunteer parents will want to wear comfortable clothing. However, **SHORT SHORTS** and **EXERCISE CLOTHING** are **NOT** appropriate for school. We strongly request that volunteer parents refrain from using cell phones at school unless in an emergency situation.

PARTIES

- * Birthday parties are not allowed at school. We ask that birthday invitations be taken care of at home unless the ENTIRE class or all of one gender will be receiving one. **Please contact the teacher prior to sending any invitations or treats to school.** Individual serving items such as cupcakes or cookies may be sent to school for birthdays as arranged with the teacher and will be handed out at the teacher's discretion.

PETS

- * Students are not allowed to bring any type of pet to school at any time due to health and safety concerns of others.

STUDENT WELFARE, SAFETY & SECURITY

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.

Electronic "Wireless" Devices / Cell Phone Policy:

- * The St. Tammany Parish School Board desires to promote an environment that is conducive to instruction and learning therefore, students are not allowed to have cell phones or other electronic devices at school.
- * Under this policy, the term "wireless devices" includes, but is not limited to, cell phones, smart watches, cameras (of any sort) and text messaging devices. Examples include: handheld gaming systems, flip cameras, laptops/tablets, book readers, IPod/MP3 players, etc.
- * The use of any of these devices is prohibited and will result in discipline, according to policy. This prohibition shall be strictly construed in favor of protecting the privacy of all individuals. Any student in possession of an electronic device will have them confiscated by the administration and will only be returned to a parent/guardian.
- * We also ask that parents refrain from using cell phones at school unless in an emergency situation.

Kids In Transition (K.I.T.)

- * **Education of Children and Youth in Homeless Situations:** The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness.

The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including children and youth who are living in the following situations:

- ✓ Doubled-up housing with other families/friends due to loss of home or their family is having temporary financial problems
 - ✓ Living in a motel/hotel because of economic hardship or loss of housing
 - ✓ Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter
 - ✓ Living in a vehicle of any kind; trailer park or campground without running water and/or electricity; abandoned building; substandard housing; bus/train station
 - ✓ Awaiting foster care placement or abandoned in a hospital.
- * **Children and youth in homeless situations have the right to the following:**
- ✓ Enroll in school despite the lack of a permanent address or lack of school and immunization records, or birth certificates and other documents
 - ✓ Attend and succeed in school regardless of where they live
 - ✓ Receive services comparable to those offered to non-homeless children and youth
 - ✓ Get transportation to school
 - ✓ Access educationally related support services
 - ✓ Make sure that disagreements between students and schools are resolved quickly

Media Releases:

Media release forms are sent home the first week of school. Students may only be photographed, video-taped, etc. for publication *if this form is signed and on file in the school office. If for any reason you do not want your child photographed, we would appreciate you calling this to our attention verbally in addition to noting this on the release form.* Internet access forms are also sent home to newly enrolled students. If a form is not signed or returned, the student will be denied internet access.

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. Address changes will require 3 proofs of residency.
- * The contacts listed on the card are the only persons allowed to check your child out of school. Adults NOT listed on the emergency card will not be permitted to checkout your child for his/her safety.
- * The back of the emergency card will serve as record for check-in and check-out information.
- * Please notify the office **IMMEDIATELY** if there are any **custody concerns**. In order to comply with a custody order, we are required to have legal papers signed by a judge on file within the school.

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 backup plan in place in case you are not able to receive your child from bus, car line or child care. This is where you may want to consider listing additional names of trusted neighbors or friends on your child's emergency card that your child can go home with in the event you are unable to get them.
- * ALL transportation changes **MUST BE MADE IN WRITING BY THE PARENT**. 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.

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 all transportation questions, such as bus schedules, driver assignments, driver phone numbers, etc., please contact the **Transportation Department** at **985-898-3373**.
- * 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:
 - ✓ Always follow the instructions of the bus driver.
 - ✓ Remain completely seated and face the front of the bus.
 - ✓ Keep hands and feet to one's self.
 - ✓ Talk in a low tone of voice and never use unacceptable language.

CAR RIDER INFORMATION:

- * Morning carline is between 8:20 a.m. - 8:50 a.m. Car riders are to use the front driveway of the school. The map in the back of this book shows the direction of traffic flow. School personnel will be on duty to direct students and traffic. Please proceed around the car loop to the next available color pillar. The students should be prepared for prompt exit of the vehicle, then walk through the side gate. **Students should exit vehicles on the PASSENGER SIDE OF THE CAR ONLY. Please DO NOT get out of your vehicle to walk around to the passenger side as other cars do pass on the inside of the car loop circle.**
- * 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 8:20 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).
- * Afternoon carline begins at 3:51 p.m. **All vehicles must have the assigned Car Rider Card, with the child's name written in a large, legible print, visible on the front dash.** 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.
- * If there is no Car Rider Card, the person picking up will be asked to pull into a parking spot in order to prevent further back-up in the carline. The person picking up will be asked to go inside where school personnel will check the student's emergency card before issuing a Car Rider Card. Please place the names of anyone who could possibly pick-up the student in car line on the Emergency Card. Anyone picking up a student in car line must either have a Car Rider Card or must be on the emergency card. **For safety reasons, no adults are permitted in the foyer area during dismissal time.**

UNIFORM / BACKPACK GUIDELINES

Backpacks:

- * **Pre-K / Kindergarten:** These students carry two-handle tote bags. This helps identify them for safety reasons, but also provides more developmentally appropriate access. Please adhere to the tote bag policy for the younger students rather than backpacks. Totes with the PES emblem may be purchased through the PTA.

- * Grades 1-3: These students will wear or carry backpacks or messenger book bags. **NO ROLLING BACKPACKS** will be permitted at school for safety reasons.

Uniform Bottoms:

Color: Tan or Khaki

Style:

- ✓ Pants
- ✓ Skorts
- ✓ Capris
- ✓ Shorts
- ✓ Skirts
- ✓ Jumpers - (Khaki only)

Uniform Tops:

Color: Navy Blue or White

Style:

- ✓ Polo-style shirt, short or long sleeve
- ✓ White button down shirt w/collar
- ✓ White button down shirt with collar, short or long sleeve
- ✓ Navy t-shirt with or without school logo, short or long sleeve
- ✓ Fridays - above list or any printed, school purchased PES t-shirt

- * Exceptions must be applied for within ten (10) days from the first day the child comes to school. Exceptions must be applied for annually.

SCHOOL SPIRIT DAY:

Students may show their school spirit on designated Fridays by wearing his/her **red** PES T-shirt, Grade Level T-shirt, or Spring Fling T-shirt. This is not mandatory. Other dress up School Spirit Days may be announced at the principal's discretion.

WEATHER EMERGENCIES

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