

PONTCHARTRAIN ELEMENTARY SCHOOL
STUDENT & PARENT HANDBOOK
ACKNOWLEDGEMENT FORM

The Pontchartrain Elementary School Student and Parent Handbook for the 2021-2022 school year is now on the school website. 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 reviewed your handbook and covered it with your child, we ask that you sign and return this sheet to your child's teacher by Friday, October 1, 2021

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

RETURN THIS SHEET BY FRIDAY, OCTOBER, 1st, 2021

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

PONTCHARTRAIN ELEMENTARY SCHOOL
1500 W Causeway Approach
Mandeville, LA 70471

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

<http://pontchartrainelementary.stpsb.org>

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Melissa.Copeland@stpsb.org

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Lara.Smith@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

Important Websites

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

Homework Louisiana – Free online tutoring, test preparation, & job search assistance and resources: <http://homeworkla.org/>

St. Tammany Parish Library – Online resources with content specific homework help, guidance, and assistance: <https://www.sttammanylibrary.org/learning-tools/homework-help/>

PES Daily Schedule

School Hours

Full Day – 8:50-3:57

Early Dismissal (Half Day) – 8:50-12:51

Full Day	Daily Master Schedule	Early Dismissal (Half Day)
8:20-8:48	Buses and Cars Unload	8:20-8:48
8:50	Classes Begin / Tardy Bell	8:50
10:50-11:30	2 nd Grade Lunch (10:50-11:10) & Recess (11:10-11:30)	10:00-10:40
11:25-11:45	1 st Grade Lunch (11:25-11:45) & Recess (11:45-12:05)	10:35-11:15
12:00-12:40	3 rd Grade Lunch (12:00-12:20) & Recess (12:20-12:40)	11:10-11:50
12:30-1:10	Kindergarten Lunch (12:30-12:50) & Recess (12:50-1:10)	11:40-12:20
3:57	BUSES AND CARS LOAD	12:51

St. Tammany Parish Public School System
2021 - 2022
School Calendar

August 6	School Opens
September 6	Labor Day Holiday (Mon.) - OFF
October 1	Parish Fair Day (Fri) - OFF
October 7	End of First Grading Period
October 8	Records Day (Fri) - No Students
November 22 - 26	Thanksgiving Holidays - OFF
December 17	End of 2nd Grading Period End of 1st Semester ½ Day for Students – 12:51 Dismissal
December 20 – December 31	Winter/Christmas Break - OFF
January 3	School Re-Opens (Monday)
January 17	Martin Luther King Holiday (Mon.) - OFF
February 28 – March 4	Mardi Gras Holidays - OFF
March 10	End of Grading Period
March 11	Records Day (Fri.) - No Students
April 11-18	Spring/Easter Break - OFF
May 20	End of Fourth Grading Period End of Second Semester ½ Day for Students – 12:51 Dismissal

PES Table of Contents	
Pontchartrain Phone Directory/Schedules	i, ii
St. Tammany Parish School System Calendar	iii
Mission, Vision, Belief Statement	1
Attendance & Check-Out Policies	2-5
- Attendance	2
Types of Absences	2-3
• Type One : Exempted, Excused	2
• Type Two : Non-Exempted, Excused	3
• Type Three : Unexcused	3
• Type Four : Suspensions	3
Absences Procedures	3-5
• Make-up Work	3-4
• Seat-Time Recover Requirements	4
• Check-in Procedures	4
• Check-out Procedures	5
Child Care Services	6-7
• A.M. – Before Care	6
• P.M. – After Care	7
Discipline	7-13
• Positive Behavior Expectations	8
• Eagle Expectations & Pete’s Pledge	8
• Discipline Plan & Belief Statements	8-9
• Minor Misbehaviors	9-11
• Major Misbehaviors	11-12
• Possible Examples of Minor vs. Major Infractions	12
• TAT - Teachers Assisting Teachers	12-13
• Bullying Policy	13
Field Trips	13-14
Food Services	14
• Cafeteria Reminders	14
• Lunch Money	14

Grading Scale	15
Lost Items	16
Medical Procedures	16-17
Contagious Conditions	16
Injuries	16
Lice	17
Medication Policy	17
Money Matters	17-18
MyPaymentsPlus	17-18
Office Visits	18
Parental Involvement Program	18
Classroom Interruptions	18
Classroom Observation	18-19
Conference with Teacher	19
Visitors and Identification	19
Volunteers	20
Parties	21
Pets	21
Student Welfare, Safety and Security	21-23
Child Sexual Abuse Prevention, Education and Reporting	21
Electronic "Wireless" Devices	21
Identification	22
Kids in Transition	22
Media Releases	23
Student Emergency Cards	23
Transportation	24-27
Transportation Changes	24-25
Bus Information	25
Car Rider Information	25-27
Uniform and Backpack Guidelines	27-28
Backpacks	27
Uniform Bottoms	28
Uniform Tops	28
School Spirit Day	28
Weather Emergencies	28

MISSION

Positive Engaged Successful

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 schools 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 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 & CHECK-OUT POLICIES

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 dally.
- 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 (F.I.N.S.).
- **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 present all day and 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.

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 a physician licensed in the state.
- Extended hospital stay verified by a physician licensed in the state.
- Extended recuperation from an accident verified by a physician licensed in state.
- Extended contagious disease within family - absence 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 the 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
 - Quarantine
- **Type Two Absences: Non-Exempted Excused:**
Non-exempted excused absences are those incurred due to personal illness or serious illness documented by parental 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 for partial credit 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, upon return, 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:

Duty teachers will monitor the car loop until 8:50am. After that time, carline gates will be locked and the student will need to be escorted into the school building by a parent.

- **Children arriving after the 8:50 Tardy Bell will be required to formally check in at the Front Office with an adult to receive an admit slip for class.**
- **Parents must park in the front loop of campus (the bus loop) and walk their child to the front double doors to sign their child into campus as tardy.**
- **No student will report to campus tardy for school without the accompaniment of a parent/guardian. Parents will be called back to the school to comply should the student be dropped off after 8:50 unescorted. No exceptions.**
- A student will be issued a 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, the tardy is considered EXCUSED.
- If a student does not have an adequate reason for being late, he/she is given an UNEXCUSED tardy slip. The same reasons for excused absences apply to tardies.

Please note that tardies include anytime a child is checked in or out during the instructional day.

- 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 will receive a call stating that your child is absent. If you feel this is an error, please call the office to confirm your child is in class.
- **SCHOOL BOARD POLICY:** A student who is unexcused will be marked Zero in all subject areas during the period of attendance.

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 on the emergency card are the only persons allowed to check out your child without written permission.

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. 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 the office 15 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 or avoiding PM carlines
 - Vacations
 - Activities that are not school approved
 - If a student returns to school on the same day after checking out, a 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 FRONT OFFICE PERSONNEL BY 12:00.

CHILD CARE SERVICES

- Child Care Directors:
 - AM Director - Mrs. Suzi Kloiber: Suzanne.Kloiber@stpsb.org
 - PM Director - Mrs. Mae Arthur: Mae.Arthur@stpsb.org
 - i. AM/PM Directors will not be able to check emails while in AM/PM care. Call for any direct information.
 - ii. The phone number for child care services is 985-502-3529. This number will only be answered during Child Care times.
- Children arriving **before 8:20am MUST** attend morning/before care (7:00-8:20am). Those students not picked up in carline **after 4:20 MUST** attend after care (3:51-6:00pm).
 - Afterschool care ends at 6:00 pm. There is a \$1 per minute late fee after 6:00 pm. Outside play, homework and inside play are scheduled and provided daily.
 - Student riding in carline that are not picked up by 4:20 will be sent to aftercare with a fees increasing as follows:
 - i. 1st - documented warning about carline pick up times
 - ii. 2nd - \$10 fee
 - iii. 3rd - \$20 fee
 - iv. 4th - \$30 fee
 - v. 5th - FINS referral
 - 1. FINS (Families In Need of Services) is part of the Youth Service Bureau, an agency that helps families reach their full potential.
- For safety reasons, parents **MUST** walk their child into the gym or cafeteria and sign them in or out.
- Payment is due on the 1st of each month.
- A late fee of \$10.00 be charged after the 5th of the month.
- If payment is not 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, with the following exceptions:
 - Aftercare services will NOT be provided on ½ days of school.

- Afterschool care will NOT be provided on the Fridays of the local Mardi Gras Parades.
- Students will not be permitted to attend before or after care if:
 - students are picked up late more than THREE TIMES PER YEAR from after care.
 - the Child Care Director has documented three behaviors (on PES “short forms” for minor behaviors) that impact the safety and welfare of students and/or staff members.
 - PES administration, with the consultation of Child Care Directors, determines that a major incident has occurred warranting the further removal of the student from before or after care programs.

A.M. Child Care – 7:00am – 8:20am

\$85.00 per month – 1 child full time
 \$115.00 per month – 2 children full time
 \$140.00 per month – 3 children full time

P.M. Child Care – 3:51pm – 6:00pm

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

3 or more days per week is considered full time

PM (After Care)

- Due to safety concerns, kindergarten students may only attend aftercare on a monthly basis.
- Afterschool care ends at 6:00 pm. There is a \$1 per minute late fee after 6:00 pm. Outside play, homework and inside play 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 aftercare.

DISCIPLINE

Every student is responsible for adhering to the St. Tammany Parish Handbook on Attendance, Discipline and Student Records. A is available upon request and digital copies are online at STPSB’s [Information for Parents Website](#) (second link in the left column). Parents should use this resource as a guide when accessing STPSB disciplinary policies.

Positive Behavior 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.
- Our school follows the “Eagle Expectations/Rules” and recites Pete's Pledge daily.
- All students are explicitly taught the PES Pledge and how it drives our school culture: How we “do life” here at PES. The pledge serves as a focal point for any school behavior anywhere on campus (hallway, playground, classroom, cafeteria, etc.). Teachers review these expectations daily with our students. We encourage parents to discuss this pledge with their children and apply it to various aspects of their homelife.

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 myself, my school, my community and my country.

PES Discipline Plan:

- Pontchartrain Elementary School’s Discipline Plan is focused on being proactive, preventative, and progressive. PES Educators believe that healthy, positive relationships are essential for an effective learning environment. We will be proactive in preventing behaviors or meeting social-emotional needs that interfere with students' learning while following a progressive model to ensure all options are exhausted to ensure a safe learning environment for all.
 - Proactive - Our educators will partner with parents and school resources as behavioral challenges or barriers to learning begin to appear.

- Preventative - Our school will take the necessary steps to ensure all teachers can teach all students and all students can learn from all educators.
- Progressive - Our educators and school will utilize the processes and interventions the St. Tammany School System has put in place to be responsive within a tiered model of support.

PES Belief Statements:

1. We believe that parents:

- a. value their child's education and ensure that their child is attending school regularly, on time, and prepared to learn every day.
- b. play an important role in their child's success at school.
- c. recognize they are a vital partner in their child's education.
- d. benefit from daily conversations with their child about their school day related to academics and behaviors.

2. We believe that students:

- a. learn best in an environment that fosters love, encourages discovery, and values progress over perfection.
- b. be accountable for their own decisions, learn from their mistakes, and have an opportunity to start each school day on .
- c. recognize the important role in contributing to their classroom and school by meeting the daily PES Pledge expectations of being safe, responsible, respectful, and kind.
- d. benefit from daily, meaningful conversations with the adults in their lives about their school day.

Discipline Procedures

Minor Misbehaviors:

- Teachers follow their Classroom Management Plans that focus on positive reinforcement and problem-solving techniques. The plans are unique to each

teacher's classroom, students, style, and pedagogy. These may include, but are not limited to:

- redirection
- proximity
- verbal warnings
- reflections (verbal or written)
- time out
- parental contact
- referrals to the administration
- reteaching expectations
- behavior conference
- restorative practices
- cooldown strategies

- Teacher's Classroom Management Plans

- These Tier 1 (available and applicable to all students) plans are personalized for individual teacher's use or have been customized from a grade level template that allows teachers to implement a common system of positive behavior reinforcement.
 - These plans can be located on their Google Classroom websites, Teacher Pages, and/or can be requested by any parent.
 - The plans also include specific steps teachers will use before moving to a behavior log to document (ex. calendars, charts, etc...) and progress monitor behavioral data.
 - As the year progresses, teachers have the autonomy to update, edit, and/or improve their Classroom Management Plans to reflect the current needs of their students and class. Any major changes or updates to their Classroom Management Plan will be communicated with parents.
- Minor behaviors can be documented in three main ways: "Short Forms", "Think Sheets" and the classroom teacher's behavior log. These forms of behavioral documentation are not part of the student's permanent record nor do they "follow" a student from school-to-school. These may be included in the student cumulative folder here at PES as a process to keep record of behaviors (and maintain strategies) that have warranted interventions that previous teachers have used.
 - "Think Sheets" are for minor behaviors that warrant a "note home." The documentation should serve as a learning opportunity and discussion point at home when reviewing the student's school day.
 - "Short Forms" for Minor Behaviors / Incident Reports can be sent home to communicate any behavioral concerns that occurred that day.

- “Short Forms” are printed on half sheets of paper with quadruplicate copies for the parent, teacher, and disciplinarian with an additional copy to be signed and returned to the classroom teacher.
 - Faculty and staff members that witness a behavior of concern can document these behaviors on a “short form”. The documentation will be given to the classroom teacher to send home with the student.
 - The teacher **will** contact parents via a phone call for the first “short form” and for the following behaviors:
 - physical aggression
 - obscene or profane language
 - inappropriate behavior that are not age or developmentally appropriate
- After 4 minor discipline reports, and after consultation with the school disciplinarian, the student can be written up on a state referral discipline form for major behaviors . Parents will receive a phone call and/or a copy of any discipline form used.
- If the student demonstrates a behavioral or social-emotional need, the classroom teacher and/or Administration, through the TAT process (Teachers Assisting Teachers - more on this below) will become involved with the school counselor, parent, teacher and student to develop an individual behavior plan that will enable the student to make more positive choices.

Major Misbehaviors:

- Parents will be contacted within 24 hours (from the time that school administration is made aware) 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 be written up on a Louisiana State Department Behavior Report, which will be documented formally.
 - These Louisiana State Department Behavior Reports are often referred to as major forms or “long forms.” These documents do become part of the student’s permanent record within the state education system.
- 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.

- Student’s behaviors that have caused major disruptions to the learning environment (school or classroom) or have significantly impacted another student’s school day can have consequences outlined in the [STPSB District for Parents and Students](#).

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 Infraction: (Teacher Referral or “short form”)	Major Infraction: (Office Referral or “long form”)
<p>Classroom teachers will follow their Classroom Management Plan giving warnings prior to a Minor Discipline Form being written. After 4 minor behavior forms the students may receive a Louisiana State Department Behavior Report.</p>	<p>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 to the office before the end of the next day. Parents will be contacted by the teacher and school administration regarding the incident.</p>
<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, toys, etc. – 1st time only <ul style="list-style-type: none"> ○ “fidgets” and “pop its” are considered toys unless appropriate documentation is provided and approved 	<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 ✓ Repeated minor infractions that impact learning in the classroom and/or instructional day

TAT (Teacher Assisting Teachers)

- This committee is composed of the school’s classroom teachers, administration, and student support services to address specific barriers that prevent a student from reaching their potential. The purpose of this committee is to be proactive in

ensuring students and teachers receive support, interventions, and guidance on maximizing their achievement.

- Teachers may request or school administration may assign a TAT committee meeting for student's behavioral support or interventions after:
 - a teacher has implemented their tier 1 Classroom Management Plan and has shown 3 weeks of classroom behavior progress monitoring with unsuccessful data collection
 - 3 formal minor behavioral documentation short forms focusing on a specific behavior of concern
 - a major behavior form has been completed for a behavioral episode, incident or a major behavior form from 4 accumulated short forms for various behaviors or incidents

Bullying Policy:

- 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. Bullying is a one-sided, repeated act involving an imbalance of power that makes someone feel threatened, hurt, scared or isolated on purpose. Pontchartrain students are expected to treat each other in a safe, respectful, responsible and kind manner at all times.

FIELD TRIPS

At this time all non-competitive field trips have been postponed until further notice. When field trips resume the following will be updated to reflect current STPSB and LA policies and mandates.

- 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.
- 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 must be 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 NOT PERMITTED TO CHECK A CHILD OUT DURING A FIELD TRIP. (WITH THE EXCEPTION OF A MEDICAL EMERGENCY.)**
- Parents do not take pictures or videos of any children other than your own, due to confidentiality laws.

FOOD SERVICES

Parents dropping off a student lunch will place the lunch box (with the child's name clearly on the box) in the front office. Follow the step-by-step instructions in the front office. Attach the appropriate delivery sheet on it in the front office. The front office staff will ensure it is delivered to the student before or at their assigned lunch time.

Cafeteria Reminders: At this time there will be no lunch visitors or guests allowed to eat with PES students.

- If lunch guests are allowed on campus, this PES Student Handbook Policy will be updated to reflect current Louisiana and STPSB policies and mandates. Below are the reminders from previous years:
 - As a school based decision due to safety and student privacy concerns, parents and guests are not permitted to attend Breakfast with students.
 - Parents are not allowed to eat lunch with their child until **AFTER the first full two weeks of school or around the first of September.** This time is to allow the students to adjust to their new daily routines.
 - Younger siblings are not allowed to eat with their siblings. Do not bring younger siblings/children to eat with students. 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 allergy, safety and student privacy/confidentiality.
- Parents dropping off a student lunch will fill out a Delivery Slip and give it to office personnel. They will get it to the teacher. No student contact is required.
- Your child ***is not required*** to eat a school breakfast or lunch. He/she may bring their lunch from home.
- Currently, grade level classes are rotating between lunches in the café and lunches being delivered to classrooms due to social distancing guidelines.

- For questions regarding menu, or menu changes please call the cafeteria directly at 985-674-0983 between the hours of 7:00am and 2:00pm.

Lunch Money:

FOR THE 2021-2022 SCHOOL YEAR, THERE WILL BE FREE BREAKFAST AND LUNCH FOR ALL STUDENTS!

GRADING SCALE

Kindergarten

- A District letter is sent home explaining the report card process at the end of the 1st 9-wk. grading quarter.
- Report Cards are given for the 2nd, 3rd and 4th nine-week periods.
- Students will receive grades for Reading, English Language Arts and Mathematics, Conduct Social/Emotional Development and Fine Motor Development
- The grading policy for Kindergarten students is as follows:
 - O** Outstanding / Meets or exceeds stated goals
 - S** Satisfactory / Meets stated goals Progress
 - N** Needs support / Progressing toward stated goals

1st, 2nd and 3rd Grade

- Report Cards will be given for the 1st, 2nd, 3rd and 4th nine-week periods.
- Grades A, B, C, D, F will be assigned in Math, Reading, Language, Spelling, Science and Social Studies for each of the four quarter marking 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.)

Promotional Requirements:

- **Kindergarten students** will be promoted if they show satisfactory progress at the end of the 4th quarter grading period. Students showing Needs Support / Progressing towards stated goals on all available criteria will be referred to the SBLC to determine promotion or retention.
- If a **1st Grade student** receives an "F" in reading or math as indicated on the fourth grading period, the Student Building Level Committee (SBLC) shall review available

data pertaining to the student's reading or math proficiency to determine promotion or retention.

- **2nd and 3rd Grade students** For Grades 2 and 3, in order to be promoted the student shall pass Reading and Math and any two of these subjects: Language Arts, Science, and Social Studies. Students not showing proficiency based on all available criteria will be referred to the SAT to determine promotion or retention.

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 location. (In the hallway between the Gym and Library). Items found will be placed in that location. 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 Conditions:

- **Please DO NOT SEND YOUR CHILD TO SCHOOL WITH FEVER, VOMITING, DIARRHEA, LICE, OR OTHER SYMPTOMS OF A CONTAGIOUS CONDITIONS.** You will be contacted to pick your child up if they display signs of being sick or has a temperature of 100° or more.
- It is not necessary to call the school to notify us 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.**

Injuries:

- The office personnel will assess injuries and give band aids and/or ice packs on an as-needed-basis.
- Any injury above the neck warrants a phone call to the parent/guardian.

Lice:

- Head lice can happen to anyone, anywhere, and is not a sign of being dirty.
- Lice are prevalent anywhere there are people.
- If your child is sent to the office with symptoms of lice, office personnel will check his/her head for evidence. If live lice and/or nits are found, the parent will be called and the child must go home immediately. The child's head must be treated with special shampoo from the doctor or pharmacist.
 - The St. Tammany Parish School Board policy requires that a child can be re-admitted only after treatment has been judged effective. **The child must be checked by the school nurse or office personnel to be re-admitted to school. If there are any live lice or nits on the hair, the child will not be allowed back in school until they are removed.**

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, medicated lip balm, etc.
- School personnel cannot and will not administer medication unless special circumstances exist for a health problem.
- 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 in bottle/package with label attached and counted by authorized school personnel in the presence of the responsible parent/guardian during school hours.

MONEY MATTERS

MyPaymentsPlus:

- The School System has introduced an online payment processing system. MyPaymentsPlus, for the convenience of parents for a variety of school fees related to school lunch, before and after school care, and field trips.
- Parents may log on to the online pay service on our School System web site at <http://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. MyPaymentsPlus does not save or store bank or credit card information.

OFFICE VISITS

The teachers will send students to the office with one or two buddies.

Bathroom Accidents:

- All Pre-K and Kindergarten children are required to have one complete change of clothes in a labeled zip-lock bag in their cubby every day. Other children who are still prone to accidents should also carry a change of clothes in a zip-lock bag in their backpack
- The office has clean clothes for playground accidents.
- Parents are asked to launder the “loaner” clothes and return them to the office.

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 the office, should be clearly labeled. All items being dropped off, including lunches, need to have a delivery slip correctly and completely filled out so that our front office staff can deliver to the student or class in a timely manner.

Classroom Observations: At this time, per STPSB guidelines, there are no non-essential visitors allowed on campus. Should this policy be reversed the following policy will be updated.

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 educational program. To facilitate a strong partnership between the parent and classroom teacher to support each child's learning experience, parents are asked to conference with the classroom teacher **prior to** reaching out to schedule a conference with the Principal or Assistant Principal.

- Schedule a conference day and time with your child's teacher by sending a note in your child's folder, or contacting the teacher directly via e-mail.
- 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:

- The only non-PES/STPSB employees allowed on campus are essential visitors (parents/guardians who have been given direct permission to be on campus for a parent-teacher-conference, a TAT/SBLC/504/IEP meeting, or other principal approved meeting/conference) and volunteers cleared through STPSB central office.
- 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.**
 - Anyone given permission to be on campus as an essential visitor (with a visitor's pass from the front office) is to proceed directly to the agreed upon location upon entry. Upon the conclusion of the meeting or conference the approved visitor is to report directly to the front office to sign out. Failure to comply with this policy will result in the school administration limiting future visits.
- 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.**
- **ONLY PERSONS LISTED ON THE EMERGENCY CARD MAY CHECK YOUR CHILD OUT.**
- Visitors who wish to enhance the instructional program are welcomed at school.
- For obvious safety reasons, visitors ARE NOT ALLOWED 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: At this time, per STPSB guidelines, only essential visitors are allowed on campus. Should this policy be reversed or updated the following policy will be updated. All volunteers must be approved through the STPSB central office. Should this policy be updated or changed, the following will serve as a basis for any volunteers on campus:

- The front office staff is in charge of our volunteer parent program with permission and guidance from the school administration. 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 office 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 and the children of Pontchartrain Elementary.
- 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, extremely 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.
- No pictures or video are allowed.

PARTIES

- Birthday parties are not allowed at school.
- We ask that birthday invitations be taken care of at home or through the use of social media.
- **At this time PES will not be accepting birthday party invitations to be sent out from our teachers to the students of their classrooms.**
- Individual serving items that are pre wrapped or prepacked from the manufacturer 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 or use 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, but are not limited to: 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.

Identification:

- Please do not be offended when we ask for identification to check a student 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 occasions throughout the school year when the students may be checked out through the classroom teacher. Parents will be informed of these events.**

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:**
- Attend and succeed in school no matter where they live or how long they have lived there.
 - Enroll in a school despite the lack of a permanent address or lack of school and immunization records, or birth certificates and other documents.
 - Receive services comparable to those offered to non-homeless children and youth.
 - Get transportation to school, if feasible.
 - Access educationally related support services.

Should you or your child meet these qualifications, please contact the school's front office or school counselor to complete a form for consideration.

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, you need to call 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.**
- Please notify the office **IMMEDIATELY** if there are any **custody concerns**.
- In order to comply with a custody order, we are required to have custody papers signed by a judge within the child's permanent folder. The most recently signed court documents will guide the PES front office and administration on the safety of your children.

TRANSPORTATION

- If at all possible, please encourage your child to ride his/her bus to and from school.

For the safety of all children, and our faculty/staff, transportation cannot be and will not be made by fax or over the telephone. No exceptions.

- You need 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.
 - Bus - Bus drivers are not to drop off any student at a bus stop unsupervised. The student will be driven back to school by the bus driver if an adult is not waiting outside at the stop for the student.
 - Car Riders – The adult picking up the student must have the 21-22 PES Car Rider/Carline Sign with up to date student information: grade level, teacher name, and student's first and last name.
 - Adults without an updated and correct 21-22 PES Carline sign will be required to undergo an ID check at carline. Only adults on the student's emergency card will be allowed to pick up the student. Please prepare for an extended wait time to ensure the adult is on the student's emergency card.

- **Any and all transportation changes must be written and signed by the parent. This note should be sent with the student and directed to the classroom teacher upon a student's arrival.**
 - **The note should state:** Date, child's name, the description of the change in transportation, method of transportation, and the receiving parent/guardian's name and phone number.
- **All transportation changes must be made in person or in writing before noon.**
 - If transportation changes made cannot be made in person or in writing before noon:
 - An email sent to front office staff, with a scanned picture of the parent's/guardian's license and the specific transportation changes must be emailed before 3:00. Our front office cannot guarantee transportation changes sent after 3:00 will be made.
- **If the above transportation guidelines are not followed we will assume the that your child is to go home in the same manner he/she arrived at school or as directed by the classroom teacher based on prior information.**

Bus Information:

- **The bus assignment will be issued based on residency documentation only.**
- 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.
 - ✓ Face masks must be worn at all times while on the bus per Federal Law (with the exception of completed and approved mask exemptions).
 - ✓ If there is any concern about the student's safety or welfare on the bus please report the concern directly to the bus driver. If the concern persists contact the school's disciplinarian.

AM Carline: 8:20am - 8:50am daily

- All **Car-Riding** students **MUST** be received on campus through morning car-Line.
- Any student arriving to campus prior to 8:20am must be checked into AM Care.
- Do not begin lining up until 8:10 as this severely impacts our faculty and staff's ability to enter the parking lot in a safe manner.
- **Parents waiting for AM Carline to begin are asked to line up at the end of the PES Parking Lot towards the Woodstone neighborhood entrance.**
- **At 8:20am**, school personnel will unlock the carline loop gates and be on duty to receive students on to campus and to direct students and traffic. Parents are asked to proceed around the car loop to the next available "bay" between the sets of colored pillars.
- Students **MUST** promptly exit vehicles on the **PASSENGER SIDE ONLY once the car has stopped and a faculty/staff member is present.**
- **Parents shall remain in vehicles at all times.**
- **PES Staff will transition inside at 8:50 to begin the Instructional Day.**
 - Once AM Duty Staff transition inside, parents must escort their child into the school building to be sent down to class.
- If, for any reason, your child is having difficulty exiting the car, get the attention of the nearest staff member on duty and ask for assistance. The carline duty member will direct you to pull up and park at the curved area to receive support. Stay in your car, stay calm, and someone will be with you shortly.
 - Do **NOT** exit your car for any reason.

Tardy: Students arriving after 8:50am

- **Once the Tardy Bell rings at 8:50, the Parent is responsible to formally check the child in at the Front Office to receive an Admit slip for class.**
- Parents must sign the check-in log and the child gets a tardy slip before their child will be permitted to report to class.
- Any child dropped off prior to 8:20 am. or picked up later than 4:15 will be sent to child care in the gym and charged accordingly. (See Child Care).

PM Carline Dismissal: 3:51 – 4:20pm daily

- **PLEASE DO NOT LINE UP on the main carline driveway until 3:30pm.**
- **For Safety and Security, ALL PES car riders will be dismissed to vehicles only. Parents will not be permitted to “Walk-Up” to access their child.**
- All vehicles must have the assigned **21-22 PES Car Rider/Carline Sign**, with the child’s grade level, teacher, and last/first name written in a large, legible print, visible on the front dash.
 - If you don’t have one, come to the office with your ID or email the teacher directly and we will gladly give you one or send one home with the student.
 - A Car Rider/Carline Sign will only be given directly (or sent home with student) to the parent or guardian.
- Please proceed around the car loop and into the next available “bay” between the colored pillar as directed.
- School personnel will be assisting with the prompt loading of cars.
- **Anyone picking up a student in car line must either have a Car Rider Card or must be on the emergency card.**
 - If there is no Car Rider/Carline Sign, the person picking up will be asked to pull into the top loop for a Carline ID Check. Only adults on the student’s emergency card will be allowed to pick up the student. Please prepare for an extended wait time to ensure the adult is on the student’s emergency card.
- **Please place the names of anyone who could possibly pick-up your child in car line on the Emergency Card.**
- **Student riding in carline that are not picked up by 4:20 will be sent to aftercare with a fee increasing fee:**
 - 1st - documented warning about carline pick up times
 - 2nd - \$10 fee
 - 3rd - \$20 fee
 - 4th - \$30 fee
 - 5th - FINS referral
 - FINS (Families In Need of Services) is part of the Youth Service Bureau, an agency that helps families reach their full potential.

UNIFORM & BACKPACK GUIDELINES

Backpacks:

- **Pre-K / Kindergarten:** ALL PK/K students will carry two-handle tote bags.
- Two-handle tote bags are developmentally appropriate to allow students to access their materials independently.
- Uniform use of tote bags across our PK/K students is expected to help ensure student safety – this helps our staff identify our younger students to help support them throughout Campus.
- All PK/K parents are asked to adhere to PES’s tote bag in lieu of backpacks. Totes with the PES emblem may be purchased through the PTA.
- **Grades 1-3:** 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

- ✓ White or Navy Polo-style shirt, short or long sleeve
- ✓ Navy t-shirt with or without school logo, short or long sleeves
- ✓ 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 PES t-shirt or Grade Level 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 and the school board website, www.stpsb.org. All STPSB severe weather guidelines will be adhered to in case of emergency conditions during school hours.