

PONTCHARTRAIN ELEMENTARY SCHOOL
STUDENT & PARENT HANDBOOK
ACKNOWLEDGEMENT FORM

The Pontchartrain Elementary School Student and Parent Handbook for the 2022-2023 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 Wednesday, August 17, 2022.

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 WEDNESDAY, AUGUST, 17TH, 2022

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 – Counselor
Melissa.Copeland@stpsb.org

Lara Smith – Mental Health Provider
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 – 8:50-3:51

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
11:00-11:40	3 rd Grade Lunch (11:00-11:20) & Recess (11:20-11:40)	10:00-10:40
11:30-12:10	2 st Grade Lunch (11:30-11:50) & Recess (11:50-12:10)	10:35-11:15
12:10-12:50	PK/Kinder Lunch (12:10-12:30) & Recess (12:30-12:50)	11:10-11:50
12:45-1:25	1 st Grade Lunch (12:45-1:05) & Recess (1:05-1:25)	11:40-12:20
3:51	BUSES AND CARS LOAD	12:51

St. Tammany Parish Public School System

2022 - 2023

School Calendar

August 8,9 & 10, 2022	School Opens - Staggered Start Dates by Last Names A-H on 8/8, I-Q on 8/9 and R-Z on 8/10
September 5	Labor Day Holiday (Mon.) - OFF
September 30	Parish Fair Day (Fri) - OFF
October 7	End of First Grading Period ½ Day for Students: 12:51 Dismissal (No Aftercare)
November 8	Election Day Holiday - No School
November 21 - 25	Thanksgiving Holidays - OFF
December 16	End of 2nd Grading Period End of 1st Semester ½ Day for Students – 12:51 Dismissal (No Aftercare)
December 19 – December 31	Winter/Christmas Break - OFF
January 2	School Re-Opens (Monday)
January 16	Martin Luther King Holiday (Mon.) - OFF
February 20 – February 24	Mardi Gras Holidays - OFF
March 10	End of Grading Period ½ Day for Students – 12:51 Dismissal (No Aftercare)
April 7-14	Spring/Easter Break - OFF
April 26 - May 2	Projected LEAP Testing Window for 3rd Grade
May 18	End of Fourth Grading Period End of Second Semester - Last Day of School ½ Day for Students – 12:51 Dismissal (No Aftercare)

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MISSION

Minds and Hearts - Together We Grow

VISION

Pontchartrain Elementary School exists as a dynamic place of both teaching and learning by partnering with our parents, equipping our educators and ultimately empowering our students to succeed in learning today and leading for tomorrow. Pontchartrain Eagles are educated in both mind and in heart ensuring that every student is taught to read and write and also inspired to lead, serve and do what is right.

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 Back Carline Loop daily until **8:48am**. At that time, duty teachers will collect all remaining students to enter the building as the Administrator closes the Carline gates.

- Following the Carline Gates being closed, parents will be required to park in the Front Loop of Campus to walk their child onto Campus.

Any student not seated in their classroom by the 8:50 bell to begin the instructional day may be counted as Tardy.

Children arriving at/after the 8:50 Tardy Bell will be required to be formally checked in at the Front Office with an adult to receive an admit slip for class.

- At/After 8:50 am, parents must park in an identified parking spot in the Front Loop to accompany their child to check-in as tardy in the Front Office.
- 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.

Tardy (Any student not seated in class at the 8:50 Bell to start the Instructional Day)

- 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 only be permitted to be checked out from School by their parent, legal guardian or authorized person(s) designated on the Emergency Card.

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. Please plan to allow the office 10-15 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, No Check-Outs will occur after 3:30 pm daily unless previously scheduled with the Front Office personnel by 12:00 pm.****

CHILD CARE SERVICES

Child Care Directors:

AM Director - Mrs. Suzi Kloiber: Suzanne.Kloiber@stpsb.org

PM Director - Mrs. Mae Arthur: Mae.Arthur@stpsb.org

The phone number for child care services is 985-502-3529. This number will only be answered during Child Care times. Please note AM/PM Directors will not be able to check emails while in AM/PM care.

A.M. Child Care – 6:50am – 8:20am

\$100.00 per month/per child

P.M. Child Care – 3:51pm – 6:00pm

\$155.00 per month/per child

**3 or more days per week is considered full time
AM/PM Care services will start the week of Aug 15, 2022.**

Childcare Program Details:

AM/PM Care Registration forms will be sent home in 1st Day packets and will be available electronically on our School's Website under the Childcare Tab for families in need of this support.

- The parents of registered students **MUST** receive an email from either Program Director prior to starting AM/PM Care.
- Payment is due on the 1st of each month.
- Unpaid payments will result in a late fee of \$20.00 after the 5th of the month.
- If payment is not made by the 10th of the month, your child will not be permitted to AM/PM Care until payment is made. Timely payment is the responsibility of the parent/guardian. Repeated late payments will result in removal from the program.
- 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.

AM Care: 6:50 - 8:20 am

Children arriving to Campus **before 8:20am MUST** attend morning/before care.

- For safety reasons, parents/guardians **MUST** walk their child onto Campus to be signed-into AM Care daily

PM (After Care) 3:51 - 6:00 pm

- Aftercare check-out begin at 4:25 pm daily following PES's Bus Dismissal
- Students will only be released from PM Care to an authorized individual on the child's Emergency Contact Card after verification with personal identification
- Due to safety concerns with day to day transportation, Pre-K and Kindergarten students may only attend aftercare on a full-time monthly basis.
- PM/AfterCare Drop-Ins (Later Parent pick-up from Carline / Student returned to Campus from Buses) will incur a progressive fee for after-hours supervision:

- Children not picked up in Carline each afternoon by **4:21 pm** or students be returned by STPPS buses due to a parent/guardian not being at the designated bus stop will be supervised after hours in the PES after care program. The following progression of related **Drop-In Fees** will be charged to parents via MyPaymentsPlus for repeated occurrences:
 - 1st - documented warning about carline pick up times
 - 2nd - \$10 fee per child
 - 3rd - \$15 fee per child
 - 4th - \$25 fee per child
 - 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.**
- Afterschool care ends at 6:00 pm. Any pickup after 6:00 pm will incur a late fee: \$15 for 1-15 minutes, \$30 for 15-30 minutes and so on. After 30 minutes, Administration and Local Law Enforcement will notified.

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.

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 Educators:

- a. treat each individual child with respect, dignity, and love.
- b. are most successful when partnered with parents and collaborating with school-level supports and resources.
- c. want the best for all students at all times.
- d. are responsible for the safety, care and welfare of their students during the instructional day.

3. 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 plans are intended to be proactive and preventative and should include, but are not limited to:
 - behavioral calendar
 - redirection prompts: closing proximity to the student, verbal warnings, visual cues, etc...
 - reflections (verbal or written)
 - time out with a "buddy teacher" (adult mentor)
 - parental contact
 - reteaching expectations
 - behavior conference
 - restorative practices
 - cooldown strategies
 - classroom procedures
- 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.
 - All teachers will use a behavior calendar for each student. Please read the instructions on each teacher's classroom management plan and behavioral calendar to better understand how to partner with your child's classroom teacher to improve behaviors.
 - The plans also include specific steps teachers will use before moving from a behavior calendar (classroom level and tier 1) to a behavior chart (school level and tier 2) to document 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 one of three main ways: “Short Forms”, “Think Sheets” and the classroom teacher’s behavior calendar/log. Teachers will begin the documentation of behaviors (and the need for additional supports) via a classroom behavior calendar. If the behavioral calendar has proven unsuccessful, or a behavioral incident/episode warrants additional documentation, teachers will move to “Think Sheets” and then to “Short Forms” (See the Behavioral RTI below)
 - 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.
 - Each teacher has the autonomy to issue a short form in place of think sheet, should the behavior warrant increased parent communication.
- “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.
 - Parents are encouraged to use the “Home Connection” (on the Think Sheet) section to review the incident with the student at home and discuss what he/she “will do next time” (replacement behaviors).
 - NOTE: Teachers will issue three think sheets before moving to short forms to document behaviors that negatively impact a student’s learning.
- “Short Forms” for Minor Behaviors / Incident Reports (Tier 1-2 Behaviors) can be sent home to communicate any behavioral concerns or incidents 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 3 minor discipline reports (“Short Forms”), 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 Assistance Team - 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.

Behavioral RTI (Response to Intervention) - Progressive Behavioral Approach

- A teacher may use the below RTI if a student’s behaviors have not improved or shown signs of improvement via modified classroom management plans, use of behavioral calendar, and documented tier 1 strategies or “best practices” related to classroom management.
 - Teachers are also permitted to use either “Think Sheets” or “Short Forms” combined with a behavioral calendar or behavioral chart if TAT is deemed not necessary at this time.

Minor Behavioral Infractions	PES Response	Teacher Responsibilities
1st	Documented on Behavior Calendar & Think Sheet Completed	Review Behavior Calendar and Think Sheet with Student; Call home to parent
2nd	Documented on Behavior Calendar & Think Sheet Completed	Notify Parent via Behavior Calendar and email
3rd	Documented on Behavior Calendar & Think Sheet Completed	<ol style="list-style-type: none"> 1. Request Parent-Teacher Conference (PTC) via behavioral calendar, email, or phone 2. Conduct and document PTC: <u>review teacher’s classroom management plan and introduce the use of short forms and behavioral chart as interventions moving forward</u> 3. Turn copies of all 3 completed Think Sheets and PTC documentation to disciplinarian
4th	Short Form Issued & Documented on Behavioral Chart	<ol style="list-style-type: none"> 1. Notify parent via phone that short form has been issued: review incident with parent 2. Partner with school level resources to discuss current behavioral/social-emotional concerns: school counselor,

		MHP, administrator, and/or disciplinarian 3. Draft Plan to apply Tier 1 Interventions: updated behavioral chart, incentives chart, behavior contract, &/or informal check-in/check-out with adult mentor
5th	Short Form Issued & Documented on Behavioral Chart	1. Use of Tier 1 Intervention(s)
6th	Short Form Issued & Documented on Behavioral Chart	1. Update, modify, and/or revise Tier 1 Interventions 2. Request Parent-Teacher-ADMN Conference to discuss TAT process and use of "Long Forms" for repeated minor infractions 3. Notify TRT to initiate TAT Process
7th	TAT Process Initiated &/or Major/Long Form Issued from Office	1. Notify parent and disciplinarian 2. ADMN calls parent

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")
Classroom teachers will follow their Classroom Management Plan giving warnings prior to a Minor Discipline Form being written. After 3 minor behavior forms (following 3 think sheets) the students may receive a Louisiana State Department Behavior Report.	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.
<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"> ○ any/all trading cards are considered toys ○ "fidgets", "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 (elopement) ✓ 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
Short Forms, or Teacher Referrals, for minor infractions are used to address Tier1 and Tier 2 behaviors.	Long Forms, or Office Referrals, for major infractions are used to address repeated Tier 2 behaviors or incidents of Tier 3 behaviors: physical aggression, verbal threats, property destruction, and/or inappropriate physical contact/behaviors/language/gestures, etc...

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TAT (Teacher Assisting Teachers or Teacher Assistance Team)

- 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:
 - 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

- 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 are used to pay for bus transportation and admission to the scheduled field trip site. As per District guidelines, students may only travel to and from Field Trips on the School Bus
- 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.
- Depending on the space limitations of selected trips, allotted Field Trip chaperones permitted will vary. Teachers will randomly select parent chaperones in a fair and equitable way to ensure equal access for all interested parents. The teacher will notify you in advance if you have been selected as a chaperone. The purpose of the chaperone is to supervise a class group of 4-6 students.
- **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:

As a school based decision due to safety and student privacy concerns, parents and guests are not permitted to attend Breakfast with students.

Beginning the week of September 12th, 2022, parents and Guests will be permitted to eat lunch with their child. This time is to allow the students to adjust to their new daily routines and to build independence and positive relationships with peers.

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 2022-2023 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
- B** 85-92
- C** 75-84
- D** 67-74
- F** 66 and below
- S** Satisfactory
- N** Needs Improvement

(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:

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.
- The only time we will interrupt a class would be due to an emergency, such as eye glasses.
- Birthday treats and/or invitations **MUST** be cleared with the classroom teacher in advance as to not interfere with teaching and learning in the classroom.
- 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:

- 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 whenever possible to not interrupt classroom instruction and learning.
- Birthday treats and/or invitations **MUST** be cleared with the classroom teacher in advance as to not interfere with teaching and learning in the classroom.
- 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 22-23 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 22-23 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 - 8:48 am 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.**
- 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.
- **PES Staff will transition inside at 8:48 to begin the Instructional Day.**
- Following AM Duty Staff transitioning inside and the Carline Gates being closed, parents will be required to park in the Front Loop of Campus to walk their child onto Campus.

Tardy Students: Any student not seated in their classroom by the 8:50 bell to begin the instructional day may be counted as Tardy.

Children arriving at/after the 8:50 Tardy Bell will be required to be formally checked in at the Front Office with an adult to receive an admit slip for class.

- 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.
- At/After 8:50 am, parents must park in an identified parking spot in the Front Loop to accompany their child to check-in as tardy in the Front Office.

PM Carline Dismissal: 3:51 – 4:21pm 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 **22-23 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.

Children not picked up in Carline each afternoon by **4:21 pm** will be dropped into the aftercare program to be supervised after hours. The following progression of related **Drop-In Fees** will be charged to parents via MyPaymentsPlus for repeated occurrences:

- 1st - documented warning about carline pick up times
- 2nd - \$10 fee per child
- 3rd - \$15 fee per child
- 4th - \$25 fee per child
- 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.