

# **Prairieville Primary School Student and Parent Handbook 2025-2026**



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PRINCIPAL**

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ASSISTANT PRINCIPAL**

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# **Prairieville Primary School**

*"Learners Today, Leaders Tomorrow...The Future Begins Here!"*

40228 Parker Road

Prairieville, Louisiana 70769

225-391-7400

## **Principal's Message**

Dear Prairieville Primary Parents and Students,

Welcome to Prairieville Primary School! Our school motto is, "Learners Today, Leaders Tomorrow..The Future Begins Here!" Prairieville Primary is committed to the growth of all students and staff to meet rigorous academic and personal goals and to be who they want to be in school, community and the future. Our mission is to provide each student a strong foundation and high-quality education necessary to be successful as learners and leaders no matter what future challenges they may face.

It is our desire to create a learning environment where all children can thrive socially, emotionally, and academically. We are committed and focused on student success and safety.

We strive to provide a positive and fun learning environment. The faculty and staff will work to ensure each child has a happy and successful school year.

The policies and procedures contained in this handbook have been carefully prepared to help you and your family become an integral part of our school. We will strive to do our best to make your years at Prairieville Primary School pleasant and rewarding. Your education is as important to us as it is to you, and we look forward to a successful partnership.

It's a great day to be a Cardinal!

Chirp! Chirp!

Kimberly Ammons



## **Prairieville Primary** **Daily Schedule**

**8:05 AM** – Students unload from buses and cars. Breakfast begins.

**8:20 AM** –Breakfast ends. Bus lane and carpool close. All students arriving after this time must be signed in at the front office.

**8:20 AM** –Instruction begins. Students not in class by this time must be signed in by a guardian and will be marked **tardy**.

**3:00 PM** –Last call for student check-outs. No check-outs will be allowed after this time.

**3:25 PM** – Buses load and carpool dismissal begins.

**3:30 PM** – Buses depart Prairieville Primary.

# School Calendar

## Ascension Parish School System

### 2025-2026

Monday, August 4, 2025	Official Opening of School
Monday - Wednesday, August 4-6, 2025	Professional Preparation Days
Thursday, August 7, 2025	1st Day Students Attend
Friday, September 12, 2025	Staff Development (Student Holiday)
Monday, January 5, 2026	Staff Development (Student Holiday)
Friday, February 6, 2026	Staff Development (Student Holiday)
Wednesday, April 29, 2026	Last Day Seniors Attend
Thursday, May 21, 2026	Last Day Students Attend
Friday, May 22, 2026	Official Closing of School

### Holidays

September 1, 2025	Labor Day
October 13-14, 2025	Fall Break
November 24-28, 2025	Thanksgiving Break
December 22, 2025-January 2, 2026	Christmas Holidays
January 19, 2026	Dr. Martin Luther King, Jr.'s Birthday
February 16-18, 2026	Mardi Gras Holidays
April 3-10, 2026	Easter Holidays

### GRADING PERIOD ENDINGS

October 8, 2025	1st Grading Period
December 19, 2025	2nd Grading Period
March 12, 2026	3rd Grading Period
May 22, 2026	4th Grading Period

### HIGH SCHOOL GRADUATIONS

May 7, 2026,	Dutchtown High School
May 8, 2026	Prairieville High School
May 14, 2026	St. Amant High School
May 15, 2026	East Ascension High School
May 15, 2026	Donaldsonville High School

## **PARENT-TEACHER CONFERENCE DAYS**

October 20, 2025

March 23, 2026

### **1:30 Early Dismissal Days for Faculty Professional Development**

September 11, 2025

October 7, 2025

November 11, 2025

December 9, 2025

December 19, 2025

January 13, 2026

February 5, 2026

March 10, 2026

April 14, 2026

May 5, 2026

### **Other Early Dismissal Days**

April 2, 2026

1:30 dismissal

May 20, 2026

2:30 dismissal

May 21, 2026

1:30 dismissal

May 22, 2026

12:30 dismissal

### **Interim Reports to be Sent Home**

Monday, September 8, 2025

Wednesday, November 12, 2025

Friday, February 6, 2026

Wednesday, April 22, 2026

### **Report Cards to be Given to Students or Mailed**

Monday, October 20, 20245

Parent / Teacher Conference

Friday, January 9, 2026

Sent home with student

Monday, March 23, 2026

Parent / Teacher Conference

Friday, May 22, 2026

Mailed home

# **Prairieville Primary School Rules and Regulations**

Ignorance of the law (Federal or State), this Handbook, APSB Policy, or school rules is not a defense to any disciplinary action for commission of acts warranting discipline.

## **Power School Updates**

**Snap codes** for returning students are emailed to parents using the email address on file within the school. Parents should use this snap code to update their student's information as this is replacing the paper student profile sheet used in the past.

The tentative target date for snap codes to be emailed & registration to open is July of every year.

It is very important you use the snap code to update email addresses, address, phone numbers and emergency contacts. This will be the only contact information that we will utilize throughout the school year.

## **Transportation**

The school bus is provided for your convenience and is a privilege.

Bus drivers utilize the same behavior program on their buses that teachers use in their classrooms. The bus driver must insist on appropriate behavior on the bus. If there is a problem with a student, the driver will contact the parent to help resolve the problem. Parent and student cooperation will help make your transportation safe and comfortable.

The student has the responsibility of following the rules and regulations to enjoy this privilege. Bus drivers can issue minor and/or major infractions. If a student misbehaves on the bus, the student may qualify for disciplinary action, suspension, or expulsion from the bus. Determination of suspension or expulsion from the bus will be at the discretion of the principal or assistant principal. Students must follow school rules at all times, as well as, on the bus. Parents are not allowed to approach the bus driver while students are on the bus. If there is a concern or something needs to be communicated, the parent should call the bus driver. If an in-person conversation is needed, please contact Mrs. Dunbar and she will set up the conference with the parent and bus driver to be held at school.

## **Arrival and Departure**

Supervision is NOT provided for students who arrive before 8:05 am or remain later than 3:30 pm. Although faculty and staff may be on campus before 8:05 am each day, they have other duties they may be responsible for and cannot commit to supervising students at this time. If students are to eat breakfast in the cafeteria, they must arrive no later than 8:20 am. A parent or guardian must sign in any student arriving after 8:20 am. These procedures are designed for the safety and well-being of your child. Please adhere to these time frames.

## Bus Transportation

- If your child is in grades K-2, an adult must be present at the bus stop in the afternoons in order for the child to be allowed off of the bus. If there is no adult visible to the driver, your child/children will be brought back to school and will have to be picked up by an adult on his/her check-out list immediately. We do not provide aftercare services.
- Bus pick-up and drop off times are estimates and will likely vary from day to day. In order for you to avoid missing the bus, please have your child/children waiting at the bus stop at least ten minutes before the estimated pick-up time that the driver gives you.
- Buses may not be able to pass through small streets, streets that the stops are less than 2/10 of a mile down, streets with no turn around, or at each driveway. Individual bus stops are made by a transportation system with the transportation department. If your driveway is close to another driveway in the neighborhood, your bus stop may be a central location.
- Please join the bus Remind App to get up to date information on late routes, dismissals, etc. from Mrs. Roberts and Mrs. Dunbar.

Prairieville Primary Transportation Communication From Mrs. Roberts and Mrs. Dunbar			
Text 81010 & type the code below in the message or enter the code in the Remind App			
Black Bus: Ms. Lolita	@pvpblack	Lime Green: Ms. Pam	@pvplime
Purple Bus: Ms. Migon	@pvppurple	Blue Bus: Ms. Margie N.	@pvpblue
Gold Bus: Ms. Cyril	@pvpgold	White Bus: Mrs. Courtney	@pvpwhite
Teal Bus: Ms. Margie C.	@pvptea	Yellow Bus: Mrs. Hardy	@pvpyellow
Silver Bus: Mrs. Renee	@pvpsilver	Red Bus: Mrs. Darla	@pvpredbus
Light Blue: Ms. Sherrelle	@pvpltblue	Frog Bus: Ms. Charee	@pvpfrog
Pink Bus: Mrs. Ida	@pvppink	Duck Bus: Ms. Heather	@pvpduck
Orange Bus: Ms. Aneshia	@pvporange1	Brown Bear Bus: Mrs. Lisa	@pvpbrown

- The APSB transportation department uses the **Here Comes The Bus** app. Use the school code 29537 to sign up in the app followed by your child's school ID number. While this technology is useful, please do not solely rely on this app. Students should wait at the stop. If you need support with the HCTB app, please contact [hctbsupport@apsb.org](mailto:hctbsupport@apsb.org).
- Transportation changes can be made from bus to car or car to bus for extreme emergencies only. These requests must be approved by administration and must be made in person or in writing. If you are making a change in person, please do so in the front office. If you are making the change in writing, you will need to send your child with a signed note of the change. You will be contacted if we are unable to make the change. If approved, your child will be issued a pass by the front office. **We are unable to accept transportation changes via remind messages to a teacher, email or a phone call.**
- Parents or other non-employee adults are not permitted to board the bus at any time.

## Car Rider Procedures

Please join the carpool Remind App to get up to date information on carpool lines, etc. **Text 81010** with the message of **@pvpcarpool**

### Morning Carpool Instructions

- Enter carpool using a *double line* along **Hurricane Way** (Prairieville High service road).
- Due to high school traffic, carpool line-up may not begin before **7:50 a.m.**
- Carpool runs from **8:05 a.m. to 8:20 a.m.**
- The first cars in line should pull all the way up to the **end of the sidewalk near the flagpole.**
- Pull up closely behind the car in front of you and place your vehicle in **PARK.**
- When the **whistle blows**, students should **exit on the driver's side** and walk along the sidewalk.
- Students should open their own doors and exit independently.
- If your child needs help, please roll down your passenger window to get assistance—do not exit your vehicle.
- Important Safety Reminder: All students must be dropped off through the carpool line. Students may not enter or exit the school from the parking lot for any reason.
- Students arriving **after 8:20** must be walked into the front office and **signed in by a parent** using the office computer.

### Afternoon Carpool Instructions

- Enter carpool using a *double line* along **Hurricane Way** (Prairieville High service road).
- Due to shared access with Prairieville High, **cars may not line up before 3:00 p.m.**
- If it is **raining**, we will switch to a **single-lane** pick-up pattern for safety.

### Pick-Up Procedures:

- The **assigned carpool tag must be visible** in your front window for pickup. If a carpool tag is not visible, you will be asked to park and show ID to the front office. You must be on the student's contact list.
- **Pull all the way up** behind the car in front of you.
- Make sure your **car is in PARK** while waiting.
- Your child will be called and walked to your car when it's your turn in line.

### Changes in Transportation:

- If your child needs to switch from **bus to carpool**, please send a **handwritten note** the morning of the change.
- The note should be given to your child's **homeroom teacher.**



## **Rainy Day Carpool Procedures**

- Enter carpool by double-lining using the Hurricane Way, the Prairieville High service road. Due to high school traffic, carpool may not line up before 7:50 a.m.
- Once cars enter PVP parking lot, **merge into one lane.**
- Pull all the way up behind the vehicle in front of you. Place your car in park.
- When the whistle blows, have your child exit on the driver's side. Students should open their doors and exit on their own. If assistance is needed, please roll down your passenger window. Do not exit your vehicle while in line.
- Exit carpool in one lane until you get to Parker Rd.

## **Attendance**

Elementary students (K-8) must be present a minimum of 170 days to be eligible to receive credit for the courses taken. Students may be excused for whole or partial day absences for the following reasons: personal illness with verification by a licensed healthcare provider (notes written by legal guardians will not be accepted as an excused absence), serious illness in the student's immediate family, death in the student's immediate family (copy of obituary must be presented), or appearance in court required by a subpoena. The school must receive documentation within three days of the student's return to school in order for an absence to be excused. Students granted excused absences shall be permitted to make up any school work that was missed.

Any absence not meeting the requirements to be "excused" will be considered unexcused.

A total of 10 unexcused absences are allowed per school year. Unexcused absences over 3 are monitored by the school counselor and the truancy officers throughout the year. A meeting will be set with the child's parent/guardian. Unexcused absences of 10 or more are forwarded to the Office of Child Welfare & Attendance and could result in a court appearance.

## **Student Check-Outs and Check-Ins**

**If your child arrives at school on or after 8:20 a.m., an adult must accompany the child to the office to sign him/her in for the day.** Students who check in late or leave early will be considered absent or tardy from any subjects that they miss. A record is kept of all absences and tardies.

If you need to pick up your child during the school day, you must come in and sign your child out. Only adults 18 years or older who are on the student's contact list may check a student out of school. You must present a picture ID in order to check in/out your child.

**No student will be allowed to be checked out after 3:00 p.m. unless it is an extreme emergency.** If you need to check your child out for any reason, please make sure you arrive prior to 3:00 p.m. This causes disruption of classes and confusion in the office and will be counted as "tardy"

for the student. For safety reasons, no one is allowed to pick up his or her child at the bus or daycare van. Students must be checked out through the office.

Students should be picked up following dismissal. Prairieville Primary does not provide after school services. We have several before and aftercare centers that service Prairieville Primary. A list of these private centers is available by request. **All students must be picked up at dismissal time (3:25 p.m.).** If a student is not picked up in a timely manner, school administration may be required to contact local law enforcement to ensure the child's safety.

## **School Visitors**

At Prairieville Primary, we are committed to providing a safe, welcoming environment for all students and families. We encourage parents to visit and participate in school events, but safety is always our top priority.

### **Visitor Requirements:**

- All visitors must sign in and out through the front office and wear a visitor badge while on campus.
- A valid photo ID is required and will be scanned through the Raptor system.
- Visitors must be listed on the student's PowerSchool contact list to enter the building or check out a child.
- APSB employees visiting Prairieville Primary must also sign in and out like all other visitors.

### **Lunch Visits:**

- Parents are welcome to join their child for lunch in the cafeteria on Thursdays.
- You may bring a nutritious lunch from home for your child only.
- Fast food and other non-nutritional items are not allowed, and no food may be shared with other students.

### **Visitors will be denied entry or asked to leave if they:**

- Wear clothing promoting sex, drugs, alcohol, violence, or hate
- Use inappropriate language
- Display threatening or disrespectful behavior toward students, staff, or others

## **Class Party Day and Other Special Days**

To protect valuable instructional time and ensure student safety, the following guidelines must be followed:

- No deliveries of flowers, balloons, cookie bouquets, or other gifts will be accepted for students during the school day.
- Birthday parties are not allowed during school hours. This includes cakes, cupcakes, cookie cakes, king cakes, or any other food items.
- Party invitations may only be distributed at school if the entire class, all girls, or all boys are invited.

- For privacy reasons, staff may not share the names, phone numbers, or addresses of other students.

### **Class Parties:**

- Each grade level will have one special class party that parents are invited to attend. We know how important these moments are, and we want every grade to have a chance to shine! Grade levels will take turns hosting visitors throughout the year to help us manage space and keep things safe and fun for everyone.
  - **Christmas Party** - Grades PK, K, 2, 3
  - **Easter Party** - Grades 1, 4, 5
- Teachers may request snacks or treats—please send only commercially packaged items. Homemade or baked goods are not allowed.
- These events are for Prairieville Primary students only.
- **Siblings** and other children who are not enrolled at Prairieville Primary may not attend class parties or field trips, regardless of age. This rule is in place to ensure safety and allow enough space for students to enjoy the event.

### **Holiday Lunches:**

- Thanksgiving, Christmas, and Easter lunches are special events our school community looks forward to each year. All three holiday meals will be served to all students, however, due to the extremely high turn-out of these three events, holiday meal invitations have been divided by grade levels as follows:
  - Thanksgiving Lunch: PreK & Kindergarten
  - Christmas Lunch: 1st, 4th & 5th Grade
  - Easter Lunch: 2nd Grade & 3rd Grade

## **Cafeteria**

Prairieville Primary offers a complete breakfast and lunch meal program. Students have the option of eating a meal provided by the cafeteria or bringing a bagged lunch from home. A bagged lunch does not include food items that must be heated, nor does it include items that are purchased from restaurants or fast food chains. Carbonated beverages are not allowed at school. Students are not permitted to purchase items from vending machines located in the teacher's lounge. In order to put money on your child's account, you must visit **[myschoolbucks.com](https://myschoolbucks.com)** and follow the steps.

## **Child Nutrition Program**

### **School Meal Payment Policies & Procedures**

The Ascension Parish School Board adopted the **Meal Payment Policy** on **March 6, 2001** to support the Child Nutrition Program. This policy applies to both **full-price** and **reduced-price** students purchasing school meals.

If you have questions about the policy, please contact the **Child Nutrition Department** at (225) 391-7335. For questions about your child's meal account, please reach out to the **Child Nutrition Manager** at your child's school. The entire policy can be found in the APSB Student Handbook.

## **Advanced Payment Procedure**

To help our cafeteria lines move efficiently and ensure all students receive meals on time, **all school meals should be paid in advance**. Prepayment options include daily, weekly, monthly, or yearly. You may send payment via check, cash, or use the district's online payment system (if available).

Meal calendars and reminders sent home throughout the year will help families stay informed and current on student meal accounts.

If a student's meal account reaches an amount between \$.01 and \$5.00, the School Messenger System will call the contact number listed in the home number section in PowerSchool.

## **Breakfast Policy**

- No student in Pre-K through 12th grade will be allowed to charge breakfast.
- Students must have money in their account in order to receive breakfast.
- Students with a negative balance will not be served breakfast.

## **Lunch Policy: Pre-Kindergarten through 5th Grade**

### **Negative Balances:**

- Parents will be notified when a student's account has a negative balance.
- Students may charge up to three (3) lunch meals.
- After the three-lunch grace period, students will be notified not to get in any meal lines until the account is brought current.
- A substitute meal will be served until the balance is paid in full.
- If a substitute meal has been served for five (5) consecutive days, the school's Principal will notify the Supervisor of Child Welfare and Attendance for follow-up with the parent or guardian.

### **Balance Owed:**

- Balances must be paid in full before a student is served a meal.
- Meal charge balances must be paid before a student transfers to another school in the district.

## Conferences

It is the goal of Prairieville Primary to work together with students and parents as a team. There will be two assigned parent/teacher conference dates. Parents are encouraged to attend these conferences to discuss any concerns and learn about his / her child's progress.

At any time during the school year, parents may request a conference with a teacher or administrator. This may be done by calling the school office at (225) 391-7400 or by sending a note or email directly to the teacher. All conferences must be scheduled at an appointed time. If you are unable to attend a scheduled conference, please call in advance to cancel and reschedule. **Classroom concerns should be addressed with the teacher before administration is contacted.**

## Communication

We believe that maintaining open lines of communication between school and home is of utmost importance. If you have questions or concerns regarding your child, please follow our protocol of contacting your child's teacher first, either via email or by calling our office at (225) 391-7400. The easiest method to use to communicate with teachers is email. The teachers, however, will not interrupt instructional time to send and receive emails, so your patience with a slightly delayed response is appreciated.

Communication from school to home will happen in various forms:

- Test papers will be sent home every week in a special Prairieville Primary white envelope. These folders serve as one method of communication regarding your child's progress. We ask that you review the test papers with your child. Sign the outside and return the envelope with the test papers the following day. All test papers must be returned and are kept on file for the remainder of the school year. Replacement envelopes cost \$3.00.
- Monthly calendars will be distributed at the beginning of each month and include important school information. Please make sure you look over the calendar carefully and post it in a place where you can refer to it often. School events, early dismissal dates and other information is included on the monthly calendar.
- Weekly newsletters will be sent home by the teacher each Monday. Newsletters will include information about what skills the students are focusing on for the week. Additionally, assessment dates and other important classroom information can be found on the teachers' weekly newsletters.
- Websites maintained by both the district and school can be found at [www.ascensionschools.org](http://www.ascensionschools.org). Our school website may be accessed by clicking on our school name under the listing of primary schools. School information, as well as student grades, may be accessed from PowerSchool.
- Facebook and the school website will be updated with important information throughout the month. You can find our Facebook page by searching for Prairieville Primary School.
- You may also obtain information via Remind, My PowerHub, email, and other methods of communication. At the school level, PeachJar, School Messenger call-outs, emails, and Facebook posts, as well as paper copies of notes and the school calendar, will all serve as communication media. We discourage the use of personal cell phones between a teacher and

parent. The Remind App will only be used to send out information. The messaging part of the app will be turned off this year. We encourage you to use email and/or My PowerHub messaging to communicate with the teacher. We hope that by utilizing a variety of media, we will be able to meet the communication needs of all of our families.

## **Crisis Situations**

In the event of a crisis at school, parents are asked not to come to school or call the school. The traffic causes a bottleneck that prevents emergency vehicles from getting to Prairieville Primary, and the calls jam the phone line limiting our contact with officials. The School Board Office will be notified immediately, and will inform parents via various news outlets. Parents will be notified as the situation is stabilized.

## **Counselors**

Our school counselors are here to support students with a variety of needs, including interpersonal skills, adjustment issues, problem-solving, loneliness, grief, and family changes such as divorce. They work to help students navigate challenges that may impact their well-being or academic progress.

In addition to meeting with individual students, our counselors also lead small groups and provide whole group guidance lessons in classrooms on a regular schedule. As a result, students may not be able to meet with a counselor immediately unless the situation is an emergency.

Parents are encouraged to reach out to the counselors if they have concerns about their child. To ensure availability, please call ahead to schedule an appointment before coming to school.

## **Legal Custody**

If there is a legal custody dispute involving your child, the parent, foster parent, or caregiver who is awarded legal custody of the child by the court or the state, must supply the school with a current copy of the court decree. Release of the child from that point forward will be determined by the instructions in the court or state decree. Without such a legal document in the child's file, in accordance with Louisiana law, the child may be released to either parent, upon presenting proper identification. Prairieville Primary School will not intervene, nor take sides in a disagreement between parents as to who shall have custody, who shall be able to visit the child at the school, or who shall be able to pick up the child, until courts have decided the legalities of the issue. One parent instructing staff that the other parent is not to see or receive the child will not be accepted without a current legal document or restraining order. **School administrators will only use the current document that is on file at the school.**

## **Medication**

As a general principle, medication shall not be given at school. When the taking of medication is necessary during the school day in order for the child to be able to attend school, state law requires certain conditions be met. Parents should consult with the school nurse to determine whether their child meets the requirements. All medication must have a physician's order form and be brought to and signed in by an adult. **Students may not have any medication in their possession at any time.** This includes, but is not limited to, cough drops, Tylenol, Ibuprofen, and medicated topical creams.

## **Personal Items**

All personal items belonging to students should be labeled with the student's name. Anything lost should be reported to the teacher. Anything found should be turned in to the office. Students are to check for lost items at recess or before school. Articles left at the end of the school year will be taken to a donation site.

Students are not allowed to bring any item to school to sell or trade for personal profit. Items will be held in the office until a parent picks them up.

Students are not allowed to bring toys, gadgets, electronic devices, pop-its, fidget spinners, or other items that are not part of the instructional program. Such items will be confiscated by the teachers or bus drivers and parents will be required to claim them from school.

Students in grades Pre-K through 3<sup>rd</sup> grade shall not bring electronic devices to school or have them in their possession at school. According to a new law - Act 313, students in grades 4 and 5<sup>th</sup> cannot use any cell phones or any other personal electronic devices (MP3 devices, smart watches, smart phones, personal texting devices, iPods, iPads, AirPods, tablets, etc.) during the school day. All cell phones must be turned off and properly stowed away. In the event of a violation of this policy, the Cell phone or electronic device will be confiscated and must be claimed by the parent from the principal or the principal's designee. The parent/guardian must come to school to retrieve the device.

**NOTE:** The school is not responsible for the loss of non-permitted objects at school.

## **School Cash Online**

School Cash Online is the online school payment system used by all public schools in Ascension Parish. This system makes it easy for parents to pay school fees, pay for field trips, pay for other special events, and more. All payments will be online this year, as we will not accept cash or check payments. School Cash Online is a safe alternative for sending cash or checks to school. When using School Cash Online, your payment will never be late or lost.

Here are step by step instructions:

- Visit <https://www.schoolcashionline.com/>
- Click Register
- Create your individual parent account
- Add your child (children) to your newly created account by selecting Prairieville Primary
- Enter their 5-digit Student ID number which is their 5-digit lunch number. If you do not know your child's ID number, you can search for your child using their name and birthdate.
- Complete the steps above to add additional children to your account

You can also add lunch money to each student's account on My School Bucks:

- Visit [www.myschoolbucks.com](http://www.myschoolbucks.com) or download the My School Bucks App in the App Store
- Register for your own account

# **Uniforms**

Strictly enforcing the uniform policy helps to maintain order on campus, teaches responsibility, and helps with students understanding and following our school wide expectations on a daily basis. Students will be expected to adhere the following:

## **Pants, Capri Pants, Shorts, Skirts, Skorts, Jumpers**

- Shall be khaki (no glitter, shimmer, or other color distraction is permitted)
- Shall fit properly at the waist
- Shorts, skirts, and jumpers must be clearly no more than 3 inches above the kneecap

## **Shirts/Dresses**

- Shall be navy blue polo-style
- Must have 2, 3, or 4 buttons (no snaps or zippers) with long or short sleeves (no sleeveless or cap sleeves)

## **Shirts/ Blouses**

- Shall be navy oxford, knit, or broadcloth with a collar
- Cannot have labels
- Must be tucked in at all times

## **Sweatshirts/ Sweaters/ Jackets (Inside the School Building)**

- Students may wear sweatshirts that are **solid navy, gray, red, or black**.
- Sweatshirts may include any Cardinal logo or PVP-related design, as long as it is school-appropriate and does not distract from the instructional setting.
- Students will be allowed to wear feeder school sweatshirts.
  - Prairieville Primary feeder schools are Prairieville Middle and Prairieville High School.

## **Jackets/ Coats (Outdoors)**

- May be any color except camouflage

## **Shoes and Socks**

- Shall be closed in shoes
- Socks and / or leggings shall be solid white, solid black, solid khaki, or solid navy

## **Hair**

- Must be neat, clean, and well-groomed.
- Extreme hairstyles (including, but not limited to, Mohawks) or hair carvings that detract from the educational setting are not allowed. Hair may not be dyed colors other than natural hair colors. (i.e. No blue, green, pink, etc.).

## **Jewelry/ Belts/ Accessories**

- Rings, necklaces and bracelets of any type may **NOT** be worn
- No more than one stud type earring may be worn in each earlobe; no dangling earrings
- Belts must be solid brown, black, or navy. They must be worn on any pants, shorts, skirts, or skorts that have belt loops.



The items above are just a few highlights from the uniform policy. For full details, please refer to the APSB Student Handbook, which can be accessed at [www.ascensionschools.org](http://www.ascensionschools.org). We appreciate your support in following these policies!

## **Spirit Shirt Days**

Spirit Days will be every Wednesday. All students may wear their Spirit Shirt or any other Prairieville Primary shirt with uniform pants/shorts. Spirit shirts may be purchased online at **Trademark Designs and Expressions** throughout the school year. Gear purchased through the store may be worn on Wednesdays. Jackets and sweatshirts purchased through the store may be worn as needed throughout the year. Previously designed school spirit wear may also be worn, but it must say Prairieville Primary.

We will also have Feeder School Fridays where students can wear any feeder school shirt or sweatshirt. Prairieville Primary's feeder schools are Prairieville Middle and Prairieville High.

## **Dress Down Days**

Occasionally, the school will designate specific days as free dress or “dress down” days. Students may also earn “Free Dress” reward passes for academic and behavior rewards set by administration. On these days, students are expected to adhere to the following:

- No hats/caps (unless that specific privilege is “purchased”)
- No sunglasses
- No spaghetti strap tops
- No midriff baring tops
- No low-rise or extra baggy pants
- Shoes need to be closed toe and have a strap on the back. No heels please.
- Proper length shorts (no shorter than 3 inches above the kneecap)
- No offensive logos/t-shirts
- No gang related apparel
- No rips or tears in tops or bottoms
- If leggings are worn, they must be covered with either shorts or a dress that falls no more than 3” above the kneecap
- No pajamas or slippers

**\*Students not following dress code will call home for their uniform/appropriate clothing**

## **Cold Weather Days**

When temperatures drop, we understand the need for students to stay warm and comfortable. On particularly cold days, we will allow students to dress more casually to help them stay cozy - with a few guidelines in place. Administration will determine what days are deemed cold weather days.

- Students may wear warm-ups, warm clothing, or jeans.
- Coats, hats, and gloves are encouraged—especially for morning arrival and recess.

- Pajamas, slippers, and leggings are not permitted, even on cold days.

## **Discipline**

At Prairieville Primary School we believe that students are responsible for their own behavior and that it is our responsibility to teach the children appropriate behavior as part of our overall education program. Additionally, it is the daily responsibility of the school to ensure that no single person interferes with the learning environment and that all students feel safe at all times. As prescribed by law, every teacher is authorized to hold every student to strict accountability for any disorderly conduct in the school, on campus, bus, and during recess. It is the final responsibility of the principal to maintain discipline at each school or any school function. Students at Prairieville Primary are expected to be familiar with the rules set forth by the Ascension Parish School Board as defined in the Student's Rights and Responsibilities Handbook and in the Prairieville Primary School Parent / Student Handbook.

## **PBIS**

Positive Behavior Intervention Support (PBIS) is a program supported by our school and district. PBIS is an effort to teach students appropriate behavior and to reward students for following established rules. By establishing relationships with students and teaching them to meet our school wide expectations, PBIS supports students as they build their own capacity for self-control and self-discipline. Students earn Cardinal Cash for appropriate behavior which they can trade for various privileges and rewards as incentives.

At Prairieville Primary we use the code Cardinals ROCK to help students remember the expectations. Students recite this code daily during the morning announcements. Students are taught what each expectation means and how to demonstrate the positive behaviors aligned to the code. The following code is posted in each classroom and around campus.

**Cardinals Rock:**  
**Responsible**  
**Obey**  
**Care**  
**Keep it Safe**

## **Student Rewards**

Students are rewarded in multiple ways for following the PBIS expectations:

- Students have the opportunity to earn Cardinal Cash throughout each day.
- Throughout the year students can Cash-in their Cardinal Cash for bigger prizes. All Cash-In Days will be listed on the monthly calendar.
- Each nine weeks, there will be a Cardinal Celebration.

## **Disciplinary Action**

Consequences are issued to students with the purpose of changing the child's behavior, not purely as punitive measures. Determination of consequences for disciplinary offenses will take into account the age, developmental level, motivation, intent, and previous disciplinary history of the child. Depending on the offense, students may receive recess detention, time out, counseling, loss of privileges, suspension, or may be required to make restitution for their behavior.

## **Conduct Grades, Minor Infractions, Major Infractions**

**Conduct Mark** infractions include low-intensity, problem behaviors that are violations of behavioral expectations that warrant a conduct mark. Students will receive one conduct grade each day based on the number of conduct marks. If your child receives a conduct mark, the behavior code will be noted. We ask that you discuss the conduct grade with your child. This will help to keep you informed of your child's progress.

### **Grades K-2**

- A- One Mark—Warning
- B Two Marks
- C Three Marks—conduct reflection as needed
- D Four Marks—conduct reflection as needed, parent contact
- F Five Marks—minor infraction, morning detention, and parent contact

### **Grades 3-5**

- B One Mark
- C Two Marks
- D Three Marks—conduct reflection as needed, parent contact
- F Four Marks or more—minor infraction, morning detention, and parent contact

**Minor Infractions** include low-intensity, problem behaviors that are violations of behavioral expectations that warrant a minor infraction or a “short form.” Students who receive a Minor Infraction will receive a phone call home and could receive a morning detention. Three Minor Infractions will accumulate to a Major Infraction.

**Major Infractions** include infractions that warrant an office discipline referral or “long form.” Students who receive a Major Infraction will be issued either a morning detention, in-school or out-of-school suspension.

## **Morning Detention**

Morning Detention begins at 7:30 AM on the assigned day. It is the responsibility of the parent/guardian to provide transportation. If morning detention is missed, the student will be given a make-up day. After two missed morning detentions, a student will serve a day in ISSP. Morning detention will end at 8:10. Students attending morning detention will be allowed to go to breakfast or class when morning detention is over.

## **After School Behavior Clinic**

As part of our efforts to support positive behavior at Prairieville Primary, students may be assigned to After School Behavior Clinic as a consequence for certain minor or major behavioral infractions.

Students assigned to the clinic will:

- Report to a designated clinic teacher after school
- Participate in re-teaching of school expectations
- Complete appropriate instructional assignments related to behavior and academics

After School Behavior Clinic typically takes place on Thursdays and ends at 5:30 p.m.

Parents will be notified in advance if their child is assigned to attend. This intervention is designed to correct behavior in a meaningful way while keeping students accountable for their actions.

## **In-school Suspension**

- The purpose of the In-School Suspension Program is to provide a sequence of intervention strategies designed to prevent and/or minimize the frequency of inappropriate behavior.
- A parent or guardian must sign the student in at 9:00 and sign him/her out at 3:00. Regular Education Students in ISSP are not allowed to ride the school bus.
- If a student is assigned an in-school suspension and is unable to attend due to illness or an emergency, it will be the responsibility of the parent to notify the school before 8:30 A.M. that day. The suspension will then be extended, and a normal absentee will be recorded for that day. The student will serve the day of in-school suspension the day he / she returns to school.
- Students must remain for the entire day from 9:00 a.m. to 3:00 p.m.
- Students will be counted present for all days in the ISSP room and will receive credit for all work done while suspended.
- Students should bring materials needed to the ISSP room. The student's teachers will assign the work.
- Students serving an in-school suspension will not be allowed to participate in any extra-curricular activities during the duration of the suspension.

## **Out-of-School Suspension**

- An Out-of-School Suspension is defined as temporary removal from a school day. Out-of-School suspensions cannot exceed more than 10 days.
- Out-of-School Suspension is considered an unexcused absence.
- Students who have received an Out-of-School Suspension will not be allowed to participate in or attend any extracurricular activity on any day that they are suspended.
- Students will be allowed to make up work.

## **Failure to Serve Assigned Consequences**

It is important that students take responsibility for their actions and follow through with any assigned disciplinary consequences, such as detention, After School Behavior Clinic, or suspension.

If a student refuses to serve or fails to attend an assigned consequence, it will result in further and more severe disciplinary action, which may include:

- Additional days of detention or clinic
- In-school or out-of-school suspension
- Loss of privileges or other appropriate interventions

Following through with consequences is essential to helping students learn accountability and maintain a safe, respectful school environment.

### **Inappropriate Hand Gestures**

At Prairieville Primary, student safety is our top priority. Hand gestures that mimic weapons—such as finger guns, pretending to shoot, or other threatening motions—are not appropriate, even when done in play.

These actions are taken very seriously and will be immediately referred to school administration. Each incident will be reviewed to determine the student's intent and the severity of the behavior. Depending on the situation, consequences may range from a minor infraction to out-of-school suspension.

Please talk with your child about using respectful and non-threatening behavior at all times.

### **Technology Misuse**

Technology is a valuable learning tool at Prairieville Primary, and students are expected to use it responsibly. Students should only be on approved websites or platforms that are directly assigned by the teacher at that moment.

Examples of technology misuse include (but are not limited to):

- Googling answers during a test
- Opening unauthorized tabs or websites
- Accessing games, videos, or other non-instructional content without permission

These actions are considered a violation of our technology policy and may result in disciplinary consequences, including suspension.

### **Cell Phone Policy (Act 313 – 2024 Louisiana Law)**

In accordance with Act 313 of the 2024 Louisiana Regular Legislative Session, students are not permitted to use cell phones on school property during the instructional day.

We understand that families may want their child to have a phone for safety or emergency purposes. Therefore, students are allowed to bring cellphones to school, but the following rules must be followed:

- Phones must be completely powered down (not just silenced)

- Phones must be stowed away and not visible from the first bell to the last bell of the school day
- Students may not check, use, or carry phones during class time, transitions, lunch, or recess

Violations of this policy will result in disciplinary action and possible confiscation of the device.

### **Consequences for Policy Violations**

#### **1. Confiscation**

- If a student violates this policy, the device will be confiscated by school staff and turned in to the school office.
- Only a parent or legal custodian may retrieve the confiscated device. Students will not be allowed to retrieve their own devices.
- The school will set designated days and times for device pick-up.

#### **2. Administrative Fee**

- A **\$10 processing/administrative fee** will be charged when the parent or guardian picks up the device.
- By bringing a device onto campus, students and their parents/legal guardians agree to pay this fee if the policy is violated.
- The school may retain the device until the fee is paid in full.

## **Student Placement, Grades, and Promotion**

### **Class Requests**

We use a variety of data sources to ensure our classes are well balanced and designed to best meet the needs of each individual child. Therefore, we are unable to take parent/guardian requests for specific teachers or class placement. We want to assure you that much thought and consideration is taken in placing each child in an appropriate class setting.

### **Grading Periods**

Prairieville Primary follows all grading policies set forth by the Ascension Parish School Board. Each school year is divided into four grading periods that are each nine-weeks.

In grades 1st-4th, a minimum of seven grades are required for the grading period for each subject. Grades may include tests, written papers, reports, oral recitations, projects, experiments, and scores on mastery and unit tests, etc. Only one grade per grading period may reflect a combination of homework and class participation. At the end of each nine weeks, all grades are averaged together using quality points to get an overall grade which will be shown on the student report card.

In 5th grade, a minimum of nine grades are required for the grading period for each subject. Grades may include tests, written papers, reports, oral recitations, projects, experiments, and unit tests, etc. Only one grade per grading period may reflect a combination of homework and class participation. At the end of each nine weeks, all grades are averaged together using quality points to get an overall grade which will be shown on the student report card.

## Grading Scale and Averages

Each graded test or assignment is graded using a letter grade based on the following scale:

Grade	Percentage	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0

When averaging nine weeks and final grades, quality points are used. A fraction of .5 and above will warrant the next higher letter grade; however, a student is required to have at least a 1.0 average to earn a “D”. In grades 1<sup>st</sup>-8<sup>th</sup>, letter grades are to be used on report cards, in the grade book, and all other permanent records in all areas.

## PowerSchool

Teachers communicate student’s grades in two ways: Weekly Test Folders and PowerSchool. Parents are strongly encouraged to keep track of their child’s grades for each course, each nine weeks. Test folders are sent home every Wednesday with graded papers and assignments. All grades are also available through PowerSchool and updated weekly. Parents are encouraged to login and check student’s grades. Google Classroom and/or Schoology is used by students and teachers as an instructional tool. Assignments, feedback, and scoring may be found in Google Classroom and/or Schoology, but the platform is not used for letter grades. Performance Matters is our assessment platform used by teachers and students in upper grades. The Performance Matters platform is also not used for grades. Please check PowerSchool or Weekly Test Folders for letter grades.

PowerSchool can be accessed at <https://apsb.guardian.powerschool.com>

If any parent needs help accessing PowerSchool, please contact our registrar, Kristen Duet at [kristen.duet@apsb.org](mailto:kristen.duet@apsb.org). If any parent has a question about a student grade or test item, please contact the teacher directly.

## Honor Roll Guidelines

Students in grades 2-5 are eligible for honor roll. 1<sup>st</sup> grade honor roll students will begin to be recognized in the 3<sup>rd</sup> nine weeks. Due to end of the year timelines, we will not host a 4th quarter Honor Roll ceremony.

To be eligible for Honor Roll, a student must be on one of 2 levels:

Principal’s List: 3.61-4.00 GPA (No C’s)

Distinguished Student: 3.0-3.6 GPA (1 C allowed)

## **Final Grades and Student Promotion**

A student is required to have at least a 1.0 overall average to pass a course for the year.

In grades 1<sup>st</sup>-8<sup>th</sup>, failure will result if an average for the last two nine weeks is below 1.0. A failure of the second semester is a failure for the year regardless of the grades for the first semester.

Parents will be notified after the third grading period if their child is in jeopardy of failing for the school year.

## **3rd Grade DIBELS Promotion**

The Louisiana Legislature has enacted Act 422 of the 2023 Regular Legislative Session, which mandates that students in traditional public schools must meet specific literacy proficiency standards to be promoted to the fourth grade. Third-grade students who achieve a well below composite score on the DIBELS 8 literacy screener will not be promoted to the next grade level. Additionally, please note that third-grade students must also satisfy the requirements for promotion based on your local school system's pupil progression, including but not limited to passing grades and attendance.

The DIBELS 8th assessment will serve as the literacy screening tool to assess the literacy proficiency of third-grade students. DIBELS 8th evaluates various aspects of literacy, including phonemic awareness, alphabetic principles, accuracy, and fluency with connected text, as well as reading comprehension. The composite score provides a comprehensive measure of the students' literacy abilities. This screening tool not only meets legislative mandates but also aims to provide necessary support and resources to help each student succeed academically.

To ensure that every student has a fair opportunity to demonstrate readiness for fourth grade, there are three established assessment opportunities for students:

1. End-of-Year (EOY) benchmark in April
2. Second opportunity at the end of May
3. Third opportunity after optional summer learning program