Student Handbook
2025-2026

3800 13th Street
Harvey, Louisiana 70058
504.340.4937



Principal.....Dr. Michele O'Steen
Assistant Principal.....Michelle Blanchard
Master Teacher.....Donielle Lewis-Ferran
Title I Interventionist.....Grant Hebert
ESL Coach.....Darlene Hills Charlot
Literacy Coach.....Robyn McMahon
Secretary.....Dechaune Richardson
Accounts Clerk....Dionne Lewis

2025-2026 School Theme: Our school theme is *Together: We Grow*.

Pittman's Mission Statement: The mission of Pittman's school community is to nurture a positive learning environment embracing high levels of learning for ALL –every child, every adult, every classroom, every day.

For the most up to date information:
Be sure to like us on Facebook: "Ella C. Pittman Elementary" 

Pittman Panda PAWS-itive Behavior Expectations

	Bathroom	Cafeteria	Classroom	Dismissal Areas	Hallway	Outside
P **Be Peaceful**	Respect others' privacy.	Use "please", "thank you" and "excuse me".	Raise your hand and wait your turn.	Sit quietly.	Respect others' learning.	Be an Upstander.
A **Be Aware**	Clean up after yourself.	Clean up after yourself.	Follow the teacher's rules and directions.	Listen carefully.	Know where you are going.	Follow game and activity rules.
W **Be Wise**	Wash your hands.	Eat your own food.	Make your best effort.	Know your bus or car rider number.	Have a pass to your destination.	Always walk to and from the blacktop.
S **Be Safe**	Use slow feet.	Sit down to eat.	Stay in your seat.	Use slow feet and wait for adult directions to exit.	Use slow feet.	Keep hands, feet, and equipment to yourself.

ATTENDANCE

Elementary students must be present a minimum of 60,120 minutes to be eligible for promotion. Based on a standard 360 minute instructional day, a student can miss no more than 10 days of school to be eligible for promotion. Please be reminded that excessive tardy amounts do convert to unexcused absences.

A note from the parent after an absence will allow the student to receive make-up work, but a parent note does not excuse the absence. An absence may be excused for any of the following extenuating circumstances if proper documentation is provided within five days of the absence.

- Medical appointments or illness, as verified by a doctor;
- Serious immediate family illness, as verified by a doctor;
- Death in the immediate family, as verified by a death notice or certificate;
- Observance of a religious holiday, as verified by the clergy;
- Travel for educational reasons, as approved by the school system;
- A natural catastrophe and/or disaster.

Students who arrive at school after 11:00 AM are counted as ½ day absent. Students will NOT be allowed to check out after 2:00 PM.

The parent or legal guardian is responsible for making sure that the child attends school regularly. Any student who has 3 unexcused absences in a 9 weeks period or 10 tardies may be referred to either Families in Need of Services (FINS) or Truancy Assessment Service Center (TASC), in accordance with parish policy. Please note that suspensions do count as an unexcused absence(s).

Arrival
Students may arrive on campus at 7:15 AM. The tardy bell rings at 7:46 AM. Our duty personnel report for 7:15 AM, therefore, students may not be left at school unsupervised prior to 7:15 AM.

Tardies
Parents must bring their child into the office to sign them in when a child is tardy to school. Students arriving at school after 7:46 AM are considered tardy and must report to the office to receive a tardy slip before going to class. Students who are tardy are missing valuable classroom instruction. The following actions will be taken whenever a student is tardy:
Students who accumulate ten (10) or more tardies/late check-ins, may be referred to FINS or TASC.
Parents whose student(s) is tardy 14 or more times may be required to meet with the school counselor and/or school administration for discussion of further action. Tardy amounts are cumulative from the beginning of the year until the end of the year. Excessive tardy amounts do convert to unexcused absences.

Dismissal
School dismissal time is 2:35 PM. Any parent who wishes to pick up his/her child early must come to the office to sign the student out. Students cannot be picked up from the classroom. Only adults listed on the emergency card will be allowed to sign a student out of school. Any person signing a student out must show identification before the student will be released. Students may not be checked out from 2:00PM-3:45PM due to the disruptions caused at the end of the instructional day. Students may not be called from the classroom and held in the office during afternoon dismissal. All checkouts are recorded for attendance.

Bus Students
For safety reasons, all bus students must follow the bus rules listed in the JP Procedures and Policies for Parents and Student Handbook.
A student may only ride the bus to which he/she is assigned. The District Transportation Department assigns students to ride specific buses based on the address in the JCampus system. Students are only allowed to load and depart the bus at their assigned JPS stop. Any exceptions must be requested in writing and approved by the principal and JPS Transportation Department.
A bus student must have a note signed by his/her parent or guardian if he/she is not going to ride the bus home. The note must state who will pick up the student. This note must be given to the teacher at the beginning of the school day and will require administrative approval. If the student does not have a signed note, the student will be placed on the school bus as usual.

Car Riders
All car riders will be required to complete a registration form for Child Care. Students transported to school by car enter school through the Riders Gate Road through Kings Grant Playground via Orchid and 14th Street ONLY at the back entrance of the schoolyard. Please do not try to bypass the “Do Not Enter” sign.

Morning:

- Riders Gate opens at 7:15 AM with one lane to enter.
- Parents are to enter from Orchid and 14th Street ONLY!
    - Please do NOT enter from Farrington or Curtis.
- Do not allow your student(s) to exit the car unless there is an adult on duty.
- Duty staff will direct students when to exit their cars beginning at 7:15 AM.
- Riders Gate closes at **7:40 AM**.

Afternoon:

Dismissal will be at 2:35 PM.

- Parents are to enter from Orchid and 14th Street ONLY! Please do NOT enter from Curtis or 14th Street.
- Parents please form one line once you enter the back gate and remain in your car.
- Students will be dismissed out of the PE room back door to their assigned area.
- Students will be dismissed to their car once the car comes to a complete stop. Cars must have the school-issued tag visible from the passenger side visor. Failure to have this tag will mean that the student will need to be picked up from the front office following carpool ending at 3:05 PM.. The adult picking up the student will need to present a picture ID and may only take the student if their name is on the student's emergency card.
- Parents should remain in the car at all times. Please do not get out of your car or attempt to walk to pick up or call your child.
- Riders Gate will close at **3:05 PM.**
- Students not picked up will be escorted to the front office to wait for an adult. After three late pick-ups, the student will be sent to After Care in the cafeteria. Parents will be charged a registration and "drop-in" fee.

All school zones are "**No cell phone use**" as designated by law enforcement agencies. When pulling onto school property and coming up the car riders driveway, cell phone use should be stopped.

Please realize that these procedures are necessary to ensure the safety of ALL students. For that reason, anyone NOT following these rules may have their Riders Gate privileges revoked. We appreciate your understanding concerning the importance of student safety, as well as your working with us through any minor inconveniences.

The front driveway is for **buses only**. Please DO NOT PARK in this area at any time. **Please DO NOT DROP OFF or PICK UP STUDENTS IN THE FRONT PARKING LOT (INCLUDING THE GRASSY AREA BY THE FRONT PARKING LOT) or BY THE SCHOOL ENTRY DOOR.** If your child(ren) is being dropped off in a car, they are a car rider and MUST enter school through the car rider line. Parking in the front parking lot or grass area is not safe and will not be allowed.

Please do not park in the reserved parking spaces, even if you are just going to be there for a few minutes.

Walkers
Walkers must live within 1 mile of the school and cannot arrive in a car or bus. When walkers get to the school driveway they must stop and wait for the staff member on duty to stop carpool traffic and let them cross the driveway safely. Walkers must enter the school building through the Main Entrance Door. Students can not arrive on campus prior to 7:15 AM. Due to bus dismissal at the end of the day, parents should walk to the front entrance gate and meet their students there in the parking lot.

Exiting the front entrance is for walkers only. Only students identified by the District Transportation Department in JCampus as "walkers" will be allowed to walk home. If a parent wishes for their student to be a walker and lives within a one-mile radius of school, a written request should be submitted to an administrator. The request should include your current address. Once verified by the school administrator, the parent will be notified of the walking status of their student.

If your child is being brought to campus in a car, they are a car rider and must follow car rider protocol. Dropping your child off in front of the school does not make them a walker and will NOT be allowed for safety reasons. Failure to comply will result in a parent conference.

BATHROOMS
Students are not to play, eat, or do unsafe or unsanitary acts in the bathroom. Any such misbehavior in a school bathroom will result in disciplinary action. Any student who vandalizes a school bathroom may be suspended and may be required to pay for any necessary cleaning or repairs.

Classroom teachers within each grade level will utilize a bathroom schedule to ensure that students are using the facilities properly.
Any doctor's orders stating that a student should be allowed to go to the bathroom at times other than the scheduled times should be sent to the teacher to be kept on file.

BIRTHDAYS
Bringing treats for classmates to celebrate a birthday is a common request. Birthday treats can only be brought on the **last Friday of each month**. This practice is voluntary and participation is optional. Students with summer birthdays may select another day during the school year to bring treats if so desired. The following rules and procedures apply to bring treats:

- Treats must be store bought and individually wrapped.
- Treats must be no larger than one serving portion per individual.
- Students should bring enough treats so that each student in the class and the teacher receives a treat.

BULLYING
The administration, faculty, and staff of Pittman Elementary believe that all students have a right to a safe and healthy school environment. We have an obligation to

promote mutual respect, tolerance, and acceptance among students, staff, and volunteers.
Bullying is not the same as teasing. It might be hard to tell the difference between playful teasing and bullying. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Often they tease each other equally, but it never involves physical or emotional abuse.

The definition of bullying includes three (3) important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying typically includes a pattern of one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces;
- Written, electronic, or verbal communication, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumor;
- Electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- Repeatedly and purposefully shunning or excluding from activities.

The following actions will be taken when bullying is reported:

1. Investigation: The investigation will begin no later than the next business day in which school is in session after the report has been received by the school official. The investigation will be completed no later than ten (10) school days after the date the written report of the incident is submitted to the school official. The reporting form can be located on the Louisiana Department of Education's website, www.louisianabelieves.com. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately.
2. Notification: Parents or legal guardians of the victim and accused student will be notified of the investigative procedure.
3. Discipline: Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action and/or counseling.
4. Follow Up: Complainants will be notified of the findings of the investigation; however, due to privacy policies assigned consequences will not be shared or discussed.

False accusation by students may result in age-appropriate consequences which shall include, at minimum, disciplinary action and/or counseling.

CHILD ABUSE AND NEGLECT
Louisiana State Law requires that all school personnel act as "MANDATORY REPORTERS" to report any suspected cases of child abuse to the Department of Children and Family Services at 855-4LA-KIDS (855-452-5437).

CLEANLINESS
Students are required to pay particular attention to the cleanliness of their person and the appropriateness of their dress. Students should bathe regularly and comb/brush their hair daily. Clean uniforms, socks, and tennis shoes with laces should be worn each day.

CAFETERIA EXPECTATIONS
All PIttman students will receive breakfast and lunch at no cost. Breakfast will be served in the cafeteria each morning from 7:15 AM until 7:40 AM. Students should enter the building and walk immediately to the cafeteria, if eating breakfast. Students arriving on campus after 7:40 AM may not be served breakfast, once the breakfast line has closed. Lunch will be served in the cafeteria at grade-level specific times.
Students may bring their lunch to school. Students should not bring carbonated beverages, sunflower seeds, or dry ramen noodles to school, as a part of their lunch or snack. If your child has a medical or religious reason for not eating certain items, please send a written note to the cafeteria manager.

Student lunches need to be sent to school with the student. **Fast food cannot be dropped off for students at any time.**

- Students are expected to be cooperative and mindful of proper table manners while in the cafeteria. The following rules will be enforced:
- Students are to walk quietly to the cafeteria, wait in an orderly single file line, and follow the directions given by the monitors, assistants, and cafeteria workers.
- Food, eating utensils and straws are not to be taken out of the cafeteria.
- Students are to keep hands to themselves and feet on the floor.
- Students are to speak politely, eat quietly, and remain seated until dismissed.
- Students are to walk, not run, while in the cafeteria.

Failure to follow the expectations of the cafeteria will result in an appropriate consequence.

EMERGENCY CARDS
Each year a parent/guardian is required to fill out an Emergency Card. The Emergency Card is a legal school document. The information on this card is confidential and for the use of school personnel. The Emergency Card is used to contact the parent/ guardian/ designee responsible for the child in the event there is an emergency at school, the student has no way to get home from school, or to discuss behavioral/academic concerns with the school staff. Only adults listed on the emergency card will be allowed to sign a student out of school. Any person signing a student out must show identification before the student will be released. **It is**

necessary to have (3) three working telephone or cell phone numbers that can be used in an emergency.
Also, the EMERGENCY Card is the place to list any potential health concerns; i.e. allergies: bee stings, peanuts, asthma, etc. In the event of custody matters, the EMERGENCY Card may be flagged stating who is legally able to check out the student, according to the most current court document on file in the child's cumulative record.
Note: The parent must notify the front office of changes in the information listed on the emergency card.

EMERGENCY/CRISIS PLAN
In case of a serious emergency or crisis, specific safety guidelines will be followed to ensure the well-being of students. School system personnel have developed these guidelines with the cooperation of local agencies. **Kings Grant Playground and Field House** has been identified as an emergency site should students have to be taken off campus. Kings Grant Playground is located at 3805 15th St, Harvey, LA 70058.
In the event of a crisis, parents are asked to listen to the WWL broadcasting station for information. Parents may also download the Jefferson Parish Public School System app onto their iPhone or Android phone for up-to-date information and announcements. Parents are asked to not call the school since telephone lines will be needed for emergency calls. A crisis team member will contact the parent of any student who has been injured or needs assistance. Parents are also advised to not drive to the school site so that access routes can be accessible to emergency vehicles.

- No student will be dismissed from school unless an adult listed on the student's emergency card comes for him/her. Parents are reminded to regularly update the names and telephone numbers listed on each student's emergency card.

EMERGENCY DRILLS

- Fire drills are conducted at the beginning of the first week of school and thereafter, on a monthly basis. Tornado drills are practiced once per marking period. Lockdown and intruder drills are practiced periodically during the school year. The cooperation of students during drills is required. Students need to listen in order to follow all directions or commands the first time they are given.

FIELD TRIPS

- Field trips may provide valuable learning opportunities in the community at large. The FIELD TRIP PERMISSION FORM must be signed by the parent/guardian prior to a student boarding a school bus to go on the field trip. The cost of the field trip may vary depending on the admission cost and the cost of the school bus rental for the field trip. Field Trip money must be turned in on/or before the specified deadline on the Field Trip Permission Form.
- Field trips are a learning extension, a privilege, above and beyond the classroom. Students will need to meet the established academic and

behavioral criteria for field trip attendance. These criteria will be noted on the information letter sent home with students.

Field Trip Chaperones

- The homeroom teacher will contact parents to volunteer as a chaperone when chaperones are needed. Space may not be available on the school bus and the parent chaperones may have to take their own vehicles.
- The school chaperone is an extension of the school staff, in supervising students to ensure their safety and active participation in all field trip activities.

The school chaperone is expected to:

- wear appropriate attire for a school function.
- follow the lead of the classroom teacher whom they will assist in the supervision of students.
- closely monitor an assigned small group of students.
- wear official name tags provided by the school.
- refrain from purchasing items for students in the assigned group.
- report any behavior concerns to the homeroom or lead teacher on the trip.
- meet the bus at the appointed time and place for the return ride to school.

Children who are not Pittman students and/or who are not in the grade level attending the field trip are not allowed to attend the trip. If after the field trip the chaperone chooses to check their child out from school, he/she must sign their child out in the office. Check out from the field trip site is not allowed.
Field trip money is **non-refundable** because the price of the field trip per student is based on the total number of participants divided by the cost of the transportation and admission to the field trip activity.

FUNDRAISING

Throughout the school year, various major and minor fundraisers are held to support our school community. If your student has a large amount of money to turn in, a safe practice is to have a parent or guardian bring it to the front office. If a parent or guardian is not available, please send it in a sealed envelope. For minor fundraisers, like concessions or dress down days, students who are tardy will have their money collected by the front office staff as they receive their pass to class.

GOOGLE CLASSROOM

Google Classroom is used as a communication tool between students and teachers where class announcements, materials, and assignments are posted. Parents may access students' Google Classrooms through the student's JP Google account. Please contact your child's teacher if assistance is needed with Google Classroom. Google Classroom is available via the internet or mobile app. Student postings in Google Classroom via the Stream or Comments must be appropriate and respectful. Failure to adhere to policy may result in a consequence.
Google Classroom codes will be posted on the school website by August 16, 2024
https://www.jpschools.org/pittman

GRADING POLICY

A student's grade in a subject for a marking period is determined by tests (summative/major and formative/minor assessments) as well as participation assessments.

Campus Parent Portal

Through the parent portal, you can view your child's school information (district calendar, attendance, and grades) from anywhere that access to the internet is available. To gain access to this service, a parent/legal guardian must obtain a PSN code from the school administration or office staff. If parents/guardians have students in multiple JPS schools, the students can be linked to one single account. For information, please see the school office staff.

Grading Scales

A,B,C,D,F Scale (Bulletin 741)

Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-50*

M,P,N Scale (Kindergarten Only)

Grade	Percentage
M (Mastery)	Student consistently demonstrates mastery of skills and concepts.
P (Progressing)	Student is making progress toward mastery of skills and concepts.
N (Needs Improvement)	Student has not mastered skills or concepts. Improvement is needed.

- In enrichment courses only (e.g. art and music), the M, P, N scale is aligned to the following percentages.
  100-90 M (Mastery)
  89-60 P (Progressing)
  59-50* N (Needs Improvement)

O,S,N,U Scale (Grades 1-5)

Grade	Percentage
O *(Outstanding)*	100-90
S (*Satisfactory*)	89-70
N *(Needs Improvement)*	69-60
U (*Unsatisfactory)*	59-50*

Categories that use O, S, N, U Scale

- Grades 1-5 Physical Education
- Grades 1-2 Enrichment Courses (e.g. art and music)
- Grades 1-2 Science and Social Studies
- Grades 1-2 Spanish Immersion Language Grades
- 1--5 ELL Emerging (All Courses) -- Refer to Grading Guide for EL's on page 5 of the Grading Policy ● Grades 6-8 Enrichment Courses (e.g. art and music) -- Does not include Band

***As per JPS Policy, a score less than 50% may NOT be entered in the electronic gradebook**

Interim Reports

The Interim Report is sent home during the marking period prior to report cards. If a student is in danger of failing for the school year a comment will indicate such during the third marking period informing the parent/guardian that the student is "in danger of failing" for the school year.

Promotional Subjects

Promotional subjects are those subjects that students must receive a final passing grade in order to be promoted to the next grade level. The following are the promotional subjects for each grade level:

- Grades 1 and 2: English Language Arts (English and Reading) and Mathematics
- Grade 3: English Language Arts (English and Reading) and Mathematics
- Grades 4 and 5: English Language Arts (English and Reading), Mathematics, Science and Social Studies

Promotion

In grades Kindergarten through 3rd grade, students will not be retained more than one grade. In grades 4th and 5th, students will not be retained more than one grade.

Kindergarten

To be promoted to the next grade, evidence of academic readiness should be indicated on the kindergarten report card. Jefferson Parish does not recommend retention for kindergarten students. However, retention in kindergarten may be made by recommendation of the Academic Behavior Intervention Team (A/BIT) and/or parental consent on a case-by-case basis.

Grades 1, 2, and 3

To be promoted to the next grade, a student must achieve the minimum course requirements as reflected by passing grades in both ELA and mathematics. Passing grades in these subjects reflect proficiency in grade appropriate skills. Currently, this proficiency is measured by a quality point system. An annual total of four (4) quality points in each subject (ELA and mathematics) must be earned to pass. A student in grades 1, 2, or 3 must earn at least one (1) quality point in either the 3rd or 4th marking period in order to pass the subject for the year.
3rd grade students identified as reading well-below level on the End of Year Literacy Screener may be retained. .

Grade 4

To be promoted to the next grade, a student must have a passing final average in all four (4) academic subjects of ELA, mathematics, science, and social studies. Passing grades in these subjects reflect proficiency in grade appropriate skills. Currently, this proficiency is measured by a quality point system. An annual total of four (4) quality points in each subject (ELA, mathematics, science, and social studies) must be earned to pass. A student in grade 4 must earn at least one (1) quality point in either the 3rd or 4th marking period in order to pass the subject for the year. A student who fails three (3) or more promotional subjects is ineligible for promotion.

Grade 5

To be promoted to the next grade, a student must achieve the minimum course requirements as reflected by passing grades in all four (4) academic subjects of ELA, mathematics, science, and social studies. Passing grades in these subjects reflect proficiency in grade appropriate skills. Currently, this proficiency is measured by a quality point system. An annual total of four (4) quality points in each subject (ELA, mathematics, science, and social studies) must be earned to pass. A student in grade 5 must earn at least one (1) quality point in either the 3rd or 4th marking period in order to pass the subject for the year. A student who fails three (3) or more promotional subjects and is not twelve (12) on or before September 30th is ineligible for promotion to the next grade by attending a state-approved summer school or a district-provided summer program (if available).

<u>Report Cards</u>

Report Cards are sent home within five (5) school days after the close of each marking period. The report card is computerized. The report card envelope must be signed by the parent or guardian and returned to the student's homeroom teacher. Please refer to the district calendar for exact dates.

HALL PASSES

A student must receive permission from a supervising adult before leaving his/her assigned area to go to the bathroom, office, or any other area of campus. The student must have the school-issued pass to move about the building.

HOME-SCHOOL COMMUNICATION
The best way to get in touch with your child's teacher is by email or writing a note in your child's Student Agenda. The Student Agenda is a communication tool between school and home. The teacher can write the parent notes and the parent can write the teacher notes. The agenda is also where students copy their homework assignments.
Note: If you notice that pages have been torn out of the agenda this should raise a red flag to call the teacher. Also, if you notice there is nothing in the agenda for homework for several days this could indicate the student is not copying down assignments. Parents may request that the teacher initial their student's Agenda indicating the student has correctly copied down all assignments. In return if you make this request of the teacher, parents are asked to initial that the student has completed the homework.
The first agenda will be provided at no cost. Lost agendas must be replaced and may be purchased for $5.00. Check our Facebook page, "Ella C. Pittman Elementary" for important dates and the most up-to-date information.
All students (1st-5th) are required to have their student agenda in school every day.

HOMEWORK/PARENTAL INVOLVEMENT POLICY
It is not mandatory for teachers to assign homework. When homework is assigned, it may be a written assignment or may require the student to review a study guide or read a chapter book. The agenda is where the students record their homework assignments. Even if you are tempted, do not do the work for your child. If your child cannot do the work or is having difficulty, write a note in the agenda to the teacher explaining your specific situation.

INCLEMENT WEATHER
In the event of bad weather or the possible closing of school, please listen to the WWL-870 AM radio station for instructions. WWL-870 AM is the official station used by the school system to carry announcements from the superintendent about school closings. Parents may also download the JPS app on their iPhone or Android for up to date news and announcements.

LICE POLICY
The policy of Jefferson Parish Schools is that any student who is present at school with head lice/nits shall be excluded from school and from riding the school bus until the student is free of active infestation and all louse nits. The student may be allowed to return to school when his/her head is free of all nits, as verified by visual inspection by the parent/legal guardian and submission of written certification by the parent/legal guardian of treatment of the child and household, as per instructions. Students who have been treated but who still have the nits in their hair will not be allowed back in school until all nits have been removed.

LOST AND FOUND
Send a note to your child's teacher asking his/her assistance in allowing your child to look for the article. The student may want to check at the main office counter or in the "LOST & FOUND" box located in the Cafeteria. Label your child's jackets and sweaters so it will be easier to find them in the "LOST & FOUND" box. All articles left in

the Lost and Found box at the end of the school year will be donated to a charitable organization.

MEDICATION
The school district medication policy mandates that students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision except when ordered by a physician for an urgent need (asthma inhaler) and after consultation between the parent/legal guardian, designated school staff, and the school nurse. Failure to follow this policy will result in appropriate disciplinary action.
If possible, the parent/legal guardian is advised to give medication to the student at home and on a schedule other than during school hours. Only oral, aerosol/inhalant medication in pre-measured dosages, topical ointment for diaper rash, and emergency medications shall be administered by school-based personnel.

METAL DETECTORS
In order to provide a safe environment for students and employees of Jefferson Parish Schools, the School Board has authorized the use of hand-held metal detectors in random searches on school grounds. This is in addition to searches due to "probable cause." This policy allows for random searches of school bags, desks, buildings, lockers, areas, and grounds, the person of the student or non-student entering public buildings/grounds, or cars, with a hand-held metal detector.

PARENT CONFERENCES
There are a few days set aside for Parent-Teacher Conferences. Please check the school system calendar for this year's fall and spring conference dates and times. Also, conferences can be requested during the teacher's planning period. Please note that administrators work daily to support teachers and students to maximize learning. Therefore, the principal/assistant principal will be available for conferences by appointment. Please call the office to make an appointment with an administrator. You can also email an administrator if needed. All faculty and staff emails can be found on the school website.

PARENT VOLUNTEERS
Parents are encouraged to volunteer their services to help the students and teachers. Parents can take part in the PCC activities or assist with special school events. If interested, please contact the President of the Parent Cooperative Club, notify your child's teacher, or call the front office.

PERSONAL BELONGINGS
Students may not bring personal belongings to school: handheld games, iPods, toys, fidget spinners, Pokemon cards, etc. The first time the student brings an item to school, the teacher will collect the item and return it to the student at the end of the day. If the student returns with the item, it will be turned over to an administrator and the parent may have to come for a conference to collect the item and appropriate disciplinary consequences may be given.

Cell Phones

Act 313 of the 2024 Regular Session of the Louisiana Legislature prohibits students from using electronic devices (cell phones) on school property during the instructional day. Staff is expected to enforce the current policy, which provides that cell phones shall be turned off and stored out of sight for the entirety of the instructional day.

- The cell phone must be powered off.
- The cell phone must be kept in the student's school bag where it will remain when the student leaves for lunch and PE.
- Cell phones are not permitted in bathrooms, cafeteria, at recess, or PE.
- The cell phone should remain out of sight until the student departs the school bus at his/her assigned stop or enters the vehicle picking them up.

Staff, faculty, and administration are not responsible for investigating, taking possession of, or searching for lost or stolen cell phones. If a cell phone is removed from a student's possession, the policy listed above concerning "personal belongings" will be followed.

PHYSICAL EDUCATION (P.E.)

Students do not have to dress out in a separate Physical Education uniform. Students should wear their school uniform. Girls are required to wear shorts under their jumper or skirt during PE class. A doctor's note is required and should be submitted if a medical doctor deems that the child has an illness or injury that would require the child not to participate in physical education class. Parents will be notified if a child is injured seriously during physical education class. The physical education instructor responsible for the class will complete a JPS Accident/Incident Report. The report will be sent to the principal's office and the parent will be notified by the teacher and/or secretary to determine if the parent wants to come and check on the child. If the injury is determined to be minor, such as a scraped knee, the Physical Education teacher will send the child to the office to clean the scrape. The student may be given a Band Aid or ice, if needed. Note: No medications or salves will be provided.

A lace up or Velcro athletic shoe/tennis shoe is required for physical education class. (Slip on shoes, sandals, and Crocs are not deemed safe for participation in sports.) Jewelry can be a safety hazard during physical education class. Chains can be pulled or popped. Inappropriate earrings (hoops or dangles) may be tugged or yanked from the ear lobe.

Students dressed out of uniform for a scheduled Dress Down Day must comply with the above stated dress regulations for Physical Education Class.

PROBLEM RESOLUTION

All problems concerning your child's grades or behavior in the classroom should first be handled through your child's teacher. The parent is asked to email, write a note or call the school requesting a conference with the teacher to resolve the problem. If the problem cannot be resolved, or if the problem involves a matter that has occurred outside of the classroom, please contact an administrator to set up an appointment. In the event that a resolution cannot be achieved, the parent can contact the district Compliance Office.

REGISTRATION

Please refer to http://jpschools.org/families/enroll-in-a-school/ for the most up to date registration information.

To expedite your student's enrollment, please bring the following documents with you to the school:
1. Two proofs of residence (lease, utility bill, etc.).
2. Your student(s)'s immunization records.
3. Your student(s)'s birth certificate(s). A birth certificate is used only for verifying the student's legal name, date of birth, and the parent's name. A foreign birth certificate is an acceptable document for verifying the student's information.
4. Your student(s)'s final report card from the previous school year (except kindergarten).
5. Your student(s)'s custody papers (if applicable).

Proof of Residence Requirements
The parent/legal guardian of any student whose current legal address has not been verified, or its validity has come into question to the Compliance Office, must provide proof of residence within the school attendance district zone to the appropriate school principal.
This requirement applies to students who are entering a Jefferson Parish public school for the first time or who have moved within Jefferson Parish.
Documents presented as proof of residence must bear the name and current legal address of the student's parent/legal guardian. Acceptable documents (minimum of two 2) include, but are not limited to, the following:

a. lease agreement;
b. current utility bill or deposit;
c. copy of an agreement to purchase or an act of sale for completed dwelling;
d. copy of an agreement to purchase or an act of sale for a residential lot entered into by the parent/legal guardian of the student, and a notarized statement from a contractor indicating the anticipated date of completion of a dwelling on the lot, said completion date not to exceed ninety (90) calendar days;
f. legal document issued by or approved by the Civil District Court for the Parish of Jefferson giving control and custody to the adult(s) if other than the student's legal parent(s) with whom the student resides, if the student is (16) years of age or under;
g. legal documents verifying student's emancipation and/or legal proof of residence as required;
h. legal document issued by or approved by the U.S. Office of Immigration and Naturalization;

If none of these documents can be provided, the school principal or designee will contact the Compliance Office for guidance and will give the parent/legal guardian or student(s) fifteen (15) school days to produce acceptable documents to prove residence. If proper documentation is not provided the district Compliance Office will be notified and appropriate action will be taken. The student must be enrolled and attend class.

SCHOOL DISCIPLINE POLICY

The school board has set rules and expectations addressing student safety and security. Violations of these rules and expectations carry consequences that cannot be excused or changed by our school administration or staff. Please see the Jefferson Parish Public School System's student handbook for clarification by visiting https://www.jpschools.org/Page/454.

Rules and expectations developed at the school site are done so to support the orderly operation of our school and the educational process. With this being said, we realize that each student is a unique individual with unique personal, social, and educational needs. As a result of this uniqueness, each disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. Children learning from their mistakes increase when they see a reasonable connection between the consequence and the behavior. Due to privacy laws, the consequences of other students will not be discussed with outside parties. Consequences of students will only be discussed with the parent or guardian of custody.

Our staff has decided to dedicate itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs will guide our attempts to individualize disciplinary procedures. The hope is that this process will help students see reasonable connections between their behavior and the resulting consequences.

Students at Ella C. Pittman Elementary School are expected to treat all people with respect and take responsibility for their personal behavior. Teachers will decide on appropriate classroom consequences for behaviors that are considered "teacher-managed". Teachers and school administrators will decide on appropriate consequences for behaviors that are considered "office-managed".

Time Out

Each teacher will work with a partner teacher who will serve as a timeout buddy. When asked to serve a timeout, the length of the timeout should be no longer than as follows: PK/K – 10 minutes, 1st/2nd – 15 minutes, 3rd/4th – 20 minutes, 5th – 25 minutes. Time out sessions should be marked in JCampus.

Behavior Report (Minor Referral)

The teacher may issue a behavior report as a consequence once a teacher has exhausted the classroom behavior management plan that is in place. Behavior reports will be put into JCampus. The report should be signed by the teacher and sent home with the student. A parent signature may be required by the teacher. Failure to return a signed behavior report may result in the issuing of a second behavior report. Three (3) behavior reports for the same offense(s) may move a student to the next step of the Classroom Management Plan.

Detention

The Detention Notice may be used as a step prior to an office referral. The detention notice is issued at least one day in advance of the scheduled date of the detention to provide parents with the time necessary to plan for transporting the student to the before or after school detention. Detentions will be put into JCampus. The form alerts parents that if the child fails to serve the detention, the child is subject to a suspension. There is a place for the student to sign and the parent to sign. If the

student fails to serve a scheduled detention, the detention will be reissued one time. Failure to serve a rescheduled detention may result in an In-School Suspension. Two (2) detentions for the same offense(s) may move a student to the next step of the Classroom Management Plan.

Office Discipline Referral (Major Referral)

Students receiving an Office Discipline Referral (ODR) will meet with the classroom teacher and school administrator for a conference, when possible. During this conference, the teacher and administrator will discuss the student's behavior and consequence(s). A copy of the ODR will be sent home with the student for the parent to review and sign. The ODR will be put into JCampus.

Suspensions

The length of a student's suspension, and whether the suspension will be in-school or out-of-school, will be recommended by the teacher who submitted the office discipline referral and determined by a school administrator. It will reflect the offense committed. If the conduct is related to drugs, weapons, or assault, the student may be expelled for the remainder of the school year.

Louisiana Act 337 states a mandatory expulsion is to occur if a student has been suspended a third time within the same school year for any offense, excluding those related to dress code or tardiness.

When a student is suspended, a copy of the suspension notice will be sent home with the student. The student has the responsibility of taking his/her copy of the suspension notice home to the parent/guardian on the day it is issued. The parent/guardian has complete custody and jurisdiction of the child on the days that the child is suspended from school. A suspended student may not return to school or attend any school-sponsored activity prior to being readmitted to school via a conference between the parent/guardian and a school administrator. The date of the re-entry conference will be set by the school. Suspensions do count as an unexcused absence.

School-Wide Positive Behavior and Intervention Support Expectations

School-Wide Positive Behavior & Intervention Support (PBIS) includes school-wide policies and procedures for all students and staff members on the school campus. SWPBIS is a tiered behavior expectation system that utilizes a positive approach to encourage good behavior. All students begin the school year as a part of the Tier 1 awards and incentives group. Tier 1 rewards and incentives include the following: Most Valuable Panda, Fun Friday, Panda Bucks, Panda Pantry, PBIS Dress Up Days, End of Nine Weeks awards/events, Spectacular! Spectacular!

Students who cannot maintain the appropriate behaviors that are expected of Tier 1 students will be moved to Tier 2. When moved to Tier 2, the parent will be notified and invited to attend a meeting with the student, school counselor, teacher, and a school administrator. Students may be moved to Tier 2 without parent permission. Students on Tier 2 will be reviewed approximately every ten (10) days to track student progress towards being placed back into Tier 1.

After approximately thirty (30) days, students who do not make any progress towards moving back to Tier 1 will be discussed at the school's Academic and Behavior Intervention Team (A/BIT) meeting. A parent will be notified of the meeting date and

time and will be asked to attend the meeting. Once parent permission is given for Tier 3 behavior accommodations, an individual Functional Behavior Assessment (FBA) and Behavior Support Plan (BSP) will be drafted and implemented. This may be the final step before the school seeks alternative placement or expulsion.

SCHOOL UNIFORM POLICY

The school uniform for all students at Pittman Elementary consists of:

- Khaki uniform bottoms (pants, walking shorts, shirts, skirts, skorts, jumpers and/or capris) may NOT have pockets on the legs or elastic at the bottom of the legs of the pants. Shorts must be walking shorts that extend to the knee. Skorts, jumpers, and skirts may be no more than three inches above the knee. Uniform bottom pants must be worn at the waist and be an appropriate size. No baggy pants or overalls are allowed.
- Forest green polo shirts for 1st through fifth grades and purple polo shirts for Pre- Kindergarten and Kindergarten students. Shirts should be collared with the Pittman logo and must be tucked in at all times. School shoes consist of an athletic shoe suitable for physical education class. White or black socks are a required part of the uniform. Additionally, belts should be worn at all times when the belt loops are present on garments. Large and/or distracting belt buckles are not allowed. Belts must be black, brown, or khaki with no designs or jewels.

Cold-weather gear includes:

- **Per JPSchools Policies and Procedures Manual (page 18, Section Dress Code xii)- "A student will not wear a hat, cap, or hooded garment to school."**
    - Hats, visors, bandannas, sunglasses, and sweatshirts/jackets with hoods may not be worn.
    - All teachers are expected to assist in enforcing this policy throughout the school day.
    - **Hooded zip sweatshirts with hoods that were sold by Pittman may be worn throughout the 25/26 school year. No more hooded jackets/ sweatshirts should be sold or purchased.**
- A Pittman sweatshirt over the uniform shirt. Only solid Pittman green sweaters or solid Pittman green jackets may be worn in the building. All sweaters and jackets must be open with the uniform shirt clearly visible.
- Only solid white, solid green, or solid black long sleeve shirts may be worn under the uniform shirt in cold weather.
- Leggings/tights may be worn under girls' uniform bottoms.
- Coats are parents' choice, but they are not to be worn in the building. All outerwear should be labeled with your child's first and last name.

Students are discouraged from wearing jewelry (i.e., necklaces, bracelets, and rings) to school. If jewelry is worn and it is lost or stolen, it is at the student's risk. Hoops, dangles, and large earrings that can be pulled or cause a distraction are not permitted; however, small studs are permitted. Students MAY NOT wear make-up to school.

The uniform policy is designed:

- to provide students and staff with a greater sense of safety and security;
- to readily identify and remove non-students from campus;
- to encourage an improvement in student behavior; and
- to reduce school clothing cost.

Violations of School Uniform Policy

- 1st offense: Verbal warning
- 2nd offense: Parental contact via phone or email
- 3rd offense: Behavior report & Parental contact via phone or email
- 4th + offense: Parent/Teacher/Student conference with an Administrator

SUBSTITUTE TEACHER

When the regular classroom teacher is absent, a substitute teacher will deliver assignments and lessons that have been left by the regular teacher for students to do. All students are expected to respect and obey the instructions given by the substitute teacher. Failure to do so will result in disciplinary action.
Any adult who is interested in working as a substitute teacher should apply through Kelly Services or contact the school office for more information.

TECHNOLOGY USE

Students will have access to the use of computers/tablets and other technological devices as an instructional tool to support learning. Students will be assigned an electronic device to use in class. Parents/guardians must sign an Electronic Device Agreement that will be kept on file. As devices are distributed and collected, students should take precaution to properly care and maintain all school equipment. If a student receives a damaged piece of equipment, the damage should be reported immediately to the adult prior to the student beginning to use the equipment. Any student who damages a device or returns a damaged device may be subject to disciplinary action and be required to pay for any necessary repairs or replacement of the damaged device as stated on the Electronic Device Agreement. An assigned device will be sent home with the student in the case of remote learning.
Chromebooks are to be used for educational purposes. Students may not go on unapproved websites during learning time. Teachers monitor students' usage using a program called Go Guardian.

TELEPHONE MESSAGES FOR STUDENTS

Telephone messages cannot be given to students concerning how they should go home or where they should go once dismissed from school. The office staff has no way of knowing who the caller is and whether the information is accurate. All requests for alternative dismissal must be submitted in writing and approved by an administrator.

TELEPHONE USE BY STUDENTS

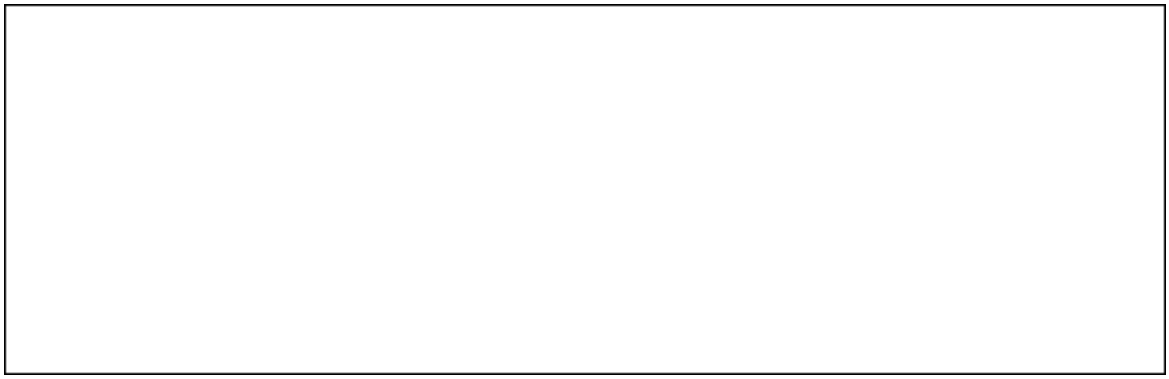
Students will only be allowed to use the office telephone in the event of an emergency, such as an illness, accident, or injury. Students will also call home for proper uniform clothing in accordance with the school uniform policy. The student must get permission from the supervising teacher in order to call home for any

reason. Students will not be allowed to call home for forgotten homework, books, field trip forms, or money. Students will not be called out of class for any items left at home including school materials such as book bags, homework, projects, money or lunches. Refer to district Telecommunication Device Policy with regards to electronic devices. Act 313 of the 2024 Regular Session of the Louisiana Legislature prohibits students from using electronic devices (cell phones) on school property during the instructional day.
Current School Board Policy JCDAE (Student Use of Electronic Devices) is largely consistent with Act 313 insofar as it states that electronic devices such as cell phones must be turned off and stored out of sight during the school day.

TEXT/BOOK POLICY
If a student loses or damages a textbook, workbook, Guidebook novel, or CKLA Unit reader during the school year, he/she will not be issued a replacement until parents have made arrangements for payment. This same policy applies to a lost or damaged library book and classroom workbook.
If a student transfers or the end of the school year arrives prior to payment being received, the student will be permitted to re-enter another Jefferson Parish School; however, replacement textbooks will not be issued.

THREATS OF VIOLENCE
Threats from students or parents will not be tolerated. Threats of violence will be reported to the JPS Central Office and the appropriate law enforcement agency for action.

VISITORS
One way to ensure that Pittman Elementary is a safe, orderly learning environment is to know who is on the school site at all times. The Visitor's Pass is a sign of recognition to staff members that you are on official school business.
The main school office is the first place you must stop upon entering the school building through the single point of entry doors in the main school foyer. ALL VISITORS (even individuals, who we recognize, as a Pittman parent) must check in with a picture ID and will receive a printed ID badge using the RAPTOR system.



Ella C. Pittman Elementary Student Handbook

ACKNOWLEDGMENT

2024-2025

RETURN THIS FORM TO YOUR CHILD'S TEACHER

The Parent/Guardian of _____has read the information contained in The Pittman Student Handbook.

We agree to work with the school to ensure that our child has a successful school year.

We agree to reinforce the school policies and procedures that will lead to a safe, orderly, and successful school year for our child (ren).

Name of Student:_____

Signature of Parent/Guardian:_____

Date:_____

Phone #:_____Cell#_____Work#_____

SIGN – Return to your child's Homeroom Teacher by Friday, August 23, 2024.

Homeroom teachers should keep signed acknowledgments on file in the classroom for the 2024-2025 school year

ACKNOWLEDGMENT

2024-2025

JEFFERSON PARISH SCHOOLS

PARISH-WIDE

PROCEDURES AND POLICIES FOR PARENTS AND STUDENTS

We hereby acknowledge that we have read the Parish-Wide Procedures and Policies for Parents and Students.

We agree that our student, _____, should be held accountable for these rules and regulations.

Policies and procedures are subject to change following the printing of the document.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

NOTE: THE STUDENT **MUST** RETURN THIS FORM TO SCHOOL PROPERLY SIGNED.

The Jefferson Parish Public Schools Parish-Wide Procedures and Policies for Parents and Students can be accessed at the following link:

https://www.jpschools.org/cms/lib/LA50000440/Centricity/Domain/180/80370728_FinalApprovedFormatted20232025PoliciesProcedures.pdf

Please review the policies and procedures and return this form to your child's teacher by August 23, 2024.

Homeroom teachers should keep signed acknowledgements on file in the classroom for the 2024-2025 school year.