

Parent/Guardian & Student Handbook 2025-2026

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Contact/ Communication Information:

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Facebook Page:: https://www.facebook.com/SchneckenburgerElementary
Twitter: https://twitter.com/schneckowls
School Office: 504-443-1236
School Fax: 504-443-6321

2025-2026:

"Power Up To Finish Strong "

Vision:
The vision of Walter G. Schneckenburger Elementary School is to provide a quality education for students in a safe and family-oriented environment.

Mission:
The mission of Walter G. Schneckenburger Elementary School is to work as a collaborative team to address the academic and social needs of all students.

School Song

Hey, Everybody
Lend us an ear
We are the owls- so
Stand up and cheer.

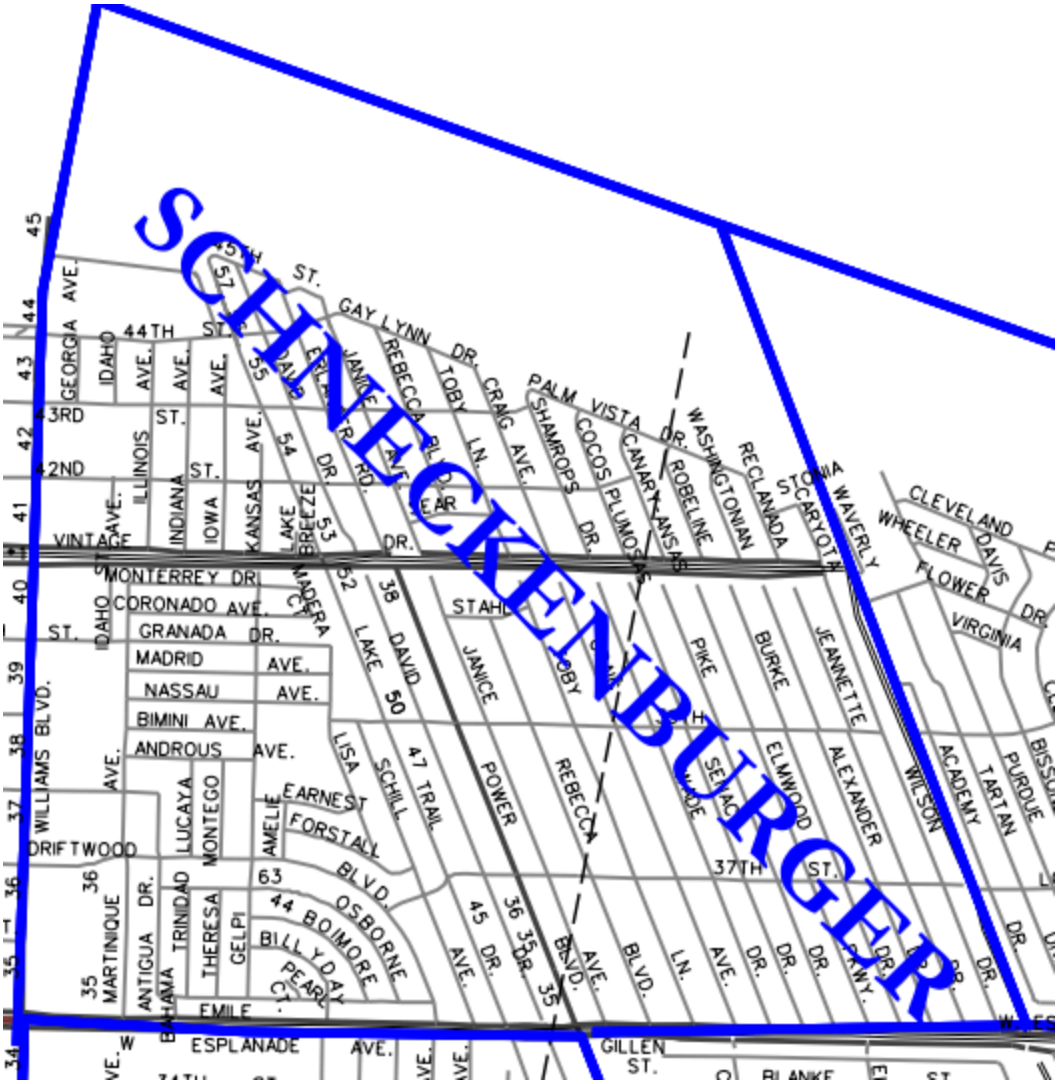
We are preparing
To do our best
In school, at home, and in our lives
We're better than the rest.

Oh, Schneckenburger
Family we are
Friendships and good times
Shared by us so far.

Oh, we'll always remember
The lessons we learned
And all the love you've shown
So- look out world here we come!!!

ATTENDANCE ZONE

NOTE: THIS MAP MAY NOT APPLY TO STUDENTS ENROLLED IN SPECIAL EDUCATION



Administrative Procedures

PARENT CONTACT INFORMATION

- Working numbers must be provided to the school.
- Address and phone numbers must be updated as needed.
- Information will be changed in our school system- JCampus
- School notices, updates, and calls can be sent through our system JCampus using email addresses and cell phone numbers. ***If we do not receive correct information, we cannot send out important notices!!!!***

SINGLE POINT OF ENTRY and VISITOR PASS

- ALL VISITORS (even individuals whom we recognize as a Schneck parent) **must first obtain** a school pass by providing a picture ID before going to any other part of the school building. (This may be subject to change based on district policy).
- ALL VISITORS will be required to follow the JPS guidelines and protocols as it relates to Covid-19.
- ALL VISITORS must follow school policies and procedures.
- **At times Visitors may become upset but cursing , yelling and inappropriate actions will not be tolerated at any time. Visitors will be asked to leave. Refusal to leave may result in front office staff contacting the police.**
- Drugs, weapons and vaping are not permitted on campus.

CHILD CARE REGISTRATION FEES:

$20.00 per child

A student must be registered with the Child Care Program each school year in order to participate in the program on a regular or drop-in basis.

Registration covers: supplemental out-of-pocket insurance for each student and supplies for child care. This insurance coverage is only in effect when a child has an accident or incident while participating in child care. This policy pays any out-of-pocket medical expenses the parent incurs after the primary policy has been applied.

CHILD CARE	FEES:	DROP-IN, 1 DAY	FEES:
BOTH A.M. & P.M. CARE WEEKLY FEE	$55.00	BOTH A.M. & P.M. CARE	$11.00
A.M. CARE ONLY WEEKLY FEE	$20.00	A.M. CARE ONLY	$ 4.00
P.M. CARE ONLY WEEKLY FEE	$35.00	P.M. CARE ONLY	$ 7.00

Fees can be paid online at www.jpschools.schoolcashonline.com or onsite with checks or money orders only. **ALL FEES ARE NON-REFUNDABLE.** No partial payments will be accepted. No post-dated checks will be accepted.

NO REFUNDS OR CREDITS ARE MADE IF A CHILD IS ABSENT.

Payments are to be made on the **first** day of the week. A $5.00 per day late fee will be assessed on the morning of the third (3) day. This also includes drop-in and late pick-up fees. If payment is not made by at the end of the week, the child will be removed until all fees are paid.

NO CHILD WILL BE ALLOWED TO RETURN TO CHILD CARE ON MONDAY OR THE NEXT CHILD CARE DAY IF FEES FROM THE PREVIOUS WEEK ARE NOT PAID.

There is no discount for additional children.

For your convenience fees are listed on the Student Sign-in/Out monthly logs.

All active JPS Employees will receive a 10% discount excluding registration and late fees. A copy of your e-payroll stub must be presented to the director at the time of registration.

MONEY COLLECTION AT SCHOOL / SCHOOL FEES

Students are encouraged to pay school related fees using www.schoolcashonline.com.

All Pre-K through 5th grade students are required to pay a school fee of $25 at the beginning of each school year. This fee covers technology, communication folders and agendas.

STUDENT CHECK OUTS

- Proper identification is required when checking all students out of school. Proper identification means: a valid picture I.D., driver's license, passport or state identification card for non-drivers and the person must be on the student's Emergency Card.
- **CHECK OUTS END AT 2:15 SHARP! Calls right before 2:15 will not be accepted.**
- Students will ONLY be called for check out after parent/ guardian arrival.
- Early checkouts *add up cumulatively* and may cause a student to be charged with a ½ day or one (1) whole day of absence.
- If your child is frequently missing the last hour of class it may result in an (I) incomplete in the subject missed.

PARENT PORTAL

This allows parents to access student information (class schedules, attendance, and grades) via a secure website or an app on Apple/Android devices.

1. Request for your child's **PSN** number from front office staff.
2. Go to https://jpsis.jpschools.org/progress/
3. Create a new account (on the right side) using the PSN received from the school.
4. Login on the left side

COPIES FROM OFFICE

Requests for copies of any student records, (ie. birth certificate, past report cards), must be submitted in writing and addressed to the office. **A three day notice is required.**

TRANSPORTATION

BUS TRANSPORTATION

- Students living within Schneckenburger's attendance zone are provided bus transportation.
- Pre-K, Kindergarten, and special needs students MUST have a parent/guardian present for bus pick up and bus drop off every day. The bus driver/ transportation is responsible for notifying the parent of a child with special needs if the driver is unable to run the route or if the bus attendant is unable to ride the bus and a replacement cannot be found.

- **A child may not ride a bus home with another student on a different bus other than the one to which they have been assigned.**
- **If the bus does not run, the transportation department and/or the school will send a message to parents. Please keep contact information current!!!**

- School Bus Drivers are permitted to make reasonable rules for the safe and proper operation of buses.
- Leave home at a time appropriate for arriving, no more than fifteen (15) minutes and no less than five (5) minutes before the scheduled pick-up time.
- Students are to walk on sidewalks whenever possible.
- Students must follow PBIS expectations while on the bus and at bus stops.
- Stand off the road when waiting for the bus. Stay out of yards and the street.
- Always cross in front of the school bus, never behind, cross at least ten (10) feet in front of the bus.
- Board the bus only when the driver is seated at the controls.
- Board the bus in a single file line and promptly proceed to the seat assigned to you by the driver.
- Help to keep the bus clean and sanitary.
- Avoid teasing, scuffling, or using profane, obscene, or abusive language.
- Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of the bus windows.
- Remain seated in the assigned seat at all times when the bus is in motion.
- Students are only authorized to ride the bus to which they have been assigned and for which a bus card is on file.

CAR RIDERS (Morning Drop Off/Afternoon Pick Up)

- **ALL CAR RIDER PARENTS MUST REGISTER THEIR CHILD/CHILDREN FOR AFTERCARE. The registration fee is $20.00 per student, the drop-in fee for the afternoon is $7.00 per student. This fee must be paid the day of the service.**
- **Parents must register for an OWLS Car Rider Tag by using the following link https://forms.gle/tcsBSzs7NbJUryWm9 .**
- **Parents who are picking up their child must purchase a OWLS Car Rider Tag for $5.00. Only one tag is needed per household. If a student lives with different parents, a tag is needed for each household.Additional tags can be purchased as needed. No money will be accepted in the front office. PAYMENTS MUST BE MADE ONLINE (http://www.schoolcashonline.com) Parents must purchase a new car rider tag each year. Display the Car rider tag by hanging it from the mirror.**
- *Parents must stay in their cars with their child until 7:30 when teachers/ staff are on duty.*
- All drop offs/pickups are to be done through the car rider gate line on Gelpi.
- Do not drop students off or park your car for pick-up across the street to ensure the safety of everyone.
- Students transported to school by car must enter school through the main office or cafeteria if they will eat breakfast. The serving of breakfast ends at 7:50.
- Students not picked up by 3:10 will automatically be sent to childcare. Drop in fees will need to be paid at the time of pick up. Childcare ends at 6:00 PM.

POLICIES & PROCEDURES

1. Common courtesy is expected in our school community and on our school campus.
2. Wait your turn in line- Cutting ahead of the line is not permitted.
3. Students are to stay in the car until directed to exit by a member of the staff.
4. Students must behave while waiting to get in their cars.
5. **No cell phone usage while dropping off/picking up your child.**
6. Assist staff at all times by cooperating with whatever the staff duty requests.
7. Car rider privileges may be revoked for failure to comply with policies & procedures.

WALKERS

- The only students who are allowed to walk live less than a mile from the school.
- **Parents are not allowed to park cars, then walk students to school.**
- All walkers must enter the school using the school parking lot gate.
- Scooters, pets, skateboards, roller skates are not allowed on campus.
- Parents and community members please be patient as students walk to/ from school.
- All walkers must follow PBIS expectations.
- Walkers are not allowed to loiter.

STUDENT BIKE RIDERS

Third thru Fifth grade students are permitted to ride bikes to school. Because we want to do everything we can to assure that riders are educated in the safe and responsible operation of their bicycles, there are certain conditions that will have to be met before the school's permission to ride will be granted. These conditions are:

- **Parent or guardian's permission must be given by signing a contract.**
- Student will sign this contract agreeing to observe all conditions.
- Student will always wear a bicycle helmet when operating the bicycle.
- Student will make sure the bicycle is locked securely to the bike rack during school hours.
- If any of the conditions of this contract are not observed, student riding privilege may be withdrawn.

PARKING RESTRICTIONS

- Park in a legal parking spot in the school's parking lot.
- **Do not double park, park in the bus loading/FIRE zone or park in the staff parking lot.**

SCHOOL HOURS & SCHEDULE

SCHOOL HOURS

- School hours 8:00-2:50
- Students must be in their homeroom for 8:00.
- Students are considered tardy at 8:01 and the student and parent must come to the office for a tardy pass.
- **Students may not be left at school unsupervised prior to 7:30.**
- Early Release Day: 8:00-12:20 PM.
- Half Day:8:00-11:25

CHANGE in the STUDENTS' AFTERNOON SCHOOL DEPARTURE

- Consistency in a child's daily routine schedule is very comforting, especially for young students. *Elementary children get upset when transportation changes.*
- Parents must write a note to the TEACHER with the change of method of transportation.
- **All afterschool changes must be made by 2:00 pm. No phone calls will be accepted after that time unless it is to send the student to Aftercare, if the student is registered.**

- **A child may not ride a bus home with another student on a different bus than the one to which they have been assigned.**

TARDY TO SCHOOL

- **Any student arriving after the start of the school day (8:01 AM) will be considered tardy or late for school.**
- A parent/guardian must accompany the tardy student into the main office to check into school.
- Note: Tardiness *adds up cumulatively* and may cause a student to be charged with a ½ day or one (1) whole day of absence. Additionally, if your child is frequently missing the first hour of class, it may result in an incomplete in the subject missed.

STUDENT SERVICES

BREAKFAST/LUNCH PROGRAM

- **Breakfast and lunch are provided daily to every student at no cost.**
- Breakfast served from 7:30-7:50 AM. If buses are late, students will be provided breakfast.
- Lunch schedule will be provided by the homeroom teacher.
- Students must follow cafeteria PBIS expectations .
- Parents are not allowed to **drop off** fast food for student lunch.

STUDENT PERSONAL PROPERTY

- Students are responsible for the care and security of their personal belongings. All possessions must be labeled with the student's name.
- Students may not bring: hand held games, electronic devices other than cell phones, or toys. If a student is caught playing with any of these items, including cell phones, it will be taken away and a parent will have to pick it up from administration.
- Students cannot use cell phones to contact parents. Parent contact must be made using only school phones.
- A lost and found box is in the cafeteria. Students/ parents can request to check the box in advance.

BEFORE and AFTER SCHOOL CHILD CARE

- After School Care begins at 3:10 PM and lasts until until 6:00 PM
- Sandra Nassar is the Childcare Director.

1. Child Care students will be released to only those persons listed on the Child Care Registration form.
2. Child Care Tuition is due on MONDAY or the first school day of the week- online payments, cash, or money order. (A penalty fee of $5.00 per day/per family will be assessed on all late payments.) There will be NO CHARGES on any accounts. **All payments must be current.**
3. Drop-ins must be paid on a daily basis.
4. Refunds of Child Care Tuition are not permitted for any reason.
5. Late pick-ups will result in the student possibly being dismissed from child care.
6. Students are expected to follow all school, school district, and Child Care rules.
7. Parents are required to park in an appropriate parking spot and sign child/children out DAILY.

HEALTH and MEDICAL

HEAD LICE

- The policy of the Jefferson Parish Public School System 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 loose 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 do still have the nits in their hair, will not be allowed back in school until all nits have been removed.**

MEDICATION POLICY

- 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 and after consultation between the parent/legal guardian, designated school staff, and the school nurse.
- 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.
- If medication must be given to a student while in school, the parent must request a Medication packet and have it completed and return to the nurses office. This is completed every year.
- It is recommended that you have your child's medication approved prior to the opening of school. Please call (504) 349-7672 for a recorded message of dates and times.

HOME/SCHOOL COMMUNICATION

ADMINISTRATION

- **Principal- Erin Clay**- erin.clay@jpschools.org or 504-443-1236
- **Assistant Principal- Charles Thirsty** - charles.thirsty@jpschools.org or 504-443-1236

METHODS of COMMUNICATION

- **School Office**: 504-443-1236| School Fax: 504-443-6321
- **Facebook**: https://www.facebook.com/SchneckenburgerElementary
- **Twitter**: https://twitter.com/schneckowls

FACULTY/STAFF

- The best way to get in touch with your child's teacher is by emailing, writing a note or contacting the school at (504) 443-1236. Emails are preferred!
- All teachers can be reached by email by entering the teacher's firstname.lastname@jpschools.org
- Parents/Guardians should receive a response no more than 48 hours after the message was left at school.
- Meetings with teachers must be planned in advance. *Teachers will not be called out of class for meetings.*

RESOLUTIONS FOR CONCERNS

- If your child is having a problem with another student, encourage your child to go to the nearest adult and report his/her side of the story.
- If you are concerned that your child is having academic or behavioral problems at school, on the school bus or in Child Care, talk to the adult who is responsible for your child during that time.
- If after talking to your child's teacher, you still have questions or concerns, contact administration.

FRONT OFFICE

- All visitors must comply with school visitor rules/ expectations.
- Cell phones are to be silenced in the main school office and parent conferences.
- Students will not be called out of class to come to the office for a telephone call.
- Students may not use the phone to call for homework, books, field trip money, lunch, etc.
- It is the responsibility of the parent/ student to ensure students have personal lunch/ all belongings upon arrival at school. This becomes an issue when parents come all throughout the day to bring items forgotten at home.Let's work together!

TRANSFER TO ANOTHER SCHOOL

Please notify the office when your child will be leaving Schneckenburger to transfer to another school either within the district or out of the district.The office will need 24 hours in order to process any drop paperwork for your child.

SCHOOL ATTENDANCE

- Students must be present and on time daily. Excessive absences can result in the student being retained for the school year. Students will be required to make up seat time (MUST) for excessive absences. Failure to make up seat time could result in failing the school year for attendance violations.
- Please provide a parent note or Dr. notes for absences.
- Bring Doctor's notes for any appointments, for absences, check outs or tardies.
- An absence resulting from a suspension will be considered an unexcused absence.
- Any student who is habitually absent, tardy, or checked out early will be referred to the Truancy Assessment Center. The first step following a TASC Referral is an informal conference with the student, parent/ guardian, and school officials to determine the cause of the unexcused absences and/or tardy(s) and to develop a plan of corrective action to prevent further absences.

ACADEMICS

Kindergarten Grading Scales

- 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.

1st and 2nd Grading Scales

- Students receive letter grades are ELA and Math only.
- For Science, Social Studies, Art, Music & PE student receive:
    - O- Outstanding
    - S- Satisfactory
    - N- Needs Improvement
    - U- Unsatisfactory

All Emerging ESL Students

- English, Math, Science, Social Studies,receive:
  - O- Outstanding
  - S- Satisfactory
  - N- Needs Improvement
  - U- Unsatisfactory

3rd-5th Grade Grading Scale

- Students receive grades in all subjects- ELA, Math, Science, Social Studies.
- Students receive O, S, N's for PE.

1st - 5th Grades Grading Scale-DRAFT

Letter Grade	Numerical Grade	Quality Points Earned
A	100-90	4 points
B	89-80	3 points
C	79-70	2 points
D	69-60	1 point
F	59-50*	0 points

CURRICULUM

- Academic standards define the knowledge and skills that students are expected to learn in a subject in each grade.
- The Louisiana Student Standards envision what proficient students should know in order to be college or career ready and to be able to thrive in our society.
- The state of Louisiana is aligning state assessments (LEAP 2025) to the Louisiana Student Standards. For more information, go to www.louisianabelieves.com .

HOMEWORK POLICY

- Homework is an extension of subject matter taught by the classroom teacher. It is never intended to teach new subject matter, but rather, allows students to practice their newly acquired skills.
- Homework may be a written assignment or may require the student to review a study guide or other tasks deemed necessary by the teacher. Homework may or may not be given daily.
- Students are encouraged to read nightly to improve comprehension skills.
- The amount of time it takes a student to complete homework will vary from child to child.
- If your child is having difficulty with Homework, please contact your child's teacher for assistance.

HONOR ROLL / AWARDS

A Honor Roll	As & Os in all subjects
B Honor Roll	As, Bs, Os, Ss in all subjects
Perfect Attendance	No absences, tardies, early check outs

LIBRARY EXPECTATIONS

1. Books may be checked out for one week and renewed for one additional week.
2. Students with overdue books may NOT check out other books until the overdue book has been returned and the library fine has been paid.
3. Students are responsible for the loss of or damage to, library books and/or library equipment. Library privileges will be suspended until restitution is made for damaged library property.
4. Library voice (whisper) is used in the Library.
5. Books are to be handled with care and respect.
6. Keep books in designated areas.
7. Lost books will be assigned fees and will remain on students record,until full payment is made.

TESTS

- Student's test papers will be sent home on take home in the Orange Communication Folder.
- Parents are asked to sign that they have reviewed the test papers.
- Some tests for 3rd-5th grade are given electronically. Therefore, you will need to view the assessments online in your student's google classroom.
- Students who fail to return their signed test papers may forfeit their right to take home their test papers. The parent would then have to schedule a conference to review the test papers.

BEHAVIOR EXPECTATIONS/DISCIPLINE

PBIS- POSITIVE BEHAVIOR EXPECTATIONS

The Positive Behavior Intervention Services Program provides an incentive-based reward system that acknowledges students for making correct choices and following the schools. Positive Behavior Intervention Services School rules. Incentives will vary throughout the year

Library Expectations

H (Have Respect)
- Keep your hands, feet, and objects to yourself

O (Organized)
- Use your shelf marker and put your items back

O (Orderly and Safe)
- Use your quiet voice
- Raise your hand for help

T (Take Responsibility)
- Return or renew your books

Hallway Expectations

H (Have Respect)
- Keep your hands, feet, and objects to yourself

O (Organized)
- Have your hall pass

O (Orderly and Safe)
- Walk in line silently

T (Take Responsibility)
- Follow the teacher's directions
- Raise your hand for help

Cafeteria Expectations

H (Have Respect)
- Keep your hands, feet, and objects to yourself
- Eat the food on your tray

O (Organized)
- Get food and utensils before sitting

O (Orderly and Safe)
- Listen for directions

T (Take Responsibility)
- Raise your hand for help
- Clean your area

P.E Expectations

H (Have Respect)
- Keep your hands, feet, and objects to yourself

O (Organized)
- Put items back

O (Orderly and Safe)
- STOP at the whistle
- Run only when allowed

T (Take Responsibility)
- Follow the teacher's directions
- Share and take turns

Assembly Expectations

H (Have Respect)
- Keep your hands, feet and objects to yourself
- Respect the speaker

O (Organized)
- Stay seated silently

O (Orderly and Safe)
- Follow the teacher's directions

T (Take Responsibility)
- Raise your hand if you need help

Restroom Expectations

H (Have Respect)
- Keep your hands, feet, and objects to yourself
- Respect people's privacy

O (Organized)
- Have your pass

O (Orderly and Safe)
- Walk in line silently

T (Take Responsibility)
- Keep restroom clean
- Wash your hands before leaving

Bus Expectations

H (Have Respect)

- Keep your hands, feet, and objects to yourself
- Respect your bus driver and others around you

O (Organized)

- Keep the bus aisle clear

O (Orderly and Safe)

- Stay seated while the bus is moving

T (Take Responsibility)

- Report problems to the bus driver
- Follow directions

Daily Discipline Consequences	
1st Incident	Verbal Warning
2nd Incident	● Minor referral ● Teacher Resolution selected from JCampus referral page 2 ● Loss ClassDojo points ● phone call home
3rd Incident	● Minor Referral ● Teacher Resolution selected from JCampus referral page 2 ● Loss of CLassDojo points ● Phone call home
4th Incident	● Minor Referral ● Teacher Resolution selected from JCampus referral page 2 ● Alert the front office to have the student removed from class ● Phone call home
5th Incident	● Major Referral written, the student will be removed from class by an administrator or designee and will receive a level 2 or higher consequence that will be based on the severity of their actions.

HALL PASSES

- A pass is required for a student to move from an assigned area to another area of the school campus. *Students will not be serviced by the front office without a hall pass.*

Student Cell Phone Policy

Cell phones and smartwatch policy - Cell phones, smart watches and accessories must be out of sight and in the “powered off” position on school grounds. The school assumes no

responsibility for theft or damage of electronic devices. If a student is caught using or displaying a cell phone during school hours, the phone will be confiscated and a minor referral will be written on the student for cellphone violation. **ALL confiscated cell phones should be turned in ASAP to the Assistant Principal or Principal to lock up.**

Consequences for Student Cell phone violations	
1. Minor referral	**Phone confiscation/ administrative student conference**
2. Minor referral	**Phone confiscation/ in-person parent conference/ Parent sign for phone**
3. Minor referral	**Phone confiscation/ detention/ parent sign for phone**
4. Major referral	**Phone confiscation/ parent sign for cellphone/ cell phone not prohibited at school and a level I or II consequence.**

BULLYING

Bullying will not be tolerated.

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.

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.

SCHOOL SAFETY & SECURITY

CRISIS: PROTOCOLS & COMMUNICATION

- In the event of a major school crisis, the Superintendent of Schools or the Public Information Officer will speak to the news media. The official news source is WWL News Radio 870 or Channel 4 on TV.
- A major school crisis is defined as a fire, a tornado, a chemical leak in the area, an intruder on campus, and a hostage situation, but is not limited to these events.
- Phone lines may be busy. Stay tuned to WWL for Official Announcements. Remain calm and listen attentively for instructions.
- Attempting to come to the school site may keep emergency vehicles and essential personnel from gaining easy access to the school site. Remain at the phone numbers listed on your child's Student Emergency Card in the event that the school is trying to contact you via telephone.
- Accurate working phone numbers are essential in a school crisis situation. It is imperative that the numbers you put on the Student Emergency Card are numbers for a guardian/designee who can come to the school if called. (Emergency Card numbers should be made current when a number changes by contacting the school office.)

EMERGENCY DRILLS

To ensure a safe environment we will conduct routine drills- Fire Drill, Tornado Drill, Metal Detector Search, Single Point of Entry, and Lockdown. Students must follow directions and pay attention at all times.

SPECIAL EVENTS & ACTIVITIES

CLASSROOM PARTIES

- Parents must get approval from teachers for a birthday celebration **ONE** week in advance.
- Parents can send **ONLY store packaged cupcakes/ treats.** Balloons are not allowed.
- Homemade treats are not allowed under any circumstances.
- Parents are not allowed to bring items to the classroom.
- Teachers must be aware of any student allergies. Activities can be no longer than 30 minutes. This is subject to change if COVID issues are a concern.
- No party invitations will be distributed unless for the entire class at school.

FIELD TRIPS

- Each field trip permission form must be signed by the parent/guardian .
- The cost of the field trip may vary depending on admission cost and cost of school bus rental for the field trip.
- Field Trip money must be paid online at School Cash Online before the specified deadline on the Field Trip Permission Form. No money will be accepted by a teacher or in the office.
- No money will be refunded for any reason.
- **As a reminder, the $25 STUDENT FEE fee must be paid first in order to pay for any Field Trips.**

PHYSICAL EDUCATION

- Classes are conducted daily for forty-five (45) minutes per class. Health is taught during the physical education schedule as required by the Louisiana Department of Education Comprehensive Curriculum.
- NOTE: Scheduled PE times may be used to do remediation and interventions depending on the student's individual needs.
- 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 PE class.

UNIFORM & DRESS CODES

UNIFORMS- Students must be in uniform on the first day of school. **It is highly recommended to write names on jackets, etc.**

Shirts:

- Pre-K & Kindergarten: Purple polo shirt with **Schneckenburger School logo**
- 1st – 5th Grades: Navy polo style shirt with the **Schneckenburger School logo**
- Solid white, blue or black long sleeve shirts may be worn under uniform shirts on cold weather days only

Pants/ Shorts/ Skirts

- All students must wear solid khaki uniform pants, shorts, skirts, skorts, or jumper
- Shorts, skirts, skorts, and jumpers must extend at least (2) inches above the top of the knee when standing upright.
- Pants and shorts are to be worn at the waist
- Solid navy blue, black, or brown belts with a small buckle must be worn with any pants having belt loops

Outerwear

- Tennis shoes ONLY must be worn daily and kept laced, tied, or velcroed
- Socks must be worn with tennis shoes
- NO slip-on shoes/ sandals of any kind are permitted
- Any color jacket/sweater can be worn
- Solid navy blue, black, white or gray leggings may be worn under skirts on cold weather days only
- No hoodies are allowed inside of the school building

Other

- No large dangling earrings or hoops are allowed
- No hats, gloves, bandanas, or head coverings are allowed

Dress Down Policy (Exceptions may be made based on purpose of Dress Down per principal discretion)

1. No skirts, dresses, leggings, jeggings, sweatpants, or pajama pants.
    - The minimum length for shorts is three inches above the knee
2. Pants
    - Must be full length
    - **No rips, tears, or holes above the knee**
    - Must fit appropriately; no tight fitting pants, no loose fitting pants below the waist, no low rise pants

3. Shirts must have a sleeve
    - All shirts must have a sleeve: short, quarter, or long
    - No shirts that expose the back, chest, or midriff
    - No rips, tears, or holes

4. Shoes cannot present a safety hazard
    - Closed toe, closed heels shoes only
    - No sandals, crocs, flip-flops, excessively high heels or platform soles

5. Clothing cannot identify, symbolize, imply or infer gang membership, violence, drugs, alcohol, tobacco, or obscene subject matter.

6. Head coverings of any kind are **not** permitted. This includes hats, caps, bandanas, curlers, visors, sweatbands, earmuffs, sunglasses, hoods, etc. (except for special dress downs)
7. ****All Pre K and Kindergarten students MUST wear purple shirts at all times.****

8. **ALL OTHER UNIFORM RULES APPLY!**

Reminder

This handbook covers most, but not all frequently asked concerns related to the safe and orderly operation of the school. Adherence to items in the handbook is of utmost importance.

Jefferson Parish Schools Procedures & Policies Handbook:

Policies and Procedures for Parents and Students