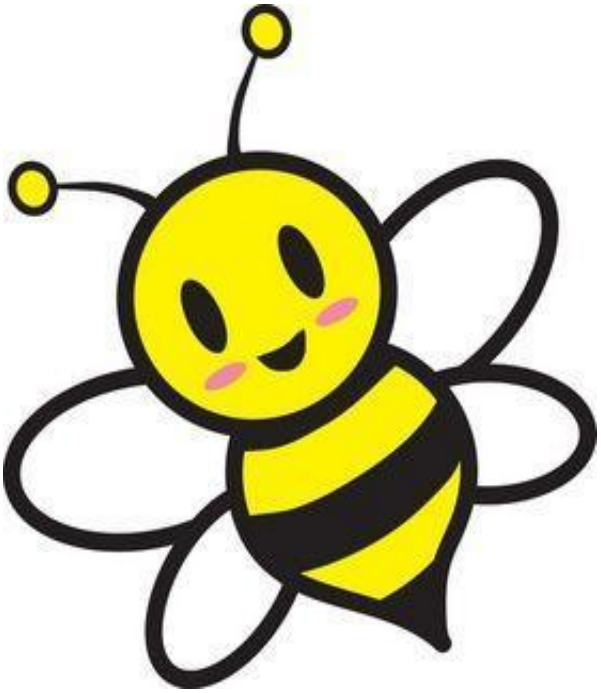
Parent and Student Handbook

2026-2027



Honey Island Elementary

500 S. Military Rd.
Slidell, La 70461

School: (985) 641-3557
Fax: (985) 649-1367

HoneyIslandElementary.stpsb.org

Gina Troyer ~ Principal
Gina.Troyer@stpsb.org

Hallie Taylor ~ Assistant Principal
Hallianne.Taylor@stpsb.org

Beverly Mayer ~ Technology Resource Teacher
Beverly.Mayer@stpsb.org

Kelle Falterman ~ Counselor
Kelle.Falterman@stpsb.org

Danielle Tardo ~ Mental Health Provider (MHP)
Danielle.Tardo@stpsb.org

School Hours: 8:30-3:30	
8:00-8:30	• Cars and buses unload • Breakfast is served
8:25	Warning Bell
8:30	• Tardy Bell • Classes Start
3:30	Dismissal

Attendance, Tardies, & Check-Out Policies

Students are expected to attend school daily; however, please do not send your child to school if they are experiencing any of the following symptoms:

- Fever of 100.4 or higher
- Vomiting
- Diarrhea

Students must be symptom free for 24 hours without the use of medication in order to return to school. If your student becomes ill during the school day, a parent or guardian will be notified to check out the child for the remainder of the school day and remain home until all symptoms are gone. For more information about illness policies, visit the STPSB.org website or contact our nurse Susan.Eisman@stpsb.org. Please make sure we always have the most up-to-date contact information.

Attendance Policy

Compulsory Attendance

The State of Louisiana requires that all children from their fifth to their eighteenth birthdays must attend a public school, non-public day school, or must participate in an approved home study program.
School attendance is imperative, not only to satisfy requirements of the law but to help ensure student achievement and success. Every missed day of school is a missed opportunity to learn. As per State policy, St. Tammany Parish Public schools are responsible for enforcing the following requirements:

- Students are expected to be in attendance every student activity day scheduled by the St. Tammany Parish School Board. Once a student arrives at school, he or she is expected to remain and attend class throughout the day.
- Schools must administer attendance regulations in accordance with State and locally adopted policies.
- Any student accumulating more than five (5) unexcused absences, per semester will result in the student not meeting the required instructional minutes required by law. When the minimum instructional minutes are not met it can result in the final grade/course credit being withheld and/or the student being retained.
- Students in grades K-8 may not have more than five (5) unexcused absences, per semester. Students in grades K-8 who miss more than three (3) hours of instructional time during the school day will be considered absent for the entire day.
- Students participating in school sponsored activities/field trips that necessitate their being away from school shall be considered present and shall be given the opportunity to make up work.
- A student who is absent (excused or unexcused), including a suspended student, shall be allowed to submit missed assignments and tests, and shall be eligible to receive the same academic credit and grades originally available when work is

completed satisfactorily. The number of days allotted for make-up work is equal to the total number of consecutive school days the student was absent.

Types of Absences and Attendance

There are three types of absences a student may obtain: Type One: Excused; Type Two: Unexcused; and Type Three: Suspensions/Expulsions.

Type One Absence: Excused

Excused absences are not considered for purposes of truancy, including absences incurred due to extenuating circumstances and will not be counted against students in determining whether a student meets attendance requirements regarding truancy and/or instructional minutes.

The excused absences are defined in the attendance policy as the following:

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- Extended hospital stay as verified by a physician or nurse practitioner licensed in the state.
- Extended recuperation from an accident as verified by a physician or nurse practitioner licensed in the state.
- Extended contagious disease within a family in which a student is absent as verified by a dentist or physician licensed in the state.
- Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials.
- Observance of special and recognized holidays of the student's own faith with documentation provided.
- Visitation with an immediate family member who is a member of the United States Armed Forces or the National Guard of a state and such immediate family member has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting with proper documentation. These absences shall not exceed five days per school year.
- Travel for educational purposes. These absences must be approved prior to the travel with the supporting documentation submitted to the principal. Verification of the educational experience must be submitted upon return to school.
- Death in the immediate family with documentation. These absences shall not exceed five days.
- National catastrophe and/or disaster.
- A student may be absent related to the student's mental health for up to three days in any school year, and such absences shall be excused when documentation/verification is submitted in accordance with the student handbook. The student shall be given the opportunity to make up missed work. Upon the return

to school following the second day of mental health absence in any school year, the student shall be referred to the appropriate school support personnel for guidance in addressing the underlying issue, which may include referral to medical services outside of the school setting.

- Student personal illness or serious illness in the family. Parents are allowed to submit up to three (3) days due to the same illness (such as the flu), those absences will count as one parent-written excuse toward the three (3) parent-written notes allowed per semester. If a student is absent for more than three (3) consecutive days, a doctor's note must be provided to excuse the absence.

Type Two: Unexcused Absences

Unexcused absences are any absence not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Unexcused absences are considered for truancy and count against the student when determining whether the student meets the instructional minutes required by law.

Type Three: Suspensions/Expulsions

Suspensions/Expulsions are absences in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The absence is not considered for purposes of truancy unless the student was assigned to an alternative site and is not in attendance at the assigned alternative site. Unexcused absences are considered for truancy and count against the student when determining whether the student meets the instructional minutes required by law.

Absences Procedures

Excuses for all absences (including tardies/check-outs) must be presented in writing to the school principal or designee within five (5) school days of their absence. The note must include the student's full name, days of absence, reason for absence and/or doctor's verification, parent/guardian signature and date of the note written by the parent or guardian. Failure to send the note within five (5) school days of the absence will result in an unexcused absence. Parents are allowed to submit up to three (3) parent-written excuses per semester to be considered excused. If a student is absent for up to three (3) days due to the same illness (such as the flu), those absences will count as one parent-written excuse toward the three (3) parent-written notes allowed per semester. If a student is absent for more than three (3) consecutive days, a doctor's note must be provided to excuse the absence. Students in grades K-8 that accumulate their third (3rd) and fifth (5th) unexcused absence or tardy, notification will be made to the parents/guardians that their child may have to make up seat time based on the number of unexcused absences or tardies accumulated. Elementary students who have five (5) or

more unexcused absences or tardies per semester or ten (10) or more unexcused absences or tardies for the year will be required to make up seat time in order to retain their course grade/credit.

Seat Time Recovery Requirement

The mandatory minimum amount of instruction time (minutes or hours) a student must be physically present in a classroom to earn academic credit – Students who have more than five (5) unexcused absences or tardies may be allowed to make up missed seat time held outside of the regular school day. The makeup sessions must be completed by the end of the year for elementary students. Seat time will be made up on Saturdays.

Truancy

A student who accumulates five (5) or more unexcused absences or tardies in a semester is considered truant. Any student who is habitually absent or tardy from school will be reported as a truant child to the Supervisor of Child Welfare and Attendance, the family and/or juvenile court according to the provisions of Louisiana Children's Code regarding families in need of services. Louisiana law requires the parent or legal guardian of a truant student to ensure that the student makes up missed schoolwork by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the school board until the student has caught up with his/her schoolwork. The parents shall also attend meetings at the school on at least a monthly basis relative to the student's progress until the student has caught up on his/her missed work.

Tardies and Check-Outs

Students with five (5) or more unexcused tardies/check-outs in a semester classify a student as being habitually tardy. Habitual tardiness is closely monitored. A student being habitually tardy can result in disciplinary action, truancy enforcement, or license/permit suspension under state regulations.

Habitual Absenteeism and Tardiness

Students who frequently miss school, arrive late for school or are checked out early from school lose valuable instructional time, learn unproductive work habits for the future, and create needless disruption to the school and classroom setting. Parents are urged to support the academic success of students by requiring and assisting students to be at school on time every day and to remain for the full instruction day.

Chronic Absenteeism

Students who are enrolled for at least 10 days and are absent 10% or more of the days enrolled – Chronic absenteeism incorporates all absences: excused, unexcused,

suspension, and expulsions. Any student above the compulsory attendance age who has excessive absences may be dropped from school with principal recommendation.

Additional Honey Island Policies

Parents may contact the school to arrange a pick-up for missed work. The work will be ready after a 24-hour window.

We strongly encourage you to schedule medical and dental appointments, vacations, etc. during school holidays or after school hours to minimize school absences.

*Please refer to the St. Tammany Parish School Discipline Policy Handbook given to you at the beginning of the school year for a more thorough explanation of the Attendance Policy.

Student Checkout

- Sign students in/out at the front office.
- Valid picture ID is required
- Must occur prior to 3:00 p.m. After 3:00 p.m. you may use carline for student pickup. (A car tag is required for pick up)
- Anyone checking a student out must be listed on the Emergency Card.
- If checking out for doctor, dentist, etc. appointments, unless the appointment takes the entire school day, students are expected to attend class both before and after appointment.
- Submit a physician note to the front office for the check-out to be excused.
- Please limit check-outs to emergency situations and/or appointments. Instructional time is valuable to the success of our students. Students checking out will not be pulled from the classroom until the parent/guardian is present in the front office.
- Checkouts after school activities such as field trips, ceremonies, performances, parties, etc are discouraged, as every minute counts towards attendance.

  *During crisis situations such as Shelter in Place, Evacuation, or Lockdown, students will remain in their safe place. For the safety of our students, checkouts will not be processed during the immediate crisis.

Emergency Cards

It is essential that the school has updated information for each child. This information is written on the emergency cards each school year and kept in the office in case of emergencies. We must have current phone numbers for each parent/guardian in case of emergencies. Please notify the school immediately if you have any changes including phone numbers, addresses, contact names, custody, or any additional changes. Parents or guardians must come to the school office to make changes to the emergency card. This card includes information about who is allowed to check students in/out of school or pick up students in car line. Emergency card information cannot be changed over the phone, through email, or via fax.

Campus Security & Crisis Plans

Security cameras are currently installed throughout our campus. The cameras have been installed in strategic areas and monitor our school campus 7 days per week/24 hours per day. A School Resource Officer (SRO) will be on campus during the instructional day.

Honey Island maintains a Crisis Plan to be used in the event of an emergency. During the school year we will practice each drill-Evacuation, Shelter in Place, and Lockdown-several times as required by law. We work closely with our local law enforcement, fire department, and school district liaison to constantly evaluate and make adjustments to the plans as necessary.

Keyless access card entries have been installed on all of our exterior doors. All outside doors will remain locked during the day, as well as all of the classroom doors. When parents or visitors arrive, a video system has been put into place which will allow entry. Anyone wishing to gain entry onto campus while students are present must enter the office and present a valid state or federally issued photo ID. A current student of STPPS may use their current student ID, which must be worn at all times while on campus. A visitor's pass is required for any and all events and activities when students are present. Parents/Visitors are not allowed on the playground during our recess times.

Before & After Care

Before and After Care programs are available. Please see Honey Island's website for more information about our child care programs. Payments must be made on My Payments Plus in advance of services.

Cell Phone Policy

Beginning with the 2024-2025 school year, no student shall possess, on his person, an electronic device throughout the instructional day. If a student brings a device in any public elementary or secondary school building during the instructional day, the electronic device shall be turned off and properly stowed away for the duration of the instructional day. It is prohibited for the device to be turned on and used during the instructional day. Pockets are not acceptable places to stow an electronic device under the new law.

Child Sexual Abuse Prevention, Education, & Reporting Program

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education, and Reporting. All materials used in the instruction may be previewed by contacting the school administration. We encourage you to talk to your child about this topic as well as other general safety issues.

Counseling

Counseling services are available through our school counselor or on-campus Mental Health Provider. Please contact the office to speak with these professionals or to get more information.

Field Trips

Field trips will be scheduled for the Fall and Spring Semesters. You will get field trip notices in your child's folder, on the teacher newsletter, and on the school's website. All field trip payments must be made on My Payments Plus.

Food Services/Cafeteria

Menus are posted on our school website. Free and Reduced lunch forms are no longer available since all breakfast and lunches are free through the 2026-2027 school year. Parents may attend breakfast and lunch with their students after checking in with the office with the exception of state testing days. The cafeteria will have snacks such as chips and cereal bars for student purchase. We encourage you to put funds on your child's "My Payments Plus" account, and snack payment will be deducted from that account. For more information, you may contact our cafeteria manager, Mrs. Yesenia Ruiz @ Yesenia.Ruiz@stpsb.org. When visiting your child for breakfast or lunch, commercial food items will not be allowed in the cafe.

Grading Policy

Student report cards will be available digitally for all students every quarter. The final, 4th quarter report card will be mailed to the address on file. Report card grades will be used in determining promotion/retention based on the district's Pupil Progression Plan. Failing grades in Reading and/or in Math will result in failure for the school year.
Our grading policy is as follows for reading, language, math, science, and social studies:
A=90-100 B=89-80 C=79-70 D-69-60 F=59-below.
Conduct and work habits will be reported using the following:
O-outstanding S-satisfactory N-needs improvement U-unsatisfactory.

Homeless Act: McKinney-Vento Act

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including all children who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems
- Living in a motel/hotel because of economic hardship or loss of housing
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter
- Living in a vehicle of any kind; campground without running water and/or electricity; abandoned building; substandard housing; bus/train station.
- Abandoned in a hospital.

Children and youth in homeless situations have the right to the following:

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

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

Leader In Me

Overview:
Leader in Me is a PK–12 evidence-based model focused on leadership, culture, and academics that equips students, educators, and families with the leadership and life skills needed to thrive in a dynamic world. (www.leaderinme.org). Honey Island Elementary is a Leader in Me school.

Leader in Me Core Paradigms:
Everyone can be a leader.
Everyone has genius.
Change starts with me.
Empower students to lead their own learning.
Educators and families partner to develop the whole person.

The 8 Habits of Highly Effective People:
Be proactive.
Begin with the end in mind.
Put first things first.
Think win-win.
Seek first to understand, then to be understood.
Synergize.
Sharpen the saw.
Find your voice.

LEAD Expectations:
Students will be taught and expected to follow LEAD expectations in all settings of our school.
L-Lead always
E-Encourage others
A-Act Safely
D-Dream big

Behavior Communication Calendar:
We are committed to partnering with our students' families to ensure a successful school year for all. Teachers will utilize a behavior communication calendar to provide families with daily communication about their child's progress toward meeting our school-wide LEAD expectations. This calendar is not used for disciplinary purposes, but rather, to enhance the communication between school and home.

Change Starts with Me Reflection Tool:
At HIE, we will use a behavior reflection tool to help students understand the impact of their behavior and find alternative solutions. Families will be notified if their student completes a reflection tool.

Discipline

Discipline will be handled in a fair and consistent manner to help ensure that a proper climate for learning exists. All student disciplinary decisions are confidential and are not shared with other students or families of other students. Please see the district handbook for more information about our discipline policy. We will adhere to all policies in the district handbook. The district handbook can be found at www.stpsb.org. Please note that **no weapons** (real or fake) are allowed on school campus. Please also note that all **verbal and/or written threats** will be reported to administration and the school system's policies will be followed.

My Payments Plus

All payments must be made through My Payments Plus. Cash and checks will not be accepted. This includes payments for Chromebook insurance or fines, before and after care fees, library fines, field trips, and after school clubs. Visit MyPaymentsPlus.com to set up your child's account.

Parent/Guardian Involvement

At Honey Island, we recognize the importance of having involved parents with their child's education and we encourage parent and family involvement. There are many opportunities for you to become involved with your child's education, including coming for breakfast or lunch, daily homework, field trips, class parties, volunteering for PTA-sponsored activities, family engagement night activities, etc. Please consider joining our PTA to get involved.

Restroom Policy

Students have planned restroom breaks throughout the day but are also allowed to visit the restroom with a restroom buddy. Our students are not withheld from using the restroom when needed.

Transportation

Morning Carline Procedures:
Students begin to exit the car line when the 8:00 bell rings. Students move towards the cafeteria entrance, where they can either have breakfast or continue on to their homerooms. Students will be supervised at all times prior to the start of school.

Afternoon Carline Procedures:
Students are called to the carline at 3:30 when our dismissal bell rings. Parents are asked to have their student name cards visible so duty teachers can read them. If you do not have a car tag, you must come into the office with your ID and one can be printed for you. Students will not be released to a car without a car tag. This is to ensure the safety of your child. Duty teachers load three students at a time to keep the line moving. Carline is usually over at 3:50. If students are not picked up by the time the car line ends, they are sent to after care and a drop-in fee will be charged. All students enter and exit vehicles on the right side next to the carline walkway. Students may not exit or enter their vehicle from the left side due to safety reasons.

Bus Behavior:
Please talk with your child about the importance of safe behavior on the school bus. All children must comply with the bus drivers' rules. Misbehavior on the bus will result in discipline consequences.

Transportation Changes

Changes will only be accepted with a handwritten, signed note from the parent/guardian on the day of the change. *Phone calls and emails to the teacher will not be accepted*. In the event of an emergency, we will accept a signed fax that includes a copy of the parent/guardian's driver's license. Our fax number is (985) 649-1367. If a transportation change is faxed, it is the parent's responsibility to contact the office no later than 3:00 to ensure the change has been received. EMERGENCY transportation changes should be for emergency use only. Please do not fax daily with changes. This policy is for verification purposes to keep your child safe.

Uniform Policy

Bottoms: Plain tan/khaki cotton twill long pants, capris, fingertip length shorts, jumper, skirt, or skort.
Tops: Maroon or white polo collared shirt (with school logo or emblem or without).
On Fridays (Spirit Days) students may wear Honey Island Spirit T-shirts.

Weather Emergencies

Notifications about closings and re-openings are made through recorded emergency phone calls, the School System website, www.stpsb.org, the School System mobile app, STPPS Facebook and Twitter accounts and the local media. All STPSB severe weather guidelines will be adhered to in case of emergency conditions during school hours.

St. Tammany Parish Public Schools
Title I
Parents' Right to Know
Parent and Family Engagement Best Practices

PARENTS' RIGHT TO KNOW

The **Every Student Succeeds Act (ESSA)** requires school districts to inform parents and families about their right to receive information on the professional qualifications of their children's teachers.

Parents and families have the right to know:

- Whether all employed personnel have met state qualification and licensing criteria for the position they hold within the school
- If any personnel is employed under provisional status where state qualification or licensing criteria have been waived
- All college degrees and general areas of certification held by teachers, and qualifications of the paraprofessionals
- Whether their child receives services by paraprofessionals and their qualifications

Teacher Certification/Degree Information can be verified at www.teachlouisiana.net

PARENT AND FAMILY ENGAGEMENT BEST PRACTICES

St. Tammany Parish Public School System believes that **Parent and Family Engagement** (PFE) is important for children to achieve success. Parents and families are key partners with the schools. PFE includes programs, services, and activities at the school and district level.

District Responsibilities	School Responsibilities
• Involve families in developing and reviewing the district's PFE Plan • Hold yearly Federal Programs, PFE Stakeholders', and PFE activity planning meetings • Support STPPS Title I schools in planning and carrying out their PFE activities • Annually review and monitor PFE activities and school-wide programs outlined in the School Improvement Plans • Provide a Title I PFE resource page and presentations for school personnel use • Develop Title I PFE survey to evaluate PFE plans and use results to plan future PFE programs and adjust PFE policies and procedures	• Invite parents to a school meeting highlighting their school's educational programs, curriculum, and PFE opportunities • Offer PFE activities at various times which support learning goals at home • Involve parents in the planning, review, and implementation of PFE programs • Provide parents with timely information about the school PFE policy • Provide families with opportunities to volunteer, participate, and observe in the school and classroom • Maintain 2-way communication with families • Provide each student with the Compact for Student Success outlining responsibilities of students, parents, and teachers in the educational process • Support all students in their effort to achieve success

2026-2027 Student & Parent Handbook

Acknowledgment Form



Our school has important rules and regulations in place to protect our students and help our school run smoothly. We take the education of your child and the safety of your child, and every child, very seriously. Your cooperation and help in reviewing these procedures with your child will help us all have a wonderful and safe year.

Please read this handbook and discuss the contents with your child. To ensure that you have reviewed the handbook and discussed it with your child, we ask that you sign and return this acknowledgement form to your child's teacher by Friday, August 28, 2026.

If you have questions concerning the contents of the handbook, please contact Gina Troyer, Principal (985-641-3557, gina.troyer@stpsb.org).

_____ We have read the Honey Island Elementary School Student & Parent Handbook and agree to follow the included policies and procedures.

_____ Student Signature

_____ Parent/Guardian Signature

_____ Teacher

_____ Date