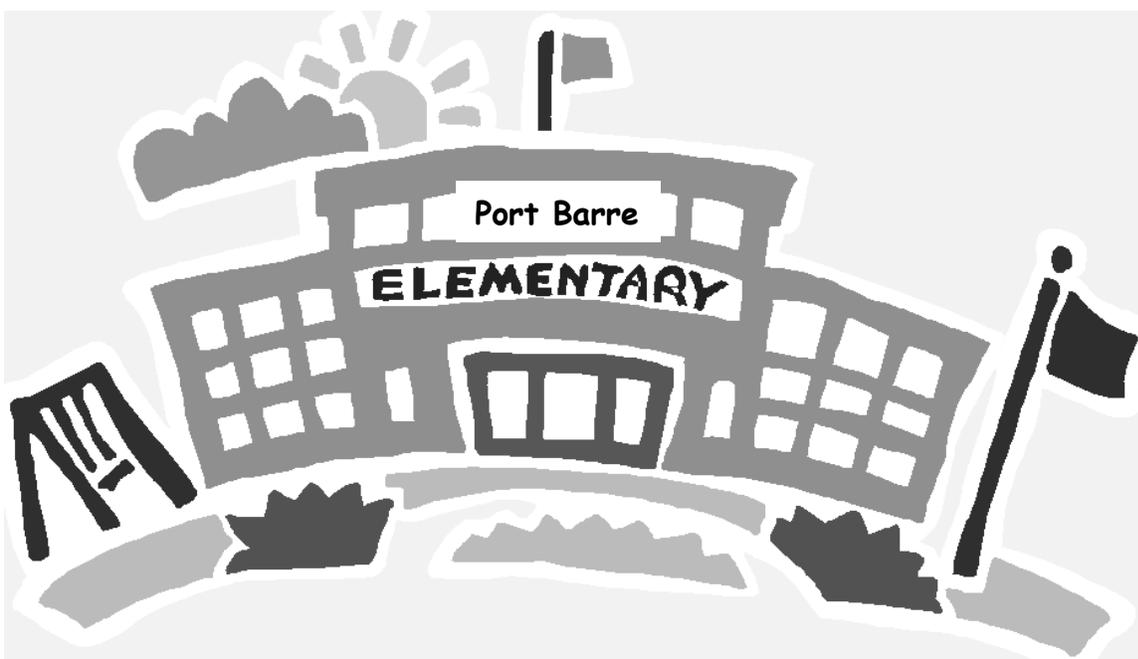


# **Port Barre Elementary School**

## **Student Handbook**

### **2018-2019**



**Tiffany Perry, M.Ed., Ed.S.**  
**Principal**

Review this handbook with your child to understand the rules and policies. Changes do take place from year to year, so returning students/families should read the Student Handbook at the start of each new school year. Unfamiliarity with the rules and policies contained within this Student Handbook is no excuse, all students and families are held accountable for following both district and school policies. Port Barre Elementary School's rules, policies, and other information are updated on the website, <http://www.portbarreelem.slp.k12.la.us>. More district policies and information are available on the St. Landry Parish School Board website, <http://www.slp.k12.la.us>.

## *Principal's Message*

Welcome to Port Barre Elementary School, home of the “Lil Red Hots.” Port Barre Elementary serves approximately 450 students from Pre-K through 4th grade. Our goal is to provide an environment and educational experience that enables all students to become successful members of our community through consistent social and academic development. Our school’s vision is “*to develop attitudes, ideals, and skills which will prepare all students for college and careers.*”

We, at Port Barre Elementary follow a set of shared values that guide our beliefs about teaching and learning. We believe that all children can learn and deserve a safe, satisfying, and successful school experience. We know that high expectations for student achievement combined with adequate support and intervention will result in academic proficiency and growth. At Port Barre Elementary, our focus is to help children learn and grow. To do this, our teaching and professional development must be intentional and purposeful. Cooperation, collaboration, and communication are an important part of our educational success. At Port Barre Elementary, we strive to be life-long learners. We believe it is important to model respect and foster a caring school culture where students feel valued and appreciated. Our students receive an intentional, focused education which combines research-based educational practices with high quality curriculum. Implementation and instruction is informed by weekly professional learning and collaboration amongst staff. Our Special Education program and school-wide interventions allow us to meet the specific needs of all students. Finally, we believe in building partnerships between school, home, and community. Through these shared values and beliefs, students experience an education that is profound and lasting.

However, you as parents are the most critical part of our school’s success. You take an active and crucial role in providing an atmosphere that promotes education and quality work habits. Your support provides the foundation for students to come ready to learn. I strongly encourage you to be an active part of your child’s education by making sure they get to school on time and attend school regularly. Please ensure that your child reads every night. Academics require practice, just like football, baseball, and dance. You will find your child’s teacher is your best resource and I encourage you to build a positive partnership with them.

Our community is extremely active and is supported by very caring and committed members. We are proud of the efforts made by our children, staff, and parents. At Port Barre Elementary, we work together as a TEAM - Together Everyone Achieves More. As a TEAM, we know our school will continue to excel. We invite you to be a part of this process and experience the learning at Port Barre Elementary.

Your partner in education,

Tiffany Perry, M.Ed, Ed.S.  
Principal

### *St. Landry Parish School District Vision Statement*

St. Landry Parish School District will promote excellence in education for all citizens.

### *St. Landry Parish School District Mission Statement*

The mission of the St. Landry Parish School Board is to ensure high quality instruction while working collaboratively with families and communities to maximize every student's potential.

### *Port Barre Elementary School's Vision Statement*

The vision of Port Barre Elementary School is to develop attitudes, skills, and ideals which will prepare all students for college and careers.

### *Port Barre Elementary School's Mission Statement*

The Leaders at Port Barre Elementary will follow the Three B's-- be safe, be responsible, and be respectful.

### *Core Values*

Children First

Educate the whole child

Honesty

Integrity

Equity

Character

Community and Family Involvement

Safety

Accountability

No Political Agendas

Excellence

# *Philosophy of Education*

Port Barre Elementary School is organized for the purpose of educating young people for a satisfying and productive life. The challenge of the school is to recognize each student as an individual and to help the student develop a feeling of self-worth. Education should stimulate the student to develop the attitudes, skills, and ideals which will help him/her to become a useful and knowledgeable citizen. The school affirms high moral and ethical standards.

As part of a total community, the school seeks to cooperate with the community, recognizing that this relationship contributes to the development of its youth. The school encourages parents to play a significant role in this cooperative effort.

Because the development of man and society is an ongoing process which cannot be separated from the past and because the preservation of man's past achievements and failures make it possible for man to enhance his present and future conditions, it is necessary to preserve and transmit the heritage of mankind.

The past does not provide all the answers; however, in today's world it is characterized by change. Change is inevitable, and it can be beneficial. It necessitates major adjustments for its society; therefore, it is essential to provide our students with the learning tools to meet successfully the challenge to change.

As students respond to the educational experiences provided for them, it is the expectation that they will recognize that school is a challenge, a privilege, a right, and an opportunity. Common sense, however, dictates that many variables, not the least of which is the degree of motivation of the individual student, influence the outcome of education.

The school must be accountable for doing all within its power to see that every student has every opportunity to take advantage of the education the school provides. That, combined with individual motivation and cooperation from the student and the home, should provide the maximum in education for all concerned.

## **School Hours/Arrival**

- School begins at 7:50 AM and dismisses at 3:10 PM.
- Car riders may not arrive before 7:20 AM. Car riders must enter on Pacific Street and follow the road until they get to the “U” to enter OG Track Road. Students may then be dropped off in the horseshoe and exit on OG Track Road.
- Upon arrival, students are expected to go to the cafeteria to eat breakfast and then report to their homeroom class.
- Tardy students must report to the office for an admit slip.
- Students are tardy if they arrive at school after 7:50 AM.

## **Departure**

The procedures for dismissal must be adhered to for the safety and protection of all students:

- Bus riders will be called to the front at 3:10 to board buses. After buses are loaded, car riders will be dismissed.
- No student will be allowed to leave the school grounds without special permission of the principal or the principal’s designee.
- Written permission is required anytime a student’s usual departure routine is changed.
- Students who are picked up after school as a car rider must remain in front of school. Parents must form a line along the OG Track Road to enter through the horseshoe. Please have car tag with child’s name on rearview mirror when approaching entrance.

## **Checking Out**

- Parents wishing to check students out of school early must come to the office and sign the check-out form. We will call the child on the intercom.
- Any parent or visitor must check in and out of the office and receive a visitor’s pass before going past the office area.
- A Louisiana photo identification or Driver’s License is required.
- No check outs after 2:45 PM.
- Make us aware of any restrictions regarding who may pick up your child by completing the transportation form or you may come into the office during office hours.
- No changes in transportation will be allowed after 2:45 PM.

## **School Attendance / Excuse Policy**

School attendance is very important. The responsibility for a student attending school lies with the parents or the legal guardian. The following is the policy received from the St. Landry Parish School Board regarding school attendance for elementary students.

The four reasons for excused absences are:

- illness of student (verified by a doctor's excuse)
- death or serious illness in the family (verified by funeral home or doctor)
- religious holiday (verified by minister)
- catastrophe

Parish policy mandates that all absences be reported to the office of the District Attorney when a student reaches 5 unexcused absences. Absences are monitored by the Supervisor of Child Welfare and Attendance. Students are responsible for making up any work/tests they have missed. If a student has 11 unexcused absences, he/she will be retained on the final report card

## **School Tardy Policy**

This policy is needed for the following reasons:

- When students enter a class late, this interrupts instructional time. (Teachers must stop instruction to receive the students.)
- When students arrive late, they don't have the opportunity to get their supplies ready for the day's work.
- When students arrive late, they have missed instruction. (Directions and procedures must be repeated.)
- Tardies are only excused with doctor's notes.
- Students are tardy if they arrive to Homeroom / 1st Period after 7:50 A.M.
- Habitual tardiness will not be tolerated.
- Students who are tardy must be accompanied to the office by the parent/guardian to obtain an admit slip. The parent/guardian must be at least 18 years of age.

## **Student Performance & Evaluation**

- **Progress reports** will be issued once per nine-week reporting period to grades K-4.
- **Report cards** are issued to each student in grades K-4 by the homeroom teacher at the end of each nine weeks reporting period.
- Progress reports and Report cards will be sent home to parents to be signed and returned to school. A copy will then be issued to keep at home.
- **Students will be graded in each subject according to the Pupil Progression Policy Handbook of the St. Landry Parish School Board.**

### **Grading Scale:**

A = 93-100%	Outstanding Achievement
B = 85-92%	Good Achievement
C = 75-84%	Satisfactory Achievement
D = 67-74%	Minimum Acceptable Achievement for passing
F = 66% or below	Does not meet minimum course requirements

S = Satisfactory (85-100%)

N = Needs improvement (67-84%)

U = Unsatisfactory (0-66%)

I = Incomplete

## **Regular Instructional Program Courses**

Classroom teachers provide instruction in the following areas:

Reading, Language Arts, Mathematics, Science, and Social Studies

## **Homework Policy**

The business of your child's education is a joint venture that involves school personnel, students, and parents. Each has a vital role:

- Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills, and comprehension of subject content.
- It is assigned on a regular basis and will vary according to the grade, subject, and instructional needs of the student.

## **Textbooks**

Textbooks are furnished by the St. Landry Parish School Board for the student's use at the beginning of the school year. This is done with the hope that this major investment will be properly safeguarded.

- Each teacher must account for each book issued to a student.
- The student must either return the book(s) issued in a usable form or pay the full price for replacing the book(s).
- A fine may be charged for slightly damaged books.

## HOME / SCHOOL COMMUNICATION

One of the most important things we can do to help children grow academically is to keep in touch. There are several ways we do this:

- Grades will be posted in **JCampus** weekly. This will be the main form of communicating the results of assessments to parents. Please notify the school should you have difficulty accessing your student's account.
- Signed test papers will go home weekly in grades K-3. Please sign as an indication that you have reviewed these with your student.
- **Progress reports** will be sent home with the student midway through the nine weeks grading period.
- **Report cards** will be sent home at the end of each nine-week period.
- Please like our Facebook page – Port Barre Elementary -- @pbslilredhots
- The school uses REMIND 101 to communicate with stakeholders. Simply go into your messages on your cell phone. Text the message @2d76ch to the number 81010. If you're having trouble with 81010, try texting @2d76ch to (337) 347-7971. Don't have a mobile phone? Go to [rmd.at/2d76ch](http://rmd.at/2d76ch) on a desktop computer to sign up for email notifications.
- We encourage you to be part of the Port Barre Elementary Parent Teacher Organization. We plan to provide meetings for you that are informative.
- Please be sure the school has the name and phone number of someone who can come to school and pick up your child in case of an accident or illness. We have no facility to keep sick or injured children at school. It is critical that we have an emergency telephone number should such a situation occur.
- Children are permitted to use the school telephone only when there is an emergency. Books, paper, or other school supplies forgotten at home will not be considered an emergency.
- A separate check must be written for field trips, lunch, etc. You cannot pay more than one fee per check (*No refunds will be given if a student cannot go on a field trip due to behavior*).

## PARENT / TEACHER CONFERENCE

Parent/Teacher conferences may be scheduled at any time during the teacher's planning period. Specific planning times will be sent home by the teacher. Additional conferences may be set upon request of either the parent or teacher.

## BIRTHDAY PARTIES AND HOLIDAYS

Students whose birthdays occur during the school year will receive a SONIC coupon for a free ice cream cone. Birthday celebrations involving food treats being brought to school will not take place at school. Non-Food Alternatives such as trinkets, board game donation, recess donation, craft activity, science experiment, or an autograph item may be used to celebrate birthdays.

Regarding birthdays and invitations, parents are asked to adhere to the following guidelines:

- Deliveries such as balloons, flowers, etc. that are brought to school will not be accepted.

- Students are not permitted to hand out party invitations in school unless every student in the class is being invited.

## **SCHOOL FEES**

- School supply fee is \$20. This fee must be paid by August 31, 2018.
- Fee will include Scholastic Science, Daily Warm Ups, science fee, home to school workbooks.
- Each grade level also has an additional supply list.
- Other charges may be assessed for special projects, programs or field trips.

## **CHILD NUTRITION SERVICES PARENT INFORMATION**

### **Community Eligibility Provision (CEP)**

The St. Landry Parish Child Nutrition Department is pleased to inform you that we will continue to implement the Community Eligibility Provision (CEP) for the School Year 2018-2019.

This means that all enrolled students in St. Landry Parish public school system are eligible to receive a healthy breakfast and lunch at **no charge** to your household each day of the 2018-2019 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

## **ALL STUDENT MEALS ARE FREE!**

### **Meals from Home**

Food may be brought from home; however, it is at the discretion of each principal. If the principal allows students to bring meals from home, the following rules apply. All meals from home must incorporate whole grains and other nutrient-dense foods by following the current meal pattern (meat/meat alternate, grains, fruit, vegetables, and milk) for breakfast and lunch in accordance with U.S. Department of Agriculture (USDA) regulations and policies. To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until meal service. **The cafeteria cannot store student meals brought from home.**

Fast food, candy, chips, and soft drinks or sugar-based juice drinks are not allowed in the cafeteria. Milk and 100% juice drinks are allowed and may also be purchased in the cafeteria.

### **Refunds**

Parents or guardians must request a refund when their child is no longer enrolled, exiting due to graduating, or just to clear out their account. You may submit a written request for a refund on the form provided by the cafeteria manager. Once the form is completed and submitted, it will be processed for approval. Be sure to give us your new address if you will be moving to a new location.

Refund checks are mailed. Refunds **will not** be granted after the last day of the fiscal year which ends on the last business day in the month of June. You may also come by the Child Nutrition Department and we will be happy to help you.

**Note:** Any balances remaining in an account for existing students will be carried forward to the following school year.

### **Allergies**

All school campuses are **Peanut** and **Seafood** Free. Any food brought from home may not contain any type of nuts or any kind of seafood. There are several students with allergies that are enrolled in our schools.

### **Water Bottles**

The Wellness Committee decided to allow all students to bring a bottle of water to school daily. The bottle must only be filled with water (no added flavorings). Thermos, Yeti, RTIC, or Ozark type cansiters are not allowed. Students will be allowed to drink from their bottle at designated times during the day: after Physical Education, recess and after lunch. This policy will allow the students to bring water into the classroom so instructional time is not loss due to water breaks. It will also help to alleviate behavior problems at the school water fountains during crowded times.

## **STUDENT RECOGNITION**

Our students are honored for excellence in the classroom, conduct and work habits, service, personal growth, citizenship, attendance, extra-curricular participation and achievement.

**Honor Roll:** At the end of each nine weeks grading period, students are recognized for achieving A's and B's in academic subjects.

**PBIS:** Students are rewarded for making positive academic and life choices. Incentives are determined by the student and rewarded on a weekly basis. Examples are no shoes in classroom pass, pencil, lollipop, free dress day.

**Awards Day:** Held at the end of the school year - awards include - "A" and "A/B" Honor Roll, Perfect Attendance and Accelerated Reader Award.

**Accelerated Reader:** Students have the opportunity to read Accelerated Reader books, take a quiz on the book, and earn points upon completion of the quiz. At the end of the school year, a special award is given to the top three point earners in grades 1-4.

## **Positive Behavior Interventions and Support**

Positive Behavior Interventions and Support (PBIS) is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Our Port Barre Elementary mission statement defines our behavior expectations in our school. You will see these expectations posted throughout the school and your child will be learning them during the first days of school. Please take an opportunity to talk with your child about the expectations at school and the importance of continuing to demonstrate Port Barre Elementary School's mission. With your continued support and involvement, Port Barre Elementary will remain a school where students can excel.

## **BUS PRIVILEGES**

The privilege of riding the bus is conditional on proper behavior and observance of rules and regulations:

- Disciplinary problems or safety violations may result in loss of riding privileges.
- Major offenses will result in more severe punishment such as suspension/expulsion from school.
- All unacceptable behavior is reported to the administration.
- Any misbehavior on the bus, walking to or from the bus stop, or going to or returning from school, may result in temporary or permanent loss of bus riding privileges.
- A student can be removed immediately from a bus if he or she is disrespectful to the driver, fights, curses, or participates in any action on the bus that will endanger the safety and health of others.
- When a student is removed from the bus, transportation becomes the responsibility of the parent or guardian.
- In addition, students removed from the bus must be picked up in a timely manner. *Late pick-ups will result in a suspension from school for the remainder of the bus suspension or an extension of the current bus suspension.*

## **BUS RULES**

1. Students must always remain seated.
2. Students must conduct themselves in a quiet, orderly manner.
3. Students must obey the bus driver.

***For more specific rules, see St. Landry Parish Schools Rights and Responsibilities Handbook.***

Students may be subject to the following consequences for minor offenses:

- 1st Offense: Student will be warned and counseled.
- 2nd Offense: A conference with the student and the parent/guardian will be held.
- 3rd Offense: Student will be denied bus transportation for 2-5 days
- 4th Offense: Permanent suspension for the school year from all bus transportation.

## **DISCIPLINE**

Good discipline is essential in any teaching situation. Every teacher is authorized to hold every pupil to a strict accountability for their conduct. Disorderly conduct in school, on the school playground, on the school bus, or traveling between school and home will not be tolerated.

Discipline is of vital importance to the educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, a student will form a correct attitude toward it and not only do his part in making school an effective place of learning, but also develop the habit of self-restraint which will make him a better person.

To guarantee all students at Port Barre Elementary an excellent learning climate, students are expected to follow school and class rules. Specific classroom rules and consequences (both positive and negative) will be determined by the classroom teacher.

*For more specific rule regarding minor and major offenses and the discipline progression, please refer to the St. Landry Parish Schools Rights and Responsibilities Handbook.*

### **Electronic Devices (phones, IPODS, games, etc.)**

**STUDENTS MAY NOT HAVE TOYS AND ELECTRONIC DEVICES (CELL PHONES, BEEPERS, IPODS, ETC.) ON SCHOOL PROPERTY, OR ON THE SCHOOL BUS.**

First Offense: Confiscate device. PARENT/LEGAL GUARDIAN must COME IN and sign a contract. Device released to parent or legal guardian ONLY.

Second Offense: Confiscate device. Device is held for no less than five (5) school days. Device released to parent or legal guardian ONLY. Detention may be in effect.

Third and Each Subsequent Offense within the Same School Year: Confiscate device. Device is held for a six-week period. Device released to parent or legal guardian ONLY. Detention may be in effect.

*The principal may impose additional disciplinary measures he/she deems appropriate in the case of extenuating circumstances.*

# **STUDENT DRESS CODE AND UNIFORM POLICY**

The St. Landry Parish School Board believes that a mandatory school uniform policy will provide a more secure environment, promote an atmosphere for greater discipline, and increase learning opportunities for all students. The student dress code policy shall apply to all students in grades pre-kindergarten through 12th grade. This policy shall apply to all students attending public schools in St. Landry Parish. The principal of each school shall make the final decision about proper or improper dress according to the guidelines provided. School Spirit Day and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

## **Uniform Policy**

**The uniform policy has been in effect for several years. It is your responsibility to see that your child is dressed appropriately before he/she leaves home every morning. If you are in doubt about an article of clothing adhering to the policy...do not allow your child to wear it! This policy covers all grades.**

1. THE UNIFORM SHIRT - The shirt shall consist of a white or navy polo knit shirt with no logo and with either short or long sleeves. Each school will have the option of another colored shirt. The optional top may have the school logo imprinted on the left chest over the heart. All shirts must be tucked in at the student's waist. All shirts must be long enough to remain tucked when seated. An undershirt may be worn under the uniform top. The undershirt must be white and the sleeve cannot be longer than the sleeve length of the uniform top. Turtlenecks or mock turtlenecks are not allowed under/over the uniform shirt.

**NOTE:** Maternity wear will consist of a white or navy button down blouse or school optional color shirt. The white or navy maternity blouse need not be tucked. However, standard uniform shirts must still be tucked.

2. UNIFORM BOTTOMS - Bottoms shall consist of classic, traditional, straight leg dark khaki/navy cotton twill uniform pants or walking shorts with a finished hem (side slits on hems are not allowed). Uniform bottoms must fit at the waist and crotch and be within one (1) size of student's actual waist/inseam measurement. No cargo pockets or flaps on back pockets are allowed on uniform bottoms. Bell-bottoms, joggers, carpenter/cargo style pants, hip huggers or jeans of any color and/or type are not allowed. Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. All uniform bottoms must have a waistband with belt loops. Walking shorts shall not be more than four inches (4") above the back crease of the knee. Sagging of the uniform bottoms will not be allowed.

**NOTE:** Maternity wear will consist of uniform colored maternity pants. Should uniform bottoms be worn, they must remain zipped and buttoned.

3. UNIFORM BOTTOMS FOR GIRLS - In addition to the above uniform bottoms, traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than four (4) inches above the back crease of the knee. All items of clothing must be worn as intended by design. Allowable colors are dark khaki and navy. Overalls are not permitted. Stone, white or dark brown uniform bottoms are not allowed. Dark khaki/navy skorts are allowed for Pre-K-2nd grade.

**NOTE:** No tight or revealing clothing worn by any student will be tolerated.

4. BELTS - A black, brown, khaki, white, navy or optional school color belt must be worn or a plain belt with a buckle no larger than 2" x 3". No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed. However, Pre-K through 2nd grade students may wear uniform bottoms with an elastic waistband without having to wear a belt. Belt loops should not be removed; if present, a belt must be worn for Pre-K-2nd grade.

5. SOCKS - Socks must be worn at all times. They must be 15 solid navy, white, black, brown or the school optional color with no inappropriate emblem or logo.

6. SHOES - Students must wear a closed shoe (front and back). Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. Shoes must be laced and tied; Velcro straps must be secured.

7. OUTERWEAR - In cold weather, students will be allowed to wear the following over their school uniform:

SWEATSHIRT - A sweatshirt must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored in black, white, heather gray, or navy with no emblem, logo, or marking. Students can wear a sweatshirt in the optional school color with school logo.

SWEATER - Crew neck, v-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid-colored in black, white, heather gray or navy with no emblem, logo, or marking. Optional school color with school logo and school-issued sweaters are permitted.

LIGHTWEIGHT JACKET/WINDBREAKER/COAT - All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid thigh. Outerwear must be plain, solid-colored in black, white, khaki, heather gray or navy with no emblem, logo, or marking, however, jackets in the optional school color with school logo and school-issued jackets are permitted.

**The principal**, not uniform vendors should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of the St. Landry Parish School District will be unacceptable.

## **DRESS CODE GROOMING COMPONENT**

The only body piercing jewelry girls will be allowed to wear is earrings. Body piercing jewelry and make-up is not allowed for males. Excessive jewelry worn by both males or females or excessively worn make-up that distracts from the learning environment or poses a safety problem will not be allowed. Pre K- 6 school males may not have a mustache or facial hair. Hairstyles for both males and female that are distracting in length, style, or color are prohibited. It is to be restrained as to be pulled back for health, safety, and identification of the student. The principal or his/her designee will determine this. Spiked hair including mohawks for both males and females is not allowed. Hair on males, no matter what style, that is longer than the bottom of the earlobes on the side, below the eyebrows in the front, and longer than the top of the collar in the back is not allowed. Ornamentation such as ribbons, bows, beads, etc. are not allowed for males.

Each student will get three warning letters for a uniform infraction. Upon receiving the fourth infraction, that student will receive a one (1) day detention. **The detentions will continue thereafter each time the student is out of uniform. NOTE: No suspension will be given for a uniform infraction.**

Examples of such infractions follow:

1. belt not worn
2. wearing of hooded sweatshirts (non PBE), open toed/backless shoes or cowboy boots, non-regulation shirt under the polo shirt, socks that are the wrong color or do not cover the ankle bone, sagging pants, and incorrect outer wear.
3. shirt not tucked into pants.

Parents, please be advised that the following rules are now a part of Port Barre Elementary's policy:

1. **Girls:**
  - a. no makeup--including lipstick or lip gloss
  - b. small size earrings may be worn (no large loops or dangling earrings-1/2 inch in length)
  - c. no purses (allowed only in 3<sup>rd</sup> & 4<sup>th</sup> grade)
  - d. no heelies (rollers beneath tennis shoes), sandals, clogs, heels (1½" or higher), or cowboy or dress boots
  - e. no false fingernails
2. **Boys:**
  - a. no earrings, necklaces, or bracelets are to be worn
  - b. hair that is longer than the bottom of the earlobes on the side, below the eyebrows in the front, and longer than the top of the collar in the back is not allowed.
  - c. no heelies (rollers beneath tennis shoes), sandals, clogs, or cowboy boots
  - d. regular haircuts (no Mohawks, designs, patterns, etc.)

Detention will be held after school on Tuesday's and Thursday's from 3:15-4:15 in the classroom of the detention teacher. School personnel will be present during detention time.

**\*\*The student will be transported to the Port Barre Police Department if he/she is not picked up from detention at 4:15 P.M.**

**NOTE: Jean day attire**

1. **Blue denim jean pants** ONLY (no shorts, skirts, capris, or jeans with holes/cuts, stonewashed or faded jeans)
2. White, navy, or red school approved polo shirt unless otherwise directed

## **FIELD TRIP POLICY**

Port Barre Elementary School recognizes that school sponsored field trips are an important component of students' educational plans. Besides supplementing and enriching students' individualized learning experiences, such trips encourage new interests among students, help them relate their experiences to the outside world, and provide a social element to our school community.

- A limited number of chaperones may attend based on need and space availability.
- Chaperones must be 21 years of age or older.
- **No refund policy**-once payment/field trip form have been received payments will not be refunded.
- All students going on the field trip must ride the bus to the destination.
- All attendees are expected to dress and behave in a manner that is respectful and representative of Port Barre Elementary School.

### **Students are not eligible to attend a field trip if they:**

- Receive F's or U's in conduct
- Have excessive missing assignments in a class (discretion of the teacher/principal)
- Owe the school money
- Have identified disciplinary problems

\*\*Students may also be denied field trip privileges for any other offense, not elsewhere listed, at the discretion of the principal.

\*\*Students who become discipline problems on field trips will not be allowed to attend future field trips and are subject to disciplinary action.



Port Barre Elementary  
Tiffany Perry, Principal  
P.O. Box 310  
Port Barre, LA 70577

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ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

I have received Port Barre Elementary's Student Handbook for the 2018-19 school year. Our signatures indicate that my child and I understand the policies and procedures of Port Barre Elementary School.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date