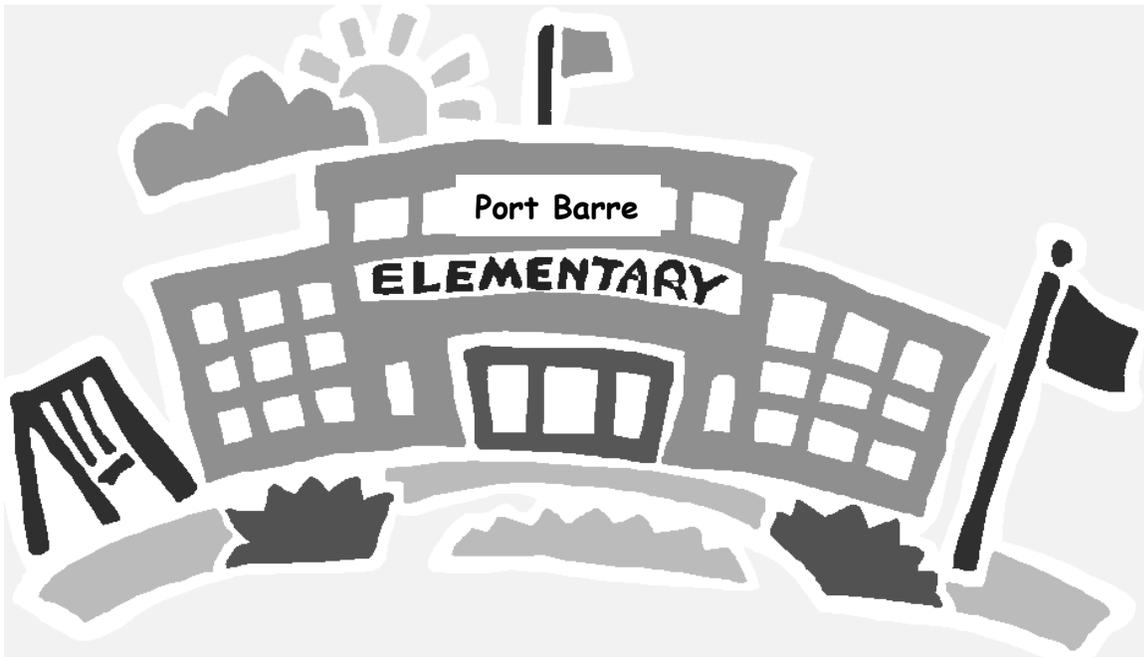


Port Barre Elementary School

Student Handbook

2019-2020



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, as 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 mission 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 "Houses" at Port Barre Elementary will 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 designated area.
- 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.
- **IMPORTANT: 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. Please DO NOT call in advance of your arrival to check out a student and request that they be in the office waiting. Students will not be pulled from class until the parent arrives.
- **All parents and visitors 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 student will be allowed to check out after 2:45 PM.
- No changes in dismissal transportation will be allowed after 2:45 PM.

School Attendance / Excuse Policy

School attendance is very important. The following is the policy received from the St. Landry Parish School Board regarding school attendance for elementary students.

- Pre-K through eighth grade students will not be allowed to exceed ten (10) absences each school year. Students may be retained and made to repeat a grade once they have accrued more than ten (10) absences.
- Absences of two or fewer consecutive school days due to personal illness or serious illness in the family may be validated by a parent written excuse note.
- If a student is absent for three (3) or more consecutive days, a student must present a note from a physician, nurse practitioner, or dentist to be excused. These guidelines will not allow students to be excused for vacations or other family trips.
- After the student returns to school, he/she has five (5) school days to present a note from a physician, nurse practitioner, or dentist to be excused.
- Students absent for two days or less are responsible for getting their assignments upon their return to school.
- Parents may contact the office to arrange for classwork / homework for students missing three or more consecutive days.

The responsibility for a student attending school lies with the parents or the legal guardian. If the student is chronically absent or chronically late (tardy) to school or class or chronically checkout out, the parent and/or student shall be referred to the Office of School and Home Relations (Child Welfare and Attendance). If attendance does not improve, the parent shall be referred to the St. Landry Parish City Prosecutor and Opelousas City Court.

Please refer to the SLP district Student Handbook for more information and policy regarding attendance.

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, arriving at school after 7:50, must be accompanied to the office by the parent/guardian to sign the student in and obtain an admit slip. The parent/guardian must be at least 18 years of age.

Student Performance & Evaluation

- **Progress reports** will be issued to grades K-4 once, midway through each nine-week reporting period. However, parents may log into JCampus at any time to review their child's performance.
- **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 via the student's folder.
- **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

Non Graded Courses:

E = 93-100%	Excellent
S = 85-92 %	Satisfactory
I = 75-84%	Improving
NI = 67-74%	Needs Improving
U = 0-66%	Unsatisfactory

Grade Promotion Requirements

K – Students must have at least a 67% in ELA and Math in order to be considered for promotion.

1st and 2nd grade – Students must have at least a 67% in ELA and Math in order to be considered for promotion.

3rd and 4th grade – Students must have a 67% cumulative average in ELA, Math, Science, and Social Studies, and students must take state standardized assessment (LEAP 2025) in order to be considered for promotion.

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 may be assigned on a regular basis and will vary according to the grade, subject, and instructional needs of the student.
- If your child does not understand the homework, please do not complete it for them. Please send a message to the teacher and they will assist the student the following day.

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.
- The school also uses **REMIND 101** to communicate with stakeholders. Simply go into your messages on your cell phone and text one of the following codes to 81010;
 - You only need to sign up once – choose the grade level of your oldest student
 - Pre-K - @a4chak
 - K - @h3dd7e
 - 1 - @pbesf
 - 2 - @c7ff0f
 - 3 - @36262f6
 - 4 - @pbesfo
- We encourage you to be part of the Port Barre Elementary Parent Teacher Organization (PTO). We plan to provide meetings for you that are informative.
- Port Barre Elementary has a **Facebook** page. Please visit our page to stay informed about things happening around school.
- 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.

Parent / Teacher Conference

Parent/Teacher Conference Day will be held on **October 15, 2019**. Specific times will be sent home by the teacher. Additional conferences may be set upon request of either the parent or teacher.

Parties and Holidays

Each class will be allowed only two parties school-wide that involve refreshments and are held during school time: Christmas and Easter.

- Student birthday parties are only allowed at the teacher's discretion and must be held after 2:15 PM. Food is no longer allowed to be brought in for celebration. You may, however, bring pencils, erasers, coloring books, etc.
- No balloons or flowers are permitted. No deliveries of any kind will be accepted.
- Students are not permitted to hand out party invitations at school unless every student in the class is being invited.

School Fees

- Consumable fee is \$20. This fee must be paid by August 30, 2019.
- The fee covers Scholastic Science, Daily Warm-Ups, Leader in Me.
- Each grade level also has an additional supply list.
- Other charges may be assessed for special projects, programs or field trips.

Child Nutrition Cafeteria and Meal Policies

The school cafeteria is maintained as a vital part of the health program of the school environment. To encourage good nutrition, a well-balanced breakfast and lunch is offered free of charge to all students. The cafeteria staff and your fellow students will appreciate your cooperation in:

- Depositing all breakfast & lunch litter in trash cans.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition for others.
- Leaving the cafeteria immediately upon completing your meal.

Note: No food may be brought to a student during the school day unless the student is on a special diet. A statement from the doctor is necessary for verification of a special diet. By law, students are not allowed to receive food delivered from outside vendors or businesses (i.e. McDonald's, Burger King, Pizza Hut, Taco Bell, etc.). Students are not allowed to bring food or drinks into classrooms, and they will not be excused from class to eat delivered food regardless of the person who brought it. Students with Food Allergies must provide the Diet Prescription for Meals at School Form completed and signed by a physician as well as meet with the school nurse, cafeteria manager and other stakeholders for special arrangements.

All schools are PEANUT and SEAFOOD free.

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 2019-2020.

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 2019-2020 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.

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.

Microwave

Students at the elementary level (K-8) are not allowed to use the microwave at school. Therefore, parents are encouraged to pack student meals with ice packs to ensure proper temperature control for the safety of the student.

Students at the high school level (9-12) may use the microwave, if available; however, it is at the discretion of each principal. If microwave use is allowed, the following should be adhered to:

- There should be adult supervision when students are using the microwave
- Adults and students must remain by the microwave when it is being operated.
- Operating instructions should be available to users.
- Instructions for safe use of the microwave should be provided.

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.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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 conclusion of the school year - awards include - "A" and "A/B" Honor Roll, Excellent Effort, 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 remain seated at all times.
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.

In order 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 TELECOMMUNICATION 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 may be held for the remainder of the school year. 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 shorts are allowed for Pre-K-2nd grade.

NOTE: No tight or revealing clothing worn by any student will be tolerated, this also includes leggings & tights.

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 Mohawk 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. **Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.**

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 3rd & 4th grade)
 - d. no heeies (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 heeies (rollers beneath tennis shoes), sandals, clogs, or cowboy boots
 - d. regular haircuts (no Mohawks, designs, patterns, etc.)

Detention will be held after school two days a week from 3:15-4:15 in the classroom of the detention teacher. School personnel will be present during detention time.

Detention will be held for two days for all grades every Tuesday **and** Thursday.

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

Field Trip Policy

Port Barre Elementary's Field Trip Policy is the guideline for implementing safety measures for the well-being of all participants. All field trips must be educational and correlated to the lessons taught in the classroom. Always prepare the students for what they are going to see and hear. It is the responsibility of the sponsor(s) to adhere to the following:

- Each student shall have a permission slip with parent/guardian signatures on file prior to the trip.
No Exceptions!
- Attendance of students with behavioral problems shall be escorted their parent. If no parent is available to attend, then they will not be allowed on the field trip and they will be required to attend school.
- All fees must be paid before a student can attend the field trip.
- Toys and electronic devices (from home) shall not be allowed on the trip.
- Students must ride the assigned bus when attending the field trip. If a parent wishes to remove his/her child prior to the end of the trip, the parent **MUST** sign the child out on the school provided sign out sheet.
- **ATTIRE** – Students shall wear Port Barre Elementary school uniform top with uniform bottom.
- **IMPORTANT: Funds paid in advance for a field trip are not refundable if for some reason the student is not able to attend the fieldtrip. This includes exclusion from the field trip because of behavior.**

