NEW CANEY ISD

Porter Elementary
Parent Handbook
2024-2025

22256 Ford Road
Porter, TX 77365
281-577-2920
281-354-7583 Fax

TABLE OF CONTENTS:

Cover Page - pg. 1
Table of Contents - pg. 2
Principal's Letter - pg. 3
School Information, Daily Schedule, Early Release Schedule, Office Hours - pg. 4
Communication - How to Stay Connected - pg. 5
Important Times of the School Day - pg. 6

Attendance Information - pg. 7
    Texas Compulsory Attendance Law - pg. 7
    Tardy Information - pg. 7
    Attendance Incentives and Rewards - pg. 8
Birthdays - pg. 8
Breakfast/Morning Procedures - pg. 8
Classroom Parties - pg. 8
Clubs - pg. 9
Dress Code - pg. 9-11
Field Trips - pg. 11
How Can I Help My Child at Home? - pg. 11
Lunchtime Visitors - pg. 11-12
Medication - pg. 12
Safety - pg. 12
Teacher Certification -pg. 12
Visitors on Campus - pg. 13
Volunteers - pg. 13
Who to Contact First - pg. 14
Eagle Time - pg. 14
Transportation Information - pg. 14-15
    Bus and Car Rider Drop-Off and Pick-Up Locations and Routes Map - pg. 16
    Car Rider Information - pg. 17
    Bus Rider Information - pg. 17
    Neighborhood and Apartment Walker Drop-Off and Pick-Up Locations Map - pg. 18
    Walker Information - pg. 19

Dear Parents and Students:

Welcome to another year at Porter Elementary! In the field of education, we have one of the most rewarding jobs because we are raising the leaders of tomorrow. Our staff here at PE are dedicated to ensuring that all Eagles will succeed in their learning. We look forward to all the amazing adventures in learning that your student will have this school year.

Through the expectation of high standards of personal performance, our school will provide a positive, supportive and challenging environment with a core curriculum designed to meet the individual needs of all students. Our desire is to develop a love for learning as all students strive to become responsible Texans. To support these beliefs, we will continue to focus on college and career readiness.

We saw lots of growth academically this past school year, and we look forward to continuing on this current path to success!

Here at our campus, your student will have the opportunity to participate in many enriching learning activities before and after school. This year our fifth-grade students will film, direct, edit, and share the morning announcements digitally for our campus to enjoy. We also have several school clubs that your student may want to participate in.

We value parent participation here at PES. You will have many opportunities to be involved with your student's education and school activities. We will have family nights that focus on how you can help your student be successful at school and through distance learning, dual language nights, etc. You can even sign up to volunteer!

We encourage you to join us on this journey as we work together to help our students be the best that they can be. Best wishes for an exciting and rewarding school year!

Sincerely,

Cathy Tooley
Principal

SCHOOL INFORMATION

Principal:	Cathy Tooley, ctooley@newcaneyisd.org
Assistant Principal:	Graciela Canales, gcanales@newcaneyisd.org
Assistant Principal:	Jennifer Skinner, jskinner@newcaneyisd.org
Counselor:	**Monet Marlar**, mmarlar@newcaneyisd.org
Counselor:	Jennifer Kollister, jkollister@newcaneyisd.org
Nurse:	Taylor MacTavish, tmactavish@newcaneyisd.org

Principal's Secretary:	Shari Anderson, sandershon@newcaneyisd.org
Registrar/School Records:	Alejandra Guerra, aguerra@newcaneyisd.org
Receptionist:	Elmina Perez, eperez@newcaneyisd.org
Transportation Changes:	portereltransportation@newcaneysid.org

Daily Schedule

7:35 a.m.	Supervision Begins and Doors open; students may be dropped off.
7:35 a.m. – 8:10 a.m.	Breakfast
8:10 a.m.	Instructional day begins - (Tardy Bell)
9:05 a.m	**Attendance Taken**
3:45 p.m.	Grades PK – 5 Dismissal
4:30 p.m.	Supervision Ends; students should be picked up.

Office Hours

The office will **open each day by 7:35 a.m. and will close at 4:30 p.m.** If parents need to see their child's teacher or the principal before or after these hours, they must arrange this in advance with the teacher or principal. All visitors must report to the office before meeting with a staff member.

COMMUNICATION - HOW TO STAY CONNECTED:

Remind: Your child's teacher will share their information at Meet the Teacher.

- For parents and staff
- Receive TEXT messages for upcoming events or announcements
- You can message us or leave comments if you have questions.
- Please message during school hours and allow 1-2 business days for a response.

Tuesday Folders: Throughout the year, monthly calendars, flyers, and announcements will be sent home in your child's weekly Tuesday folder.

Facebook: https://www.facebook.com/PorterElem

- For parents, community members, and staff
- Stay updated about upcoming events
- You can message us or leave comments if you have questions. Please allow 1-2 business days for a response.

Twitter: https://twitter.com/PorterElem

#ncisd and #PorterELEM

Campus Webpage: https://www.newcaneyisd.org/Domain/15

Teacher Conference: Here at Porter Elementary, we encourage parent participation in the learning and academic success of your child. We believe that parent involvement is the key to success.

- October Parent/Teacher conferences will be held to review the first report card. This is a great opportunity for you to have individual time with your child's teacher to discuss your child's progress.
- Throughout the year if you need to conference with a teacher, please call the front office at 281-577-2920, and they will assist you in getting an appointment with your child's teacher.
- All teachers are asked to return phone calls within 1-2 business days.
- Conferences must be scheduled in advance.

Lunch Schedule
Pre-K 10:30-11:00
Kinder 10:45 -11:15
2nd Grade 11:25-11:55
1st Grade 11:40-12:10
3rd Grade 12:05-12:35
4th Grade 12:25-12:55
5th Grade 1:05-1:35

Attendance Information

- School Instructional Hours - 8:10 AM – 3:45 PM
- Attendance is taken at 10:10 each morning. Students not in class at this time are counted absent.
- Students will not be eligible for perfect attendance awards if they have been absent, have more than 3 morning tardies (arriving after 8:10), and/or have been checked out of school early (prior to 3:45) more than 3 times each grading period.
- If your child is absent, please send either a doctor's note or a personal note to school with them when they return. Please turn in parent or doctor's notes within 3 days of the absence.
- Five personal notes may be accepted each semester. Beyond that, medical documentation or a visit with the school nurse is required in order for an absence to be considered excused.
- If you must schedule an appointment during the school day, try to do so during specials, recess, or lunch times. This will ensure that your child is still receiving valuable instruction in his/her content areas.
- Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, please make every effort to avoid unnecessary absences.

Texas Compulsory Attendance Law

Texas attendance rules say that a student has to be in a class at least 90% of the time if they want to be sure to get credit for that class. This rule applies even if your child has an Individualized Education Program (IEP) or Section 504 plan.

The average school year is 180 days. So, your child can only miss 18 days of school or 18 days of a specific class (or 9 days if they're on a semester schedule) before the 90% rule affects their class credit.

For elementary school students, this means they could repeat a grade if they are in school less than 90% of school days. A middle- or high-school student might have to repeat a certain class if they didn't attend at least 90% of the days of that class. You can read more about this rule on the Texas Education Agency website's Attendance, Admission, Enrollment Records, and Tuition 2015-16 page.

If your child has missed more than 25% of a class, the school will send you a letter asking you to come to a meeting or to write a letter explaining why your child has missed so much school. You can bring the notes from your child's doctor and your other records of why they missed school to that meeting, or include copies with your letter.

Please contact the Assistant Principal, the Campus Attendance Officers, if you have questions about your child's attendance: gcanales@newcaneyisd.org or jskinner@newcaneyisd.org.

Tardy Information

Students are considered **tardy at 8:10 a.m**. If your child arrives to school at 8:10 a.m. or later, parents or guardians must escort the child into the building and sign them in. Every time that a child arrives late to class, they miss out on valuable instructional time. Please have your child here before 8:10 a.m.

Attendance Incentives and Rewards

To help your child and his/her class qualify for the chance to win a special treat, students must be in their rooms and ready to start learning at 8:10 a.m. We will have a variety of incentives for both personal perfect attendance and zero tardies as well as class rewards.

Birthdays

- Birthday cupcakes or cookies may be brought to school to be delivered to your child's classroom to recognize the birthday that day.
- Cupcakes and cookies must be store-bought and in the original store packaging.
- Cupcakes/cookies will be distributed during the last 10–15 minutes of class as students start to pack up for the day.
- Birthday balloons, gifts, and treat bags are prohibited during the school day.
- Birthday invitations may be passed out in class if all students are invited.

Breakfast/Morning Procedures

- Our front doors open at 7:35. Please do not leave students unattended at school before that time, as we do not have anyone on duty to supervise them.
- Students arriving by car are to be dropped off at the cafeteria doors. Student riding the bus are dropped off in front of the school.
- If your child is to eat a school breakfast, they should arrive by 8:10.
- In order for our instructional day to begin on time, we will not admit visitors into the building from 7:35 - 8:10.

Classroom Parties

- Classroom parties will be held three times per year for the following celebrations: **Holiday Party and End of the Year Celebrations.**
- Teachers may ask for parent volunteers to help plan the parties or to send certain foods.

- When sending food items, please take into consideration any food allergies in that particular classroom or grade level.
- All food items brought must be store-purchased and be brought in their original store packaging.

Clubs

- Each club will have a teacher sponsor
- Before and after-school clubs are extracurricular and participation is voluntary; however, we do have limited space available for most of our clubs. We will do our best to accommodate each student's request for the club of their choice.
- Notification letters will be sent home to let parents & students know which club they are in and where they will meet.
- After-school activities require a commitment on the part of the guardian to make sure they are picked up when the club dismisses. If a student's ride is late to pick them up, they may be dropped off from the club.

Dress Code

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and prepare students to thrive in the REALITY of their future. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment is not appropriate for school. The principal's determination shall be final. This list is the minimum requirement for dress regulations and does not address all possible situations. Students attending DAEP will be subject to that campus' dress code.

ITEM	ACCEPTABLE	SPECIAL COMMENTS AND INTERPRETATIONS
Shirts, Blouses	Shirts/blouses may be: • Any collared shirt/blouse • T-shirts and other pull-over tops • Sweatshirts/sweaters • School designs/logos; brand names and/or other appropriate words are acceptable Shirts and blouses must be buttoned in accordance with design and appropriateness.	Students are prohibited from wearing shirts/blouses that: • Are oversized or immodestly undersized • Depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity, or other emblems or writing that may cause a material or substantial disruption of, or interference with, normal school operations • Are undershirts, tank tops/spaghetti straps • Expose the midriff
Pants, Slacks	Pants, slacks must be: • Worn at the waist • Belted, if necessary	Pants/slacks may not: • Be made of inappropriately form-fitting materials • Be baggy or oversized • Be pajamas • Have holes or tears above mid-thigh, unless worn over leggings or tights
Shorts	Shorts must: • Be no shorter than mid-thigh • Meet the acceptable length requirement regardless of whether leggings are also worn.	Shorts may not: • Be made of inappropriate form-fitting materials • Be baggy or oversized • Have split at the hem or seams • Be boxers or pajamas • Have holes or tears above mid-thigh

ITEM	ACCEPTABLE	SPECIAL COMMENTS AND INTERPRETATIONS
Hair	Hair, including facial hair, must be: • Neat • Clean • Well-groomed	Hair color and/or style may not: • Be distracting • Conspicuous or, • Pose a safety hazard Designs and/or notches in hair and/or eyebrows are prohibited
Jewelry	Acceptable forms of jewelry: • Earrings • Hair jewelry • Watches • Bracelets • Rings • Necklaces	Not Allowed: • Jewelry considered to be gang related • Jewelry considered to be a safety hazard, or a material or substantial disruption • Piercings other than ears (except in the interest of religious practices) • Ear stretchers/gauges • Grills
General	School-approved uniforms for physical education, athletics, pep rallies, etc., may be worn only during the class or activity for which they are approved. For unique special events the campus administration may establish event-specific dress code requirements. Appropriate undergarments must be worn and may not be visible. Hoodies are acceptable but hoods may not be worn	Oversized outerwear, such as trench coats or dusters, are prohibited at school and all school related activities. Hats, caps, sport headbands, headcovers, or scarves shall not be worn indoors except in the interest of religious practices, safety, cleanliness, or with the permission of the principal. No article of apparel shall be worn that will in any way damage school property, create a safety hazard, or create a material or substantial disruption to the school environment. Tattoos, accessories, jewelry and clothing that contain vulgar/inappropriate pictures, words or drawings or gang-related markings are not permitted. Bandanas are prohibited at school and all school related activities.
Dresses, Skorts, Skirts	Dresses/skorts/skirts must: • Be worn at the waist (skirts/skorts) • Be no shorter than mid-thigh (regardless of whether leggings are also worn) Tops of dresses must meet the guidelines required for blouses and shirts.	Dresses/skorts/skirts may not: • Be revealing/form-fitting • Have slits above mid-thigh • Have holes or tears above mid-thigh
Shoes	Shoes must be: • Worn at all times • Chosen for safety, health reasons and quietness Athletic shoes with a rubber sole, closed toes, and full support around the heel should be worn for PE.	Not recommended for safety reasons: • Platform soles over 1 inch high • Rubber flip-flops Not allowed: • House shoes • Shoes with wheels

Students in violation of the dress code will be given an opportunity to correct the violation. If a correction cannot be made, the parent/guardian will be notified to have someone bring the student proper attire. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until an acceptable change of clothing is brought to the school. Any student sent home for dress code violations will receive unexcused absences for the classes missed. The dress code shall apply through the last day of school and to

summer school sessions. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Field Trips

- Each grade level and certain campus organizations may take field trips throughout the school year.
- The guardian must sign and return the Field Trip Permission form so that their child can attend.
- Our 5th-grade students will attend an overnight field trip to Carolina Creek in Huntsville, Texas. We will have a mandatory, after-school meeting about this 3-day, 2-night field trip. NCISD Volunteers may be asked to help chaperone classes.

How Can I Help My Child at Home?

We encourage you to read with your child nightly. Whether you read orally to them or they read to you, this is proven to increase literacy development. Math facts can be practiced nightly as well. We also encourage our students to spend time playing outside and spending time with their families. Eating meals together or even playing games promotes communication and cooperation skills that are important to promoting success in school.

Lunchtime Visitors

We ask that you do not eat with your child during the first week of school. It is important that your child adjusts to school rules and has a chance to make new friends. The first week will also allow time for staff to learn student names and schedules. We will open the cafeteria for visitors starting our second week of school. The campus will be closed to visitors on certain dates due to events like state testing.

- Visitors wishing to eat lunch with their student may do so according to the grade level lunch schedule.
- Only those listed in Skyward under family and emergency contacts will be allowed to have lunch with a student. The guardian may come to the school and add additional contacts, or they may update who is on this approved list by accessing Skyward Family Access: https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedunewcaneytx/seplog01.w
- Please remember that all visitors on campus are required to present photo identification so that they may be scanned into the Raptor system.
- Because visitor tables/space is limited, we ask that you enter and leave according to these times.
- We can only allow visitors to eat with their students in the visitor's seating area. Other children may not join you at this time.
- Visitors may not stop by teacher classrooms on their way out of the building.
- It is our goal to adhere to the Food and Nutrition Policies established by the Texas Department of Agriculture for the safety of all students within the school. The policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may provide outside meals (McDonald's, Burger King, Sonic, etc.) and snacks for their own child's consumption, but may not provide items to other students. Due to TDA regulations, parents

are not allowed to consume meal components from a child's tray. A parent must either purchase a meal at the school, bring in an outside meal for themselves, or not eat.

Medication

Any medication to be administered at school to students must be delivered by the parent or guardian to the nurse. Medication may not be sent with students. Please make sure you pick up your student's medication before the summer break. All the medication not picked up by the last day of school will be discarded.

Safety

New Caney ISD is committed to safety on every campus, district facility, and school bus. Safety is a top priority for New Caney ISD, and we will do everything in our power to ensure the safety of our students and staff.

- Every NCISD campus has visitor screening/sign-in procedures. All campuses have security vestibules. Visitors are required to present identification and are processed through Raptor, a system that provides screening for registered sex offenders.
- Students may be walked down to their teacher's classroom door on their first day of school; this ensures that the building is secure, and no unauthorized individuals are in the building during instructional time.
- A criminal background check is conducted on all NCISD volunteers and employees.
- All employees are required to wear NCISD photo identification badges.
- All exterior entrances are locked throughout the school day. If you notice a door unlocked that shouldn't be, please notify the front office.
- Secondary campuses have a police officer assigned to them from the District Police Department. Both high schools also have two safety officers who patrol the campus and parking lots.
- The district has a K-9 Police Officer who visits every campus throughout the school year searching for contraband.
- All campuses have video surveillance cameras on the interior and exterior parts of the buildings.
- NCISD utilizes an emergency notification system to communicate with staff and parents through emails, phone calls, text messages, and social media.
- NCISD schools have regular safety drills throughout the school year involving both students and staff. Campuses keep a log of all practice drills.
- The district has a Crisis Management Plan that is evaluated and updated regularly.
- NCISD consults regularly with local law enforcement and first responders about school safety.
- Every other year, the district participates in a district-wide security audit.

New Caney ISD believes that students can learn best when they are in a safe environment.

Teacher Certification

If you would like information regarding the certification of your child's teacher(s) please contact the front office. You may also access this information at the following address: http://secure.sbec.state.tx.us/SBECOnline/virtcert.asp.

Visitors on Campus

One of our main goals at Porter Elementary is to keep all students safe while they are with us. Per district policy found in the Student Code of Conduct located on the New Caney ISD website, visitors must provide a valid US government-issued identification in order to be admitted into the building. The district does allow us to accept a Mexico matriculate card, but visitors admitted with this type of identification must be under the direct supervision of staff during their visit on campus, since this type of identification is not able to be checked through the district's Raptor sex-offender registry software. **ALWAYS BRING YOUR DRIVER'S LICENSE OR PHOTO I.D WITH YOU WHEN YOU VISIT THE SCHOOL OR WHEN YOU ARE CHECKING OUT A STUDENT.**

Volunteers

The New Caney Independent School District values the contributions made by its many volunteers who diligently work to support our outstanding students, teachers, and programs. It is our goal to provide a safe environment for our students and visitors. You may access the Volunteer Packet at https://www.newcaneyisd.org/domain/89, and return it to the New Caney ISD Police Department.

Advantages to becoming an NCISD volunteer:

- Make new friends and build relationships with students, campus staff, and other volunteers
- Always be aware of the events and activities on your child's campus
- Volunteering can provide career experience and develop job skills
- A sense of pride knowing you are making a positive difference in people's lives
- Be a positive role model for your children by showing them what it means to be service-oriented and active in one's community
- A chance to be involved in the school planning process - schools are continually looking for committed community members to help create and evaluate campus programs
- You can set your own schedule. Volunteering is ideal for stay-at-home parents, grandparents, retired community members, businessmen, and women. Volunteering allows you to connect with your community when it's most convenient.

  Volunteers Guidelines:
  - All volunteers must complete the NCISD Volunteer Application form and process.
  - Volunteers will wear their volunteer badge on their upper chest area (not on purses, not on the hem of shirts, etc.). It must be visible at all times.
  - Volunteers shall notify/schedule all activities with the teacher.
  - Volunteers who are coming on campus to assist in any area must check in with the front office. You will be asked to provide the above-listed information when you sign in/out. You are also required to check out with the front office when you leave.
  - Volunteers on campus must have a purpose.
  - Please remain in the area in which you are volunteering. Do not "hang out" in the classroom or hallways.
  - You may not take your child out of the classroom for any reason (going to the restroom with them, letting the child assist with an activity, etc.)
  - You may work with your child if you are assisting in a classroom activity that your child would naturally be a part of.

Who To Contact First

Who do I contact if I have a concern about my child (i.e. socially, behaviorally, or academically)? The first contact should always be with your child's teacher. Please call and set up an appointment to have a conversation with your child's teacher about your concern. After speaking with the teacher, if you feel that your concern has not been handled appropriately, please contact the office to speak to the assistant principal or counselor. Once you have met with the teacher and the assistant principal and/or counselor, please contact the principal's secretary, Mrs. Shari Anderson, for a conference with the principal. We appreciate any feedback that you can give us on how Porter Elementary is serving your child or how we can do things better.

Dragon Time

- All students in K-5 will participate in a 30-minute Dragon Time, in which intervention or enrichment will occur. Some students may be pulled for specialized instruction like speech, G/T, dyslexia, Tier 3 intervention, etc.
- Response to Intervention/MTSS Tier 3 participation is based on an array of student data sources including, but not limited to, STAAR, DRA, CLI, and CBA data.

Transportation Information

Before School Transportation Information:

- In the mornings, the students may be dropped off at the cafeteria entrance to the school. The school doors will open at **7:35 a.m.** to let the students in. We will have staff members stationed at the cafeteria entrance to help children enter the building.
- **The tardy bell rings at 8:10 a.m**. Staff members are not available after 8:10 to let your child in the building. Parents or guardians must escort the child into the building and sign them in after the 8:10 a.m. tardy bell rings.
- Bus riders will be dropped off at the front of the building. **After 8:10 AM, after all buses have been unloaded,** car rider drop off may occur in the front drive of the school, by the front doors.

After-School Transportation Information:

Consistency in after-school transportation is the key to students getting home in the correct manner each day. If changes need to be made, please remember the following:

- Transportation changes may not be made over the phone. You may notify us of a change either by sending a handwritten note to school with your child, faxing a note to 281-577-9209, or sending an email to portereltransportation@newcaneysid.org. If you are sending a transportation change via email, you must send it from the email address listed in Skyward. All of these requirements are in place in order to make sure that transportation changes are made by the legal guardian in order to ensure student safety.
- Changes in transportation must be made by **3:15 p.m.**
- Transportation changes are for one day only, unless we are specifically told otherwise.

Early Pick-Up

Please avoid signing your child out early unless it is absolutely necessary. Instruction time is important, and we teach from bell to bell. If you must pick your child up early for appointments, must do so prior to 3:15 p.m. (please turn in the doctor's excuse the following day). Please be prepared to show your I.D. Also, we do not call for students to leave their classroom until a parent/guardian arrives to sign them out of school for the appointment.

Porter Elementary
Car Rider
Drop-Off and Pick-Up Locations and Routes



CAR RIDERS

- Car rider dismissal will begin at 3:45 p.m.
- Drivers picking up car rider students should enter from Ford Rd. (refer to the aerial map on the previous page).
- **All vehicles in the car rider line must follow the red line on the map.**
- All car riders are loaded from the side, cafeteria doors.
- All cars must have a campus-issued car rider tag. These may be ordered in the front office. If you need to get a Car Rider Tag made, you will need to complete a Car Tag Order Form located in the front office. You must show valid identification in order to receive your car tag. Only guardians may pick up the car rider tags.
- Students will not be released to cars without a campus-issued car rider tag.
- We ask that you place the Car Rider Tag in the window or on your dashboard for the caller to view.
- If someone attempts to pick up a student, and they do not have a current car tag, they will be asked to go into the front office to show proper identification before the student will be released to them.
- In order to ensure the safety of all, we ask that parents not walk to the front doors to collect their children. Students will not be released in this manner.
- Please remember that during the first week of school, it may take longer to load students. Our goal is to have all students loaded into the correct car within 20 minutes of dismissal. By following the above guidelines, we will be able to meet this goal.

BUS RIDERS

- Buses are loaded from the front of the building, so the front parking lot will have limited space for visitor parking from 3:45 - 4:30.
- You must make transportation changes before 3:15 p.m. Due to safety concerns, we will not be able to pull a student out of the bus loading lines at dismissal time.
- An adult must be at the bus stop for any child in Pre-K or Kindergarten to get off the bus unless they are accompanied by an older sibling. If an adult is not at the bus stop, your child will be taken back to Porter Elementary school or transportation to await a ride.
- All students will have a smart tag for riding the bus. This smart tag will be used when the students are getting on the bus and off the bus.
- Transportation staff, including bus drivers, will no longer collect any funds for smart tags. This means parents will no longer be able to come to transportation and pay for a Smart tag. Smart tags must be purchased at our campus and a Smart Tag order form must be completed. Please see our Registrar, Mrs. Guerra, to purchase a Smart Tag.