



Student Handbook 2025-2026

Welcome to the Plantation Park Elementary family!

Principal
Assistant Principal
Counselor
Instructional Coach
Secretary
Attendance Clerk
School Nurse
Teacher
Librarian

Rachael Stroud
Farrar Modisette
LaJuana Stephens
Vanessa Powers
Tracy Bamburg
Carol Woodward
Ashley Barnes
Ashleigh Brun
Carrie Gauthier

Mission

Every student matters, Every moment counts!

Vision

At Plantation Park, we are a safe, respectful family that builds positive relationships, empowers all students, and helps everyone succeed.

Plantation Park Elementary and Bossier Schools are committed to partnering with our parents and families to provide our students with a safe learning environment and the continuation of a quality education. This handbook is designed to provide you with the essential information you will need to help us accomplish our goals as a school. It is our intention for this handbook to provide a foundation for a system that may be adjusted in response to any unforeseen circumstances that may alter our regular routines and procedures as a school. The contents of this handbook may be adjusted with new policies and procedures required to meet our goals of safety and continued learning for all students. Revisions or updates to this handbook and/or new policies and procedures will be communicated through our school app and on our website throughout the school year. Please make sure that you are signed up to receive notifications through our school app and please check the Plantation Park and [Bossier Schools](#) websites and/or Facebook pages regularly for updates as well. Thank you for your diligence and continued support. We look forward to working together this year!

Important Information about our School

Absences/Tardies – After 5 unexcused absences and/or tardies, your child will be turned into Truancy at the Bossier Parish District Attorney's Office. Students are required to bring a doctor's note or other form of documentation within five (5) days of the absence. **Remember, the first minutes of the school day are critical. Students who arrive late at school are missing valuable instruction in major subjects and are also disrupting the learning environment of others.** Three tardies and/or early check outs equal one unexcused absence. All policies and procedures regarding absences and tardies will be enforced. If you have questions, please contact our Attendance Clerk at 549-5720.

If your student arrives after 8:10am, you must walk them into the building and sign them in through the office. We have a computer check-in system that requires you to use a state issued photo ID or driver's license to check in. Please remember that an early check-out and a late check-in are both considered tardies. If you present a doctor's note, the tardy is excused and is not subject to the policy above. **Checkouts are not allowed after 2:30PM.**

Afternoon transportation – If your child will go home a different way than usual, you must send a **handwritten note** or an email to carol.woodward@bossierschools.org stating the changes; otherwise, the child will be sent home as usual. **DO NOT CONTACT THE CHILD'S TEACHER ABOUT DISMISSAL.** Changes may not be made by phone. **NO changes in procedures will be made after 2:30.** For your child's safety, do not change procedure on a daily or every other day basis. Please establish a regular routine for going home.

Arrival – Students on campus before 7:50 **MUST BE ACCOMPANIED BY AN ADULT.** There is NO SUPERVISION AVAILABLE for students at school before 7:50 a.m. and after 3:15 p.m. Parents transporting their children should plan to arrive at the school between 7:50 a.m. and 8:05 a.m. **DO NOT** allow students to get out of your vehicle until teachers are on duty and unloading vehicles. When students arrive they should go immediately to the cafeteria or classroom. Students may not gather in front of the school. Parents are not allowed to walk their child to class. We appreciate your help in providing for your children's safety.

Banning Individuals from School Campuses - While Plantation Park makes every reasonable effort to welcome parents and other community members to participate in school activities, an individual may be banned from a school campus if:

1. He/she creates a disruption to the educational process.
2. He/she presents a threat to the safety of students and/or employees, or other individuals appropriately participating in a school activity.
3. He/she uses profane language on a school campus.

Guardians will receive written notification if he/she is banned from campus. Once a person is banned from campus, he/she has to contact the principal in writing or by phone for extenuating circumstances.

Birthdays – Personal party invitations should not be sent to school to be distributed unless all girls/boys from the grade/classroom are included. Gifts, bouquets, balloons, etc. should not be sent to school. We also discourage children from bringing gifts to give one another. **There will be no birthday parties during the school day.** Individual, store bought (with ingredients listed) **birthday snacks may be dropped off in the office by 9:30.** Parents are welcome to come eat lunch on your child's birthday, but cannot go into the classroom. Please check with your child's teachers for classroom allergies and number of students in the class.

Breakfast – Breakfast begins at 7:50 – **no earlier.** The breakfast line will **close at 8:05.** Parents are not allowed to eat breakfast with students.

Bus Rider Expectations:

SCHOOL BUS CONDUCT

School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The Principal has the sole authority to determine punishment, if warranted.

The responsibility for supervision of students begins at the bus stop in the morning and ends when students exit buses at the end of the day. On-time delivery and student safety are the primary goals of each bus operator.

When riding the school bus, every student will:

1. Follow the Bus Transportation rules as directed by the bus operator and the student's principal.
2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time. Please note that time does not permit buses to return to pick up students who have missed the bus.
3. Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
4. Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
5. Not exit the bus at a different stop from their assigned stop without written authorization from the principal. The note must be presented to the operator at the start of the afternoon run.
6. Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
8. Adhere to the dress code for each school.
9. Not eat on the bus. (Students may carry water on the bus in plastic bottles)
10. Not extend arms out of windows or doors; not throw objects out of windows.

Note: Pre-K, K and 1st grade (along with any other student the operator deems necessary) must have an authorized person in-sight at the pm stop. Students will be brought back to the school if there is not a person at the bus stop. The guardian will have to bring an ID to the school to pick up their child.

Note: A violation of a bus rule may result in loss of bus privilege and or disciplinary action. All buses are equipped with video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe transportation of students. See Transportation website for additional bus safety tips.

Car Line Procedures:

As part of our ongoing efforts to ensure student safety and building security, we ask that you adhere to the following car rider procedures:

Morning Car Line Procedures:

- Staff supervision will not be provided until 7:50 AM. Please do not drop off children before 7:50. Please wait until you see a staff member at the car line before you drop your child off at school.
- The tardy bell rings at 8:10 AM. Students should be in the building by this time. If your student is entering **later than 8:10, you must accompany him or her into the building and sign in.**
- All cars are to line up on Eurlene Street to drop off students. If you are stopped along Eurlene Street, please have your child exit the vehicle from the right side of the car onto the sidewalk. For safety purposes, we ask that no student exit or enter their vehicle from the driver's side or from across the street.
- Please do not leave your car parked at the curb. If you need more time, please park in a designated parking spot, not on the grass or across the street, and escort your child to the school.
- Students must only be dropped off in the designated car line area, not from any part of the parking lot unaccompanied.
- Cell phone use is strictly prohibited in car line. It is against the law to use a cell phone in a school zone.
- Do not stop the carline to buckle your child. Please pull up to the buckle zone near the stop sign.

Afternoon Car Rider Procedures:

- If you are picking up your child after school, please enter on Eurlene Street on the side of the school. After loading, please move quickly to allow the car line to move as quickly as possible. **Please do not pull out of the car line to go around other vehicles unless instructed to do so by school staff on duty.**
- Students will be dismissed at 3:05, so please be in the carline by 3:10 to pick up your children. If you are late picking your child up, you will need to come in with your driver's license to pick them up. This will count as a tardy for your child.
- Please do not stand at the front gate/sidewalk to pick up your child, as this causes congestion and is not safe. Car riders are always supervised in the cafeteria and are called out to the car line by car line staff.
- Each student going home via car line will receive a tag. Please ensure this tag is visible and easy to see on the dashboard every day as it saves valuable time in calling for students to report to their cars. Tags must remain in place until your child has been placed in the vehicle. **Students will not be loaded into cars that do not have a car line tag with his or her name.**
- If you do not have a car tag, you must pull around to the front of the school after buses have left and show a state issued photo ID or driver's license and that person must be listed on the registration form. You will not be able to come into

the building until dismissal has ended. We will then issue you a new car tag. It will be \$2 for the car tag after a 3rd one has been given to your child's pick up people.

- Each student should enter his/her vehicle on the passenger side from the sidewalk.
- If a child (2nd - 5th grade) lives within walking distance and is not picked up in the car line during dismissal, the child will be sent home as a walker. The first time the parent is late picking up the child, the principal or principal designee will remind the parent of the car line policies and procedures. From that point forward, all students who are not picked up on time will be sent home as a walker. If your child (Pre-K thru 5th) is continually picked up late from the car line, they will be placed on the bus instead of in the car line. Admin will discuss this policy with you once the students have been picked up late twice. If you have any specific questions, please contact the office at 549-5700.
- If your child is seen getting into or out of a car within the school zone, you will receive a call from the principal or principal designee to remind the parent of the car line policies and procedures. If it happens a second time, you will need to come to the office to receive a car tag and we will have your child go to the carline each day moving forward.

Students are to be dropped off and picked up in the carline at the Eurlene Street gate **only. PLEASE PICK UP STUDENTS ON TIME.** Parents are expected to pick up their children on time each day. After school hours, parents who repeatedly fail to pick up their children in a timely manner will be referred to CPS (Child Protective Services).

Inclement Weather:

If your child is a walker and you need to change their ride to carline, please write a handwritten note, or email carol.woodward@bossierschools.org. DO NOT CONTACT YOUR CHILD'S TEACHER. Students CANNOT be dropped off and picked up in the middle of roads, or at the crosswalks in vehicles. Please make sure you have a car tag for the carline as well. If the carline is flooded, we will move cars around front as soon as buses clear out for arrival and dismissal. This will cause the carline to go slower than usual, we appreciate your patience. When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. Parents and guardians should monitor the local news reports via television and radio stations. In the event of the school closing or early dismissal, the school will notify the parents and guardians before the students depart. Please know that we will do our best to ensure the safety of your children.

Check out – Any person checking a student out of school will be required to scan a state issued photo ID or driver's license and that person must be listed on the registration form. If another person is to check out a student, the parent should contact the school prior to check out. Students who check out after 11:00 will be counted absent ½ day. **There are NO CHECK OUTS allowed after 2:30 p.m.**

Communication:

We encourage you to visit our school, attend your child's programs, and become an active part of Plantation Park! Strong parent-teacher bonds and healthy communication between home and school are vital to a child's education. Teachers are expected to communicate with parents in helpful and appropriate ways, and such communication is expected to be timely, respectful, and professional. We ask that parents communicate in a similar manner. Social media use is widespread. The best way for the school to

address a problem is for parents to communicate directly with the appropriate teacher or administrator. Posting complaints or concerns on social media will not help address the problem or concern. Negative comments about members of the school community are disruptive and inappropriate. **To contact your child's teacher, please use email or the Bossier Schools App. Classroom phones do not ring during instructional time, so if you call, be sure to leave a message. The teacher will return your call as soon as possible.** Faculty and staff will not respond to messages sent through Facebook Messenger or any other social media platform. Thank you, in advance, for your cooperation.

Education is a partnership between home and school. We desire a close working relationship between parents and teachers. Parent-teacher conferences are an essential part to building the partnership. We encourage parents to set up conferences with their child's teacher in advance and take place before school, after school, or during the teacher's planning time. Conferences can be scheduled by sending an email or note to the teacher or leaving a voicemail for the teacher. Teachers will not be able to stop teaching to meet with parents. **All conferences must be set up in advance by appointment only.** Please arrive on time for your scheduled conference. Out of respect for teachers' tightly scheduled day, late arrivals will need to be rescheduled. If you do not show up for your scheduled conference, a parent return letter will be sent home. We appreciate your understanding and cooperation.

Another great way to stay connected is through our school app. Search "Plantation Park" in your app store. Each student will also receive a communication folder. These folders will serve as a parent/teacher communication source and will be sent home daily and/or weekly. You can always check our school website at ppark.bossierschools.org for information.

Custody – It is most important that we be made aware of, and have on file at school, any legal papers that deal with unique circumstances concerning your child. Simply noting on the registration card a statement such as "Do not release my child to....." is not enough. Documents providing evidence of custody must be a CURRENT legal order, judgment, or decree signed by a judge. A petition or transcript is not acceptable. Please be advised that the natural mother or father can obtain their child or information from school at any time unless a court order is on file indicating otherwise.

Dismissal Procedures

No parents/guardians are allowed in the building from 2:30-3:20, or until all students are dismissed. You may wait for your child on the benches in the front breezeway.

Parents who pick up children in a vehicle **MUST** go through the car line on the Eurlene Street side of the school, north bound **ONLY**. You must have a car tag to pick up your child in the car line. If you do not have a car tag, you must wait until all buses have departed to park in the front of the school. You may wait on the benches in the breezeway until all students have been dismissed. Please have a valid ID in order to pick up your child. Car tags are available in the office. Students will not be released from the cafeteria to go with parents. All students in the cafeteria will be called to the car line as parents arrive.

If your child walks to the west side of the school (towards Eurlene and Riverwood); **Preschool and kindergarteners must be picked up from the back door of Room 1, 1st graders must be picked up from Room 11.**

Students are not to be dropped off or picked up from the back parking lot, at the crosswalks, or at any roads around the school. These areas are unsupervised, and dangerous.

Older brothers or sisters that may be coming from the middle school or high school that will be picking up younger siblings need to be aware of the dismissal procedures. **All middle and high school students who are waiting to pick up a Plantation Park student MUST wait across the street on the Riverwood Side.** The **ONLY** exception to this rule is if a middle or high school student is picking up a Pre-K-1st grade student; in that case, 1 middle or high school student may come to the Pre-K/Kindergarten or 1st grade pick up room to get the student. Older siblings who do not follow procedures or who create a disturbance will be removed and banned from the campus.

Enrolling a Student - Students entering Louisiana schools for the first time will be required to present or upload an official birth certificate, social security card, an updated Louisiana Health Card and two forms of residency verification.

1. One (1) current utility bill showing the physical address for service within the District;
AND
2. One(1) of the following that shows location of residence within the District:
 - a. Property tax records with one (1) other form listed here;
 - b. Mortgage documents or property deed; or
 - c. Apartment or home lease or, if no lease, a notarized statement of the verified property owner (see school registrar for additional information required).
3. If the student resides with a legal guardian, the court decree must be provided.

Kindergarten registrants must be 5 years of age on or before September 30th of the upcoming school year.

By the order of the Louisiana Legislature, students will be required to have the following immunizations:

- 4 DPT vaccines - (Diphtheria, tetanus and pertussis or whooping cough)
- 2 MMR vaccines - (Measles, mumps and rubella)
- 3 Polio vaccines
- 3 Doses Hepatitis B vaccine
- 2 Varicella vaccinations

These immunizations are necessary for kindergarten children as well as any student entering Plantation Park Elementary for the first time. One of each vaccination must have been administered since the child's 4th birthday. Proof of these immunizations must be on the white Louisiana Health Card, available at the Bossier Parish Health Unit, at your local physician's offices or at Barksdale Air Force Base. If you have any questions or concerns, contact your school nurse through the school office or the Bossier Parish School's Nursing Department at 549-7250.

Field Day - Field Day is a privilege and will be earned throughout the year. If your child's Field Day has been taken away, you will receive a letter as well as a phone call from administration to notify you of the situation. If you have purchased a field day shirt(s), you will receive the shirt. No refunds will be given.

Graduation - Kindergarten and 5th grade will have a graduation at the end of the year. If for any reason your child does not participate, you will be notified by administration. Due to fire marshall regulations, we will have limited tickets available for graduations. Balloons are not allowed at the graduation ceremony in order to keep anyone's view from being blocked.

Illness - Keeping students healthy is a joint effort between school personnel and parents. For the health, safety, and well-being of our students, it is essential each child has up-to-date emergency information on file in the school office. **If there are any changes in the emergency names or telephone numbers during the school year, the school office should be notified immediately.** The following are helpful guidelines given by the Bossier Parish School Nurses to consider when deciding whether your child should attend school:

- Fever is a sign of illness or infection. If your child has a temperature of 100 degrees or above, he/she should remain at home. Children must be free of fever for 24 hours without fever medication before returning to school.
- **Vomiting and Diarrhea are often contagious. Your child must be free of diarrhea and vomiting for 24 hours before returning to school.**
- Head Lice: Bossier Parish has a nit free policy. A child sent home with lice or nits should have his/her hair treated and must be examined by the school before returning to class.
- Chicken Pox: A child must be fever free and all of the chicken pox must be scabbed over with no blisters remaining.
- Rashes: A doctor should be consulted if a rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if the child is too uncomfortable (itching or pain). If it is necessary to consult a doctor, a letter is required when returning to school.
- Illness/Injuries: If a child becomes sick or is injured at school, parents will be contacted by the office. Minor cuts and bruises will be attended to by office personnel.
- Pink Eye: Symptoms include redness, itching, swelling, drainage, and excessive matter upon awakening in the morning. Do not send your child to school with these symptoms. Pink eye is contagious and must be treated with medication prescribed by a doctor. Students may return to school after being on medication for 24 hours and if symptoms have disappeared.
- Ringworm is a fungal infection of the skin and may be spread from one child to another. Medical treatment is necessary 24 hours prior to a child returning to school.
- Life-Threatening Conditions: A life-threatening condition is "a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place". Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, diabetes, severe seizures, etc., are required to have a medication or treatment order and nursing plan in place. These forms can be obtained through the school nurse.

Medication – Due to state laws regarding medication guidelines, only prescription medication, accompanied by a prescription from a doctor and completed medication forms will be administered during school hours. It is preferred, if possible, that all medication be given before and after school. The school must be informed of any possible reactions a medication may cause. For more information, please refer to the Medication section of the Bossier Parish Handbook. An adult must bring prescribed

medication to the school office to observe and verify the count and receipt of the medications. For the safety of all students, students are not allowed to have any medication on school grounds (this includes prescribed and over-the-counter medications).

Payments – Plantation Park Elementary is a cash-free school. All fees, payments, and purchases must be made through KEV School Cash Online.

Safety – For the safety of all students, our campus exterior doors, as well as classroom doors remain locked all day.

School Day – Class begins at 8:10. Students who arrive after 8:10 will be counted as tardy. Breakfast ends at 8:05. Class ends at 3:05. Children may not be checked out between 2:30 – 3:05. Please have your child here at the correct time and keep check outs to a minimum.

Student information - Parents are requested to keep alternate and emergency phone numbers up to date in the event of an emergency. Please keep the homeroom teacher and office informed as to any changes in your address or phone numbers. Any changes that need to be made on the registration form or emergency card during the year must be made in person at the school office by the parent/guardian.

Technology -

It is the policy of Plantation Park Elementary to set standards for the responsible use of electronic resources. Computers, electronic devices and the internet provide access to vast and unique resources. Our goal in providing students, teachers, and staff access to electronic tools, a computer network, and the internet is to promote educational excellence. Access to district electronic resources, within or outside the school setting, including the internet will be available to students who agree to act in a considerate and responsible manner and abide by the requirements of this policy. All electronic devices and computers are to be used in a responsible, efficient, ethical, and legal manner.

Students who willfully damage technology equipment may be responsible for repair or replacement. No student, unless authorized by the school principal or his/her designee, shall use, or operate any cellular telephone, personal computer, laptop, electronic instrument, iPad, iPod, tablet device, e-reader, watch with communication capabilities (any smartwatch), or similar devices while on Plantation Park's campus at school or while participating in school sponsored activities or events.

Cellular Telephones and Other Electronic Devices:

No student, unless authorized by the school principal or his/her designee, or as permitted under the Bring Your Own Technology (BYOT) initiative, shall use, or operate any cellular telephone, personal computer, laptop, electronic instrument, iPad, iPod, tablet device, e-reader, smartwatch, or similar devices during the normal school hours of operation in any Bossier Parish school building or on the grounds thereof. Normal school hours can include detention: before, during or after school. Violation of this policy shall be grounds for disciplinary action by the school, including, but not limited to, suspension and/or expulsion from school.

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on

and used during the instructional day. Electronic telecommunication devices shall include, but not be limited to, cellular telephones, personal computers, laptops, electronic instruments, iPads, iPods, tablet devices, e-readers, or similar devices. These provisions shall not be applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.

Refusal to relinquish a device shall constitute willful disobedience and shall be handled accordingly.

The school shall not be responsible for confiscated items if not picked up by a parent within ten (10) days of the last day of school. The School Board shall not be responsible for any electronic devices or device accessories, including cell phones, lost or damaged while on School Board property.

A properly authorized medical device worn by a student shall not be considered to be in violation of this policy. Ref: La. Rev. Stat. Ann. §§17:239, 17:416, 17:416.1. BPSB Policy: JCDAE

First offense: phone is taken up, parent contacted, phone returned to student at end of day.

Second offense: phone is taken up, parent contacted, phone must be picked up in the office the following day.

Third offense: phone is taken up, parent contacted, phone is returned to parent AND parent conference to discuss willful disobedience of policy and next steps.

Fourth offense: phone is taken up, parent contacted, behavior referral, phone will be returned on the last day of the school year.

Technology Fee – Each student will pay a \$10.00 technology fee at the beginning of the school year. Students will not be able to participate in extracurricular activities until this is paid including, but not limited to school dances, field trips, snack sales, etc.

Transferring – Please contact the office **at least 2 days** in advance if you are transferring from our school.

Uniform Policy

Students must wear school uniforms:

1. Navy, khaki, or black shorts, skirts, pants, capris or jumpers (joggers are prohibited)
2. Navy, red, white, royal blue, or columbia blue collared shirts
3. Red, white and blue plaid skirts or jumpers
4. Plantation Park spirit t-shirts
5. Solid navy, red, white, gray, and black jackets or sweatshirts only! NO HOODIES or HOODS on jackets!
6. Other types of non-uniform clothing in uniform colors will **not** be acceptable.
7. Shorts, skirts, skorts may be no shorter than 4 inches above the kneecap.
8. Belt colors are black, brown or navy blue.
9. Earrings worn by students may be removed at principal discretion if they are a distraction to learning. Parents will be contacted before removal.
10. Students may **not** wear large necklaces, jewelry, chains or belt buckles that may cause a distraction (left to the principal's discretion).
11. Shoes should be suitable for P.E. class and recess. Tennis shoes are the shoe of choice.
12. Open-toe shoes, slippers, slides or similar shoes, shoes with wheels, heels, and crocs or similar rubber shoes are **prohibited**.
13. No hats, ballcaps, bandanas, or beanies can be worn inside the school. Any other types of headgear that are a distraction to learning may be removed at principal discretion.
14. Hairstyles and hair color must not be distracting or extreme.
15. Students will place heavy jackets/coats in lockers or on wall hooks. If a jacket or outerwear is required during the school day, the students may wear lightweight, solid navy, red, white, gray or black uniform jackets, sweaters or sweatshirts. NO HOODS!!!! Non-uniform jackets may **NOT** be worn in the classroom.
16. Students need to dress appropriately for the weather conditions (i.e. no heavy jackets in warm weather; no shorts in cold weather, etc.).
17. Students should wear clothes with an appropriate fit (i.e., not too tight or too large).
18. Smart watches are prohibited

Students who are in violation of the dress code will be given a warning. Parents will need to bring a change of clothes/shoes if the student is out of dress code. Those who repeatedly violate the policy will be sent to ISS.

Water Bottle Policy

Plastic bottles with screw-on lids or clear plastic water bottles with leak-proof lids are allowed. Cups or bottles with straws, or holes, metal bottles, cans/glass bottles are **not allowed**. Only water is allowed. Flavored water is ok if it is clear.

Unpaid Fees/Lost or Damaged Textbooks or Library Books – Students who have not paid fees or who owe money for lost/damaged textbooks or lost library books may not participate in extracurricular activities until this is paid including, but not limited to school dances, field trips, snack sales, etc.

Visitors – All visitors must scan a state issued ID or driver's license and receive a badge to wear while they are on campus. Classroom visits will be made only with the permission of the principal, office personnel or teacher in order to avoid interruption of the learning environment. See Parish handbook for guidelines.

Positive Behavior Interventions & Support

Plantation Park Elementary School establishes a positive learning environment through the implementation of PBIS. Students are expected to exhibit our PONY expectations.

PONY

P-Prepared

O-On Task

N-Never Give Up

Y-You Matter

Students are rewarded regularly for appropriate behavior with Pony points, Positive Referrals and special PBIS events throughout the school year.

School Wide Discipline Policy

Students are expected to practice the PONY expectations and to follow the rules and procedures on the preceding pages. Teachers will establish more specific rules and procedures for their classrooms that are based on our PONY expectations.

Consequences

Each teacher has an established set of consequences for inappropriate behavior. Your child's teacher will notify you of those consequences. Administration will determine consequences for specific violations.

Referrals to the Administration

Administrators will respond to discipline referrals based on the needs of each child, the details of the situation, the severity of the offense and the number of times the student has been referred. Possible consequences include parent conference, home interventions, in-school suspension, out of school suspension and expulsion.

If a student receives three written referrals or is suspended, parents will be required to attend a conference with a school administrator and/or counselor.

In addition to the parish zero tolerance policy on weapons, we have zero tolerance at Plantation Park Elementary School for fighting, bullying and sexual harassment (inappropriate sexual conversation and touching). Both participants in a fight will be sent home for out of school suspension. Plantation Park will follow parish guidelines regarding bullying and/or sexual harassment.

Cafeteria Procedures

1. Talk in a normal voice without yelling.
2. Wait in line without talking.
3. Use good table manners.
4. If you make a mess in your area, you clean up your mess.
5. Be polite and respectful to others.
6. Stay in your seat until you have permission to get out of your seat.

Common Area Procedures

(Hallways, assemblies, sidewalks, etc.)

1. Walk in a straight line on the right hand side of the hall with **NO** talking.
2. Walk one square from the wall.
3. Keep your hands, feet and objects to yourself.
4. Keep the common areas clean.
5. Students must walk in all areas of the school.

Recess and Playground Procedures

1. Stay in the designated areas.
2. Do not pull on other children's clothing.
3. Do not pick up or throw sticks, rocks or dirt.
4. Do not take off shoes.
5. Tackle football is not allowed.
6. Do not go into the building during recess.
7. Do not play on the sidewalk near the parking lot.
8. Do not play on the covered walkway at the front of the school.
9. Stay away from dogs.
10. Do not play on bars near the outside classroom doors.
11. Do not push or shove.
12. No flipping or tumbling.
13. No play fighting or wrestling.
14. No contact games or sports.
15. All students are to get in line immediately when the bell rings or a whistle is blown.
16. Do not play with wood chips.

Please check with your child's teacher for specific questions. You can email or contact us via the PPE school app. We are looking forward to working together to make this an awesome school year!