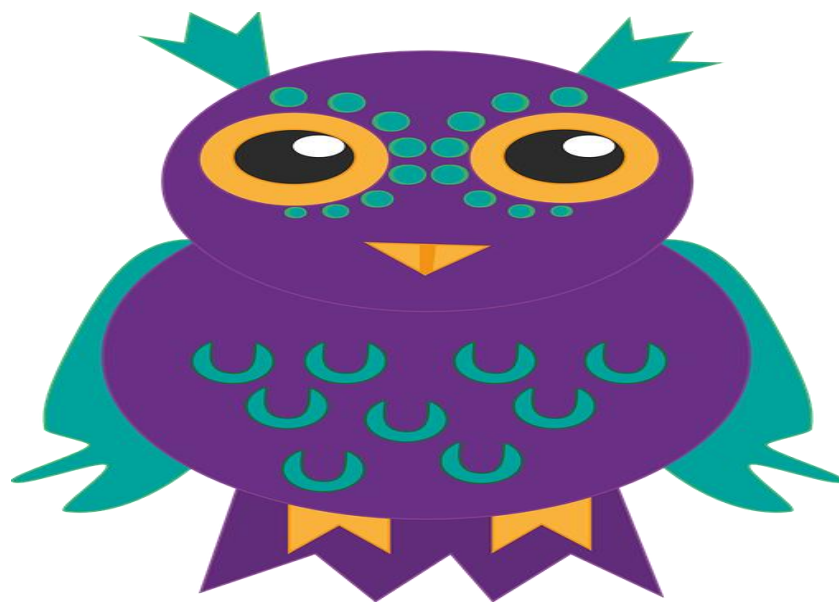
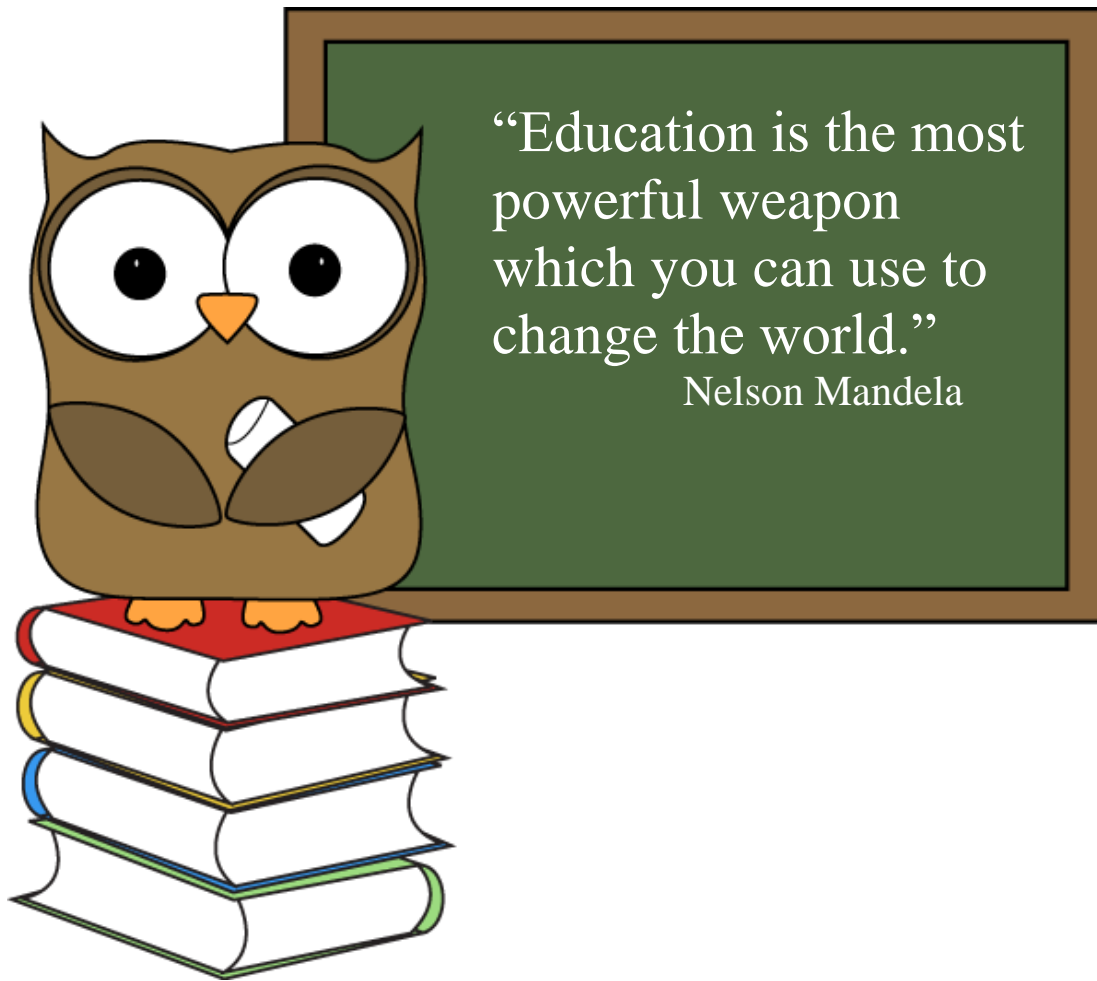


**Phoebe Hearst  
Elementary School  
School Wide  
Policies and Procedures**



**Handbook**

**2019-2020**



## **Phoebe Hearst Elementary 2019-2020**

**Vision: Every student is achieving at his or her maximum potential in an engaging, inspiring, challenging learning and safe environment.**

**Mission: Phoebe Hearst will educate all students to reflect Growth to Mastery.**



## Phoebe Hearst Elementary School

5208 Wabash Street  
Metairie, Louisiana 70001

Phone: (504) 887-8814 Fax: (504) 885-9117



Valentine Williams  
Principal

Brent Vollenweider  
Assistant Principal

### PHOEBE A. HEARST ELEMENTARY SCHOOL PROCEDURES AND POLICIES

#### ATTENDANCE

The school day officially begins at 8:40 a.m. Students **cannot** be on the school grounds before 8:10 a.m., unless he/she is in before care. This is to protect your child because teachers are not required to report until 8:10 a.m. for bus duty. As soon as students arrive on campus, either by bus or car, they must go directly to the cafeteria for breakfast or to their homeroom area.

**It is the responsibility of the parent/guardian to provide and update the student's emergency card with correct working telephone numbers and a correct living address.**

#### The school day begins:

- Homeroom – 8:30 a.m.
- Announcements and Opening Exercises – 8:40 a.m.
- Tardy bell – 8:40 a.m. – **Parents must go to the Office and sign in their child when late to school.**

#### The school day ends:

- Announcements – 3:00p.m.
- Get ready for Dismissal – 3:25 p.m.
- Bus riders, walkers and car pick-ups will be dismissed promptly at 3:30 p.m.

#### TARDINESS

Any student who enters the school grounds after the 8:40 a.m. bell is considered tardy and **must** come into the office to obtain a tardy slip. **The parent must accompany the student to the office.** The student, with the exception of **Pre-K**, will walk to class on their own.

#### **Unexcused Tardy Policy:**

**After 3<sup>rd</sup> unexcused tardy- Morning Detention**

## **After 6<sup>th</sup> unexcused tardy- Parent Conference with the Principal**

## **After 9<sup>th</sup> unexcused tardy- 2 day Suspension**

### **ABSENCES**

Per district policy, ten (10) unexcused absences may result in the failure of the student's current grade level.

If a student is absent up to two (2) days, a hand written parent note will excuse the absence. Only two (2) handwritten notes will be allowed per school year. If a student is absent three or more days, only a doctor's note can excuse the absence.

Students that are checked out early during the school day, will have that time documented in the computer by the office staff.

Excessive early checkouts can add up to be the equivalence of a missed school day.

Excessive absences are automatically reported to TASC – Jefferson Parish Truancy Assessment Service Center.

### **EARLY DISMISSAL**

We promote procedures to enhance the safety of our students. Personal identification (driver's license, ID card, Passport) must be presented to the secretary when you (or the emergency card designees) sign your child/children out of school. If you are sending someone to pick up your child, they must be listed on the emergency card. Make sure those designated persons have their identification with them to present to the office staff. NO students will be released to someone not listed on the emergency card.

Per district policy, a student must be checked out of school **prior** to 3:00 p.m. Early check out **will not** be permitted after 3:00 p.m.

### **BUS POLICY**

All Pre- K and Kindergarten students (purple shirts) must have a designated person to pick them up from the bus stop. If a student is brought back to the school 3 times, the bus driver will complete a referral form to document and the student is suspended from the bus transportation service for a week. The parent will then be responsible to transport the student to and from school.

**Disrespectful or disruptive behavior** on the bus will also result in the bus driver completing a bus referral form. Three incidents will also result in suspension from the bus service and parents will be responsible in transporting the student. Encourage all students to be respectful and responsible on the bus.

All students must ride their assigned buses. Students are not allowed to tag along with friends or relatives on other buses. Each student has an assigned bus.

### **DISMISSAL**

Dismissal is a busy time. If there is a need to change the way a student has to go home, please call the office before 2:00 p.m. **NO EXCEPTIONS**

## **CAR POOL**

Please follow the rules and regulations of our car pool system. In order for our car pick-up to be effective, we ask our families to be patient and courteous throughout the morning and afternoon Car Pool experience.

## **WALKERS – GATE ON WABASH ST. BY TRAILERS**

Parents, please form **one line** along the gate. Students will be dismissed at 3:30 p.m. in the order in which you are lined up. If you are in the “walkers” line, then you live less than a mile from school and are **NOT** eligible for bus service. Addresses will be checked for **ALL** students who are in the walkers’ line. If students do not live less than a mile and are eligible for bus service, they will be put in the carpool pick up line, and you will be required to get in the carpool line to pick your child/children up.

## **APPOINTMENTS**

You are encouraged to establish an active relationship with your child’s teacher. Be a part of tracking the daily academic and behavior progress of your children. Parents are urged to arrange a conference with their child’s teacher whenever there are questions, concerns and issues. However, since class time belongs to the children, conferences should never be attempted during instructional time or recreation periods. To assure sufficient time, a conference with the teacher must be made in writing or calling the office to schedule an appointment. **Teachers are available for conferences with parents during a teacher’s planning period.**

## **CAFETERIA**

Breakfast and lunch are free for all students at Phoebe Hearst for the 2019-2020 school year. **No food is to be taken from the lunchroom. Soft drink cans are not allowed in the cafeteria.**

The Cafeteria is the appropriate place for socialization. The students are allowed to speak to each other in conversational tones during their meal. Boisterous behavior, throwing food, getting out of the assigned seat, or being ill-mannered, is absolutely **forbidden at all times**. The students are encouraged to finish eating their meal before socializing.

## **HOMEWORK**

Jefferson Parish School System is deeply concerned about all students’ achievement. To improve students’ achievement, the Board has set some meaningful policies.

A weekly homework sheet will be issued to parents to emphasize the skills and concepts at home. This will allow parents to have an overview of the work in progress in grades Pre-K, K, 1 and 2. Students in **grades 3, 4, and 5 are responsible for copying daily assignments** in their school agendas.

**Homework must be completed nightly.**

## IMPORTANT REMINDER

NO toys are allowed at school. Please make sure that students are not placing toys and other inappropriate items in their school bags.

## SCHOOL DRESS POLICY

We take pride in the appearance of our students. Student's dress reflects the quality of the school, and the student's conduct and quality of school work.

All students are expected to dress and groom themselves neatly in the school mandated basic uniform, which are both suitable for the classroom and for school activities.

All students must wear the school's basic uniform everyday (unless parents are notified of "Special Days").

### **Pre-K and Kindergarten Dress Code**

Girls	Boys
Purple collared shirt with school logo	Purple collared shirt with school logo
Navy Blue slacks, shorts, skort, or jumper	Navy Blue slacks or shorts
White socks covering the ankle (No knee high socks)	White socks covering the ankle (No knee high socks)
Tennis shoes (no light-up or neon colored)	Tennis shoes (no light-up or neon colored)
Undershirts: white, navy, black, or purple	Undershirts: white, navy, black, or purple
Tights: white, navy, or black <b>SOLID COLORS ONLY</b>	--
Sweaters/Sweatshirts: navy	Sweaters/Sweatshirts: navy

### **1<sup>st</sup>-5<sup>th</sup> Dress Code**

Girls	Boys
Kelly Green collared shirt with school logo	Kelly Green collared shirt with school logo
Navy Blue slacks, shorts, skort, or jumper	Navy Blue slacks or shorts
White socks covering the ankle	White socks covering the ankle
Tennis shoes (no light-up or neon colored)	Tennis shoes (no light-up or neon colored)
Belts: navy, black, or brown	Belts: navy, black, or brown
Undershirts: white, navy, or black	Undershirts: white, navy, or black
Tights: white, navy, or black <b>SOLID COLORS ONLY</b>	--
Sweaters/Sweatshirts: navy	Sweaters/Sweatshirts: navy

## Uniform Interventions

1st Infraction – Verbal Warning

2<sup>nd</sup> Infraction – Warning Slip

3<sup>rd</sup> Infraction - Behavior Report

4<sup>th</sup> Infraction - Detention

5<sup>th</sup> Infraction - Parent Conference with an Administrator

6th Infraction – Consequences will be at the discretion of the administration

## PHYSICAL EDUCATION CLASSES

Physical education is a part of the regular program. It is expected that every student, health permitting, take part in the physical education program. If your child can not participate in any physical activity you must present the school with a doctor's statement to this effect. Students are not excused during class time unless absolutely necessary.

## SENDING MONEY

**Please send all checks or cash money in a sealed envelope with amount, purpose, child's name, teacher's name, and homeroom clearly printed on the front.** This procedure is to be followed whenever money must be sent to school, regardless of the reason. Checks may be made payable to the school unless otherwise stipulated (example: School picture company).

## SCHOOL – WIDE POSITIVE BEHAVIOR

Each school in the State of Louisiana (Grade Pre –K to 12) must implement a "School – Wide Positive Behavior" plan. In accordance to the State Department of Education directive, Phoebe A. Hearst Elementary School's discipline committee has developed the following mission statement to support positive behavior in the school.

**We are dedicated to a program that provides an atmosphere, which will help each student to attain the necessary skills, values, and attitudes that will enable him/her to become a worthy citizen.**

## **SCHOOL WIDE RULES**

- 1. BE RESPONSIBLE**
- 2. BE RESPECTFUL**
- 3. BE SAFE**

# Transitions from Building to Other Areas on Campus Phoebe Hearst Promotes Being Safe, Respectful, and Responsible

**\*Speak to your children about this section highlighting the rules and expectations.**

When switching classes, going to P.E./the cafeteria/library, and at dismissal students **must**:

- \* be escorted by a teacher at ALL times
- \* walk single file in a straight line
- \* have hands folded or by their sides
- \* remain quiet

## SCHOOL RULES AND BEHAVIORAL EXPECTATIONS ALL COMMON AREAS

### BE SAFE

1. Keep hands, feet, and objects to self.
2. Walk facing forward.
3. Use your walking feet (except for playground).

### BE RESPECTFUL

1. Use kind words and actions.
2. Follow adult directions the first time given.

### BE RESPONSIBLE

1. Dress in full proper uniform daily.
2. Take care of all personal belongings and school property.
3. Be on time for class.

## CAFETERIA

### BE SAFE

1. Keep feet on the floor under the table.
2. Food, drink, and/or straws must remain in the cafeteria.
3. Stay in your seat.

### BE RESPECTFUL

1. Keep your hands off of other's food.
2. Use inside voices at all times.
3. Follow adult directions first time given.

### BE RESPONSIBLE

1. Wait to be dismissed after lunch.



2. Get all utensils, napkins, milk, and condiments when first going through line, or raise hand if you forget.

### **Recess Rules**

#### **BE SAFE**

1. Use equipment safely and properly
2. NO tag or chasing games
3. Stay in designated area

#### **BE RESPECTFUL**

1. Set game rules, and follow game rules
2. Include everyone
3. Only appropriate physical contact

#### **BE RESPONSIBLE**

1. Get permission from an adult to use the bathroom or leave the area
2. Get water before or at the warning bell
3. Clean up equipment and line up immediately when the whistle is blown to end Recess.

#### **PASSING AREAS:**

HALLS, BREEZEWAYS, SIDEWALKS

#### **BE SAFE**

1. Stay to the right.
2. Allow others to pass.

#### **BE RESPECTFUL**

1. Hold the door open for others.
2. Talking in hallways disrupts others.
3. Respect other's space.

#### **BE RESPONSIBLE**

1. Stay on sidewalk or under breezeway.
2. Use OUT/IN doors appropriately.

#### **BATHROOM/WATER FOUNTAINS**

#### **BE SAFE**

1. Wash hands.
2. Put trash in garbage can.
3. Report any mess to an adult.

#### **BE RESPECTFUL**

1. Give other privacy.
2. Use inside voices at all times.
3. Wait your turn.

#### **BE RESPONSIBLE**

1. Flush the toilet after use.
2. Use the toilet and urinal correctly.
3. Return to your classroom promptly.
4. Drink a fair share of water at fountain.

### BUS AREAS/CAR RIDERS

#### BE SAFE

1. Walk to the bus loading area.
2. Wait until you or your bus is called.
3. Keep hands, feet, and objects to self.

#### BE RESPECTFUL

1. Wait your turn in bus line.
2. Respond to adult instruction.

#### BE RESPONSIBLE

1. Arrive to school on time.
2. Follow bus rules.

### SPECIAL EVENTS AND ASSEMBLIES

#### BE SAFE

1. Wait in classroom until called.
2. After the assembly, wait until the teacher calls for the class before standing to leave.

#### BE RESPECTFUL

1. Listen to speaker.
2. Keep your eyes on speaker.
3. Applaud appropriately.
4. Keep hands and feet to self.

### **REWARDS/INCENTIVES**

We encourage all students to exhibit good behavior daily. A school-wide reward system has been developed for those students that are able to follow the code of student conduct. These awards are clearly defined criteria for earning rewards, portable for us in multiple settings, flexible enough to meet the needs of diverse students, contingent access to rewards, and hierarchical: small increments of success are recognized with small rewards and simple to use. Students that can't follow the rules and guidelines will experience the sequence of consequences listed on the upcoming pages.

## **Student Rewards/Incentives:**

- \* Birthdays
- \* Outstanding Owl
- \* Caught Being Good
- \* Student of the Month
- \* Owl Store
- \* 9 weeks Awards Ceremony
- \* **Good Behavior Picnic**- for students that showed exemplary behavior all year.

## **DISCIPLINE**

It is our goal to help each student acquire self-discipline. Basic values – honesty, integrity, respect for authority, and understanding of right and wrong, and an acceptance of the consequences for one’s own actions when he/she violates these principles is integrated into the academic curriculum.

Warning slips or behavior reports are sent to parents/guardians in order to secure their assistance in helping to overcome a problem. Please acknowledge these by signing and returning them to the teacher/staff member that issued the warning slips or behavior reports.

If a student behavior issues continue, a detention, mandatory conference with administrators, or a referral may be necessary.

## **BEHAVIOR AND CONSEQUENCES**

### **Minor Infractions**

1. Inappropriate Language/Comments
2. Non-Compliance – Failure to respond to faculty/staff requests
3. Classroom Disruption – Any noise that is not conducive to the learning environment.
4. Property Misuse – Any destruction of school property, improper use of school bathroom.
5. Bringing fidget spinners, Yu-Gi-Oh cards, any other trading cards, and/or toys
6. Other – Cheating, Inappropriate gestures.

## **Interventions (Minor Behavior)**

- 1<sup>st</sup> Infraction** – Verbal Warning
- 2<sup>nd</sup> Infraction** – Buddy Teacher Time Out
- 3<sup>rd</sup> Infraction** – Phone call to Parent
- 4<sup>th</sup> Infraction** – Behavior Report
- 5<sup>th</sup> Infraction** – Morning Detention
- 6<sup>th</sup> Infraction** – Teacher/Parent/Principal/Social Worker/TASC Conference
- 7<sup>th</sup> Infraction** – Office Referral

## **MAJOR INFRACTIONS – A**

1. Abusive/Inappropriate Language/Profanity – Verbal message that includes swearing, name calling or use of words in an inappropriate way, abusive comments. (use discretion)
2. Defiance/Disrespect/Insubordinate/Non-Compliance – Refusal to follow directions, talking back and/or socially rude interactions towards an adult.
3. Disruption – Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or rough – housing; and/or sustained out-of-seat behavior.
4. Fighting/Physical Aggression – Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
5. Forgery/Theft – Student is in possession of, having passed on, or being responsible for removing someone else’s property or has signed a person’s name without that person’s permission.
6. Bullying/Harassment/Cyber Bullying/Cyber Harassment – Student delivers disrespectful message (verbal or gestural) to another person that include threats and intimidation; obscene gestures, pictures, or written words.
7. Other – Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.
8. Property Damage – Student deliberately impairs the usefulness of property.
9. Lying/Cheating – Student delivers message that is untrue and and/or deliberately violates rules.
10. Skip Class/Truancy – Students leaves class/school without permission or stays out of class/school without permission.
11. Tardy – Student is continually late to class for the start of the school day.
12. Alcohol/Tobacco – Student is in possession of or is using alcohol/tobacco.

## **CONSEQUENCES & PROCEDURES – MAJOR A**

1. Office Referral
2. Student conference with Administration
3. In School/Out School Suspension or Administration Decision
4. Parental Conference with Teacher and Administration upon returning to school.

## **MAJOR INFRACTIONS – B**

1. Arson/Combustibles – Students is in possession of substances/objects readily capable of causing bodily harm and /or property damage (matches, lighters, firecrackers, gasoline light fluid)
2. Drugs/Altering Substances – Student is in possession of or is using illegal drugs/substances or imitations.
3. Weapons – Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
4. Pornography

## **CONSEQUENCES & PROCEDURES MAJOR - B**

1. Office Referral
2. Student Conference with Administration
3. In School/Out of School Suspension
4. Parent Conference with Teacher and Administration upon returning to school.

## **SPECIAL PROGRAMS**

Phoebe A. Hearst has several programs that are available to the students and parents.

### **Parent – Teacher Organization (P.T.O.)**

Parents are encouraged to join our Parent- Teacher- Organization. This is an excellent way of supporting your child/children's school while learning the important aspects of the educational programs. We encourage our parents to attend all meetings and parent sessions. Your partnership with the school is value, therefore, your presence for report card conferences and other parental involvement events is necessary.

### **Counseling Services**

Zoraya Castillo is our counselor/social worker at Phoebe Hearst. She is available to help the students, teachers, and parents, with any emotional or conduct that transpires both on and off campus. If you need to speak to her, please contact her at 504-780-4111, if she does not answer please leave her a message.

### **Safety Patrol (Girls and Boys)**

The patrol boys and girls are doing a service to the community. Impress upon your child/children that they must follow the directions given them by these boys and girls. Parents, too, are asked to follow their directions.

### **Before and After School Care**

There is a supervised childcare program for before and after school. This service requires a **one-time registration fee and daily or weekly fees.** Please contact the school's office (887-8814) or child care (780-4106) for information. **Students must be registered to attend before or after school care.**

### **Title I Tutoring**

Students are identified and parents are encouraged to register their children for before and after school tutoring as recommended.

**HAPPY THAT YOU ARE A PHOEBE HEARST PARENT!!**

**HAVE A GREAT SCHOOL YEAR 2019-2020**

**Valentine Williams, Principal**

**Brent Vollenweider, Assistant Principal**

**Phoebe Hearst Elementary  
School - Wide  
Procedures and Policies  
For Parents and Students**

**AGREEMENT**

We hereby acknowledge that we have read the Phoebe Hearst School - Wide Procedures and Policies for Parents and Students.

As a parent/guardian I will support the school's policies and procedures that are in the Phoebe Hearst handbook.

We agree that (student name) \_\_\_\_\_ should be held accountable for these rules, regulations, and for upholding the uniform policy.

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Grade \_\_\_\_\_

Teacher's Name \_\_\_\_\_

**Note: It is the responsibility of the parent/guardian to return all school notices properly signed to the homeroom teacher within two (2) school days.**

