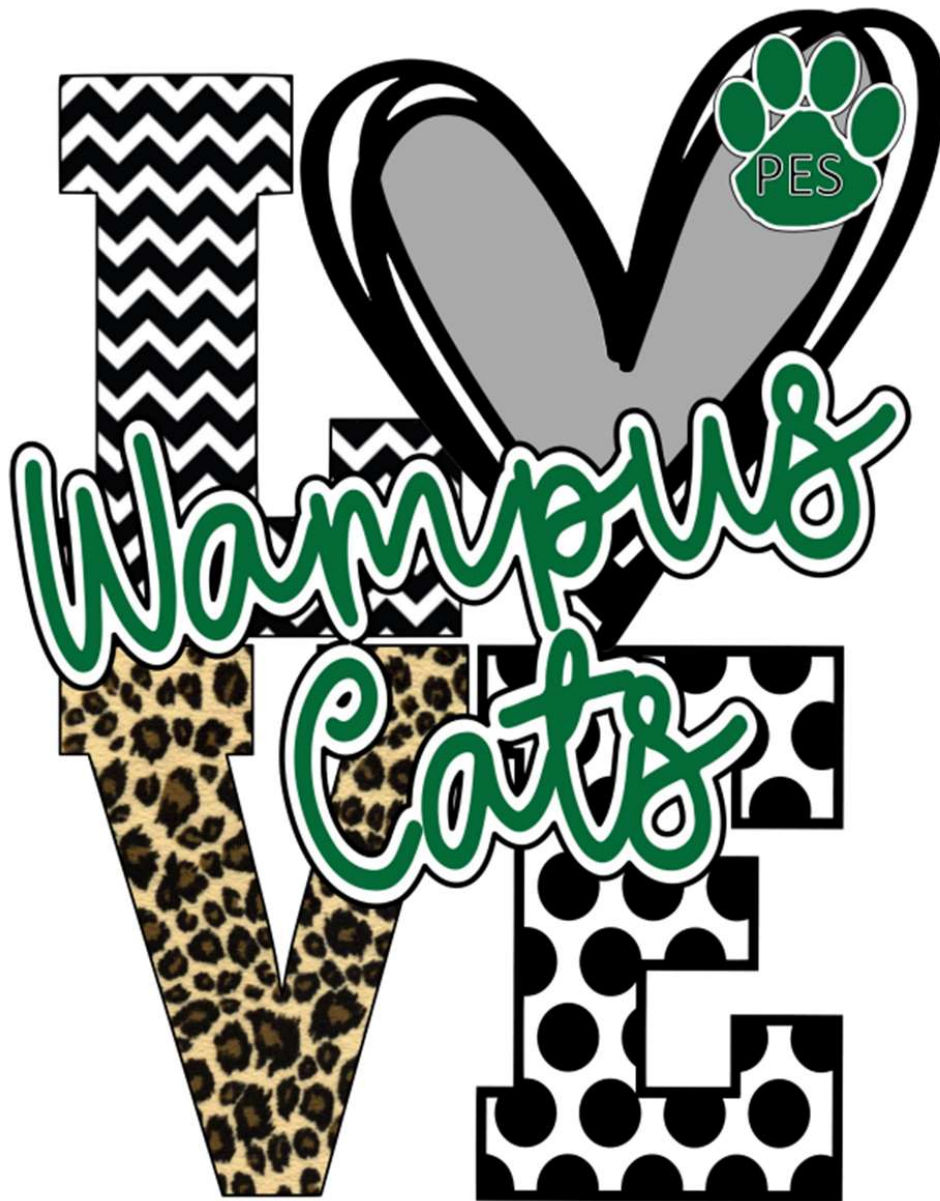


Pollock Elementary Student Handbook

2023-2024



Pollock Elementary
Student Handbook
2023-2024 School Year
Parent/Student Acknowledgement Sheet

Dear Parent or Guardian:

The document that follows was designed to inform you of the procedures and policies of Pollock Elementary School. Please take time to carefully read this document. If you have any questions, please contact school officials for clarification.

After you have read the document, please sign where indicated, remove the bottom section of this letter, and return it to your child's school. Your signature will be a record that you and your child have received the 2023-2024 Pollock Elementary School Handbook, and that you and your child agree to comply with the rules and regulations contained herein.

Sincerely,

Amy Merrell
Principal

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Parent/Guardian

My signature below indicates that I have received and that I have reviewed all policies, rules, and general information contained in the 2023-2024 Pollock Elementary School Handbook.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Dear Parents and Students,

The staff at Pollock Elementary School is looking forward to a successful 2023- 2024 school year. We welcome you and hope you will work with us to make this the best year ever. You will find specific school policies outlined in this handbook.

Once again, our staff is excited to begin another year. We have many wonderful opportunities planned for your family.

Sincerely,

Amy Merrell
Principal

Vision Statement

Pollock Elementary encourages all students to achieve their highest potential and become independent lifelong learners. We envision a school community where we achieve this by:

Promoting Positive Culture
Engaging in Learning
Striving for Success

Mission Statement

Pollock Elementary will provide a culture and community that is focused on student achievement and character development for every student, in every classroom, everyday.

Information Slips

Each student will receive an information slip for parents to fill out. You will be asked to list emergency contact people for the office to call if you are unavailable. The names listed on this form will be the ONLY people allowed to pick up your child.

Early Release Date

School will be dismissed at 12:00 pm on this date. Please note that your child will be home early on this date.

November 2nd

Five Day Weeks

August

7-11

14-18

21-25

28-September 1

January

8-12

22-26

29-February 2

April

22-26

Parent Teacher Conferences

September 18th

February 19th

If a parent is unhappy or concerned about any occurrence at school, he/she should contact the child's teacher first. Parents should always check with the child's teacher before going to administration. Most of the time, issues can be resolved by speaking with the teacher. Conferences with teachers may be scheduled during the teacher's planning time. Conferences cannot be held during instructional time. You may contact the teacher or call the school office to schedule an appointment.

During the school day, the principal or assistant principal may not be in the office to receive a phone call. If this is the case, please leave a message and the administrator will return the call as soon as possible. If you wish to have a conference with the principal or assistant principal, call the school office to schedule an appointment. While the administrators will make every effort to talk with you if you come to the school without an appointment, our first obligation is to take care of our students. Many times the administrators are observing in classrooms, on duty in the halls, or meeting with children, other parents, or teachers. An administrator may not be available to meet with you without an appointment.

Parental Involvement and Family Nights

It is the goal of Pollock Elementary to involve our parents as much as possible. Our desire is for parents, students, and teachers to work together as a team to ensure your child has a very successful educational career. Pollock Elementary hosts various events throughout the year. Families are invited to join us for these events. We encourage you to attend as many of these activities as possible. Pollock Elementary hosts various events throughout the year. Notes will be sent giving exact times the events will be held.

Graded Papers

Classroom teachers will send graded papers, a newsletter, and important announcements each Tuesday in their green folder. Please sign the graded papers and return to the teacher the next day. If a parent fails to return graded papers each week, the teacher will no longer be required to send them.

The teacher will send a note with an explanation if papers are not being sent for a particular week. Each teacher has a Grant Parish email address. We encourage you to use this as a means of communicating with your child's teacher. Many questions and concerns can be attended to in a timely manner. Your child's teacher will send their email address in their classroom policy letter. Grant Parish Pupil Progression Plan states that teachers will input grades into JPAMS weekly when an assignment or test is given.

Attendance

Students are encouraged to be absent only if necessary. We recognize illness, deaths, and other family emergencies will occur. Students will earn jean passes for each nine-weeks of perfect attendance. Please remember we have our school-based health clinic available to aid you in determining if your child is ill enough to miss school. All excuses, including original doctor/dentist verification for a student's absence(s), must be presented to the school within five (5) days of the student's return to school to be considered for extenuating circumstances. All doctor's/ parent's notes presented after this time will NOT be considered. Please be aware that a parental excuse note allows students to make up work missed and is marked excused on the report card; however, the student absence is still calculated in the number of days per year a student is allowed to miss per LDOE policy. In order to be eligible to receive grades, elementary students (K-8), shall not exceed 9 days per year of absences. On the 10th absence, the student's name will be turned over to the truancy officer.

Make-Up Work Policy

Requests to pick up student work missed during absences must be called in to the office at least two hours before parent wishes to pick the work up at the office. This is to allow teachers time to gather materials and work without causing interruption to instructional time. If you request work; please make sure your student completes the work before returning to school. Upon return, students will have 3 days to make up missed work.

Early Check-Outs

We are aware that the need arises to occasionally check your child out early. Our teachers have a great deal of information to teach your child. Therefore we ask that you do not check your child out early unless necessary. If you must check your child out, you will be required to sign them out at the office, and the child will be called for you. Parents are not permitted to go to the classroom to check out their child. **We want to keep our students safe; therefore, you will be asked to show your identification when checking your child out.** No child will be released to any person not listed on the student contact information sheet. It is the parent's responsibility to see that the appropriate persons are listed. Students that excessively check out may have their minutes accumulate into absences. Students must be checked out prior to 3:00 pm. If you are going to pick your child up every day, you must go through the car rider line. Parents will not be allowed to check their children out daily. Excessive student checkouts can become a truancy issue.

Tardiness

Please be sure to read Grant Parish School Board's policy on being tardy. Pollock Elementary will adhere to their guidelines. Please come to the office to check your child in if they arrive after 7:45 am.

Perfect Attendance

To be considered for perfect attendance recognition, a student must attend 100% of all school days from bell to bell each and every day. Exceptions are not made for medical, extenuating circumstances, etc. A student who is tardy is not to be considered as in attendance for 100% of the school day.

Take In/ Dismissal Schedule

7:20	Students may enter the building
7:45	Tardies are issued
3:45	First load students dismissed (Daycare and PK/K)
3:48	Second load students dismissed (1st-3rd grade)
3:50	Last load students dismissed (4th and 5th)
3:55	Buses pull out, parent pick-ups follow buses

Visitors

All visitors are required to sign in at the office and obtain a pass from an employee. Anyone without a pass will be asked to leave. This is for the protection of our students. If there is a custody judgment or restraining order on anyone that may want to check your child out of school, the school needs a copy of the "Record of Legal Custody". It is the responsibility of the parent who has legal custody to provide a record of legal custody signed by a judge.

Arrival/Dismissal Procedures

Bus Riders

Bus riders should be at their designated bus stop every morning waiting for the bus to arrive. Parish policy requires that if a child is not at the stop, the bus driver cannot wait.

Car rider

If you drop your child off in the morning or pick them up in the afternoon, please use the designated drop off and pick up location. Duty teachers are posted at several spots along this path to watch out for your child. We have more than 400 students at our school and for their safety; we need everyone to adhere to this rule. Please do not drop your child off before 7:25 am. Duty teachers are posted at this time. If you drop your child off prior to this time, there may not be a teacher to supervise your child. If you are going to pick your child up every day, you must go through the car rider line. Parents will not be allowed to check their children out daily. Please do NOT drop off students in front of the school. PLEASE BE ON TIME TO PICK YOUR CHILD UP.

Afternoon Car Riders

If you will be picking your child up from school everyday, you will line up in the designated car rider line. Once buses are dismissed from the campus, we will begin loading car riders.

Bus Notes

If your child plans to ride home with someone else on the bus or will be picked up by someone, a note must be sent from a parent or guardian. The note must be signed by the principal or assistant principal prior to afternoon pick-up. Please have all bus changes faxed in no later than 3:15 pm. We cannot guarantee bus changes faxed in after this time. Please call the school and make sure your faxed note was received.

Medicine Policy

Please read the medicine policy included in the Grant Parish School Board section of this hand-book. If you have any questions, please feel free to call Kim Sanders, R.N. at Grant Parish School Board. (627-3274)

Personal Property

Students are discouraged from bringing toys, electronic games, and other types of personal belongings to school. Pollock Elementary School will not be responsible for loss, theft, or damage to any property brought to school by a student.

Special Classes

Students participate in computer lab, library, music, and physical education at least one class period during each week. Students will receive grades of S, N, or U in physical education. On the day their class will attend physical education, students must wear tennis shoes that tie or Velcro. Students may lose points during gym class for not participating unless they have a doctor's excuse or a note from their parent. Students are not allowed to participate if they aren't wearing tennis shoes. If a student loses a point(s) during gym, parents will be notified in their child's graded papers the following week.

Field Trip Policy

Students can be checked out by a parent or legal guardians ONLY at the field trip site.

Emergency Plan

In extreme situations only, school could be dismissed early. Please have a plan of action for your child to follow should he/she arrive home before normal. The possibility of this occurring is very slim. It is only a precaution to make sure our students know what to do if ever placed in this situation.

Emergency Evacuation

All schools have an alternative shelter in the event that students would need to be evacuated from the school site or if the school was not accessible to parents. The alternative shelter for Pollock Elementary is Pollock First Baptist Family Life Center, located at 7936 Ridge Street. Car riders will evacuate to Pollock United Methodist Church, located at 1941 Hunter Street. A map is attached for the car rider's parents to follow for pick up. In the event of such an emergency evacuation, please do not call or come to the school or to the church. Please listen to local radio and television stations or go to Grant Parish School website for instructions on the procedure for dismissing students. JCALL will call/text all parents with information as soon as it is available.

Our school will have scheduled, as well as, unscheduled evacuation drills. We will also practice lockdown procedures.

Dress Code

All students are expected to follow the dress code as found in the Grant Parish School Board Handbook. Students who do not follow the dress code will be disciplined according to the policies found in the Grant Parish School Board Handbook.

School Fees

Supply Fee - \$15/student, due by October 1st each year

Students pay this fee to the homeroom teacher. This fee provides for ditto fee, materials and supplies for science experiments and social studies lessons, art projects, and classroom subscriptions that enrich lessons.

Technology Fee - \$25/student, due when Chromebook is issued to the student. The fees are to be used to purchase replacement parts and or services for two Chromebook repairs per fee. Cash, check, money order will be paid to the school.

Beta Fees - \$20/ 5th grade

Fifth grade fees cover national Beta dues and certificates, induction, and service projects.

4H Fee - \$20

Fees for all clubs \$7 regional/national dues, \$10 cost of Achievement Day (lunch, fuel, bus driver pay, substitute teacher), \$3 for service projects.

Parents/guardians may request an economic hardship waiver for supply fees. A form may be picked up from the school or accessed at www.gpsb.org. The principal will determine the approval of the hardship. If denied, an appeal can be submitted to the Superintendent of Grant Parish School Board by written letter. All requests for an economic hardship waiver will be confidential.

Discipline

Parents are held responsible for their child's behavior and are expected to cooperate with the school if a problem arises. When formal disciplinary action is taken, the child's teacher or administration will contact parents. The Grant Parish Discipline Policy will be followed in all situations that occur at Pollock Elementary.

Please refer to the Grant Parish School Board Student Handbook for bullying policy.

Kids Matter 2 Website

KidsMatter2.org is a SAFE and CONFIDENTIAL website for students of all ages in Grant Parish to utilize. Parents are encouraged to access the website for information and resources. Any issue of concern can be reported. However, PLEASE report any potentially dangerous situations that may harm someone IMMEDIATELY. In order to ensure school safety, all students, staff, and visitors are subject to search and seizure when entering our school campus. This may include the use of metal detectors.

PBIS

School-wide Positive Behavior Support (PBIS) is utilized at Pollock Elementary on a daily basis. PBIS is an approach that emphasizes the use of reinforcement strategies in order to increase positive behavior. Our PBIS Team has created behavior expectations for all of the settings in our school. You will find a chart on the following page which defines these school-wide behaviors.

Students will be allowed to practice appropriate behavior in all settings at the beginning of the school year. These expectations will be reviewed continually throughout the year. Staff members will be responsible for consistently rewarding students who exhibit appropriate behavior.

Our PBIS discipline policy provides teachers with interventions to help students who may have discipline issues. Teachers will make contact with parents on any expectation that a student might have difficulty meeting. Parish discipline policy will take effect if these strategies are unsuccessful. Major violations will be handled based on the current Grant Parish Discipline Policy.

As you visit our school, be on the lookout for posters which are in place to remind our students of our positive behavior expectations. Your child will also participate in various activities throughout the year as reinforcement for good behavior. Classes and individual students may be rewarded with medals and reward behavior points. Each class that obtains the designated number of medals will participate in PBIS activities. Students that maintain an A in behavior each six weeks will also receive recognition and a reward. Classroom plans are designed by each teacher to reward behavior points. School bus drivers will also participate in rewarding students on their buses for meeting expectations.

General Information

- No deliveries for students from florists or other vendors will be accepted at school. These types of deliveries should be made at home (ex. candy, flowers, teddy bears, etc.).
- Party invitations to home birthday parties may be sent to school only if each child in the class receives one.
- Rolling backpacks are not allowed due to storage and safety issues.
- All visitors, students, and employees are subject to metal detector screening.
- Shana Delrie, Title IX Coordinator,(318) 627-3274
sdelrie@gpsb.org

*** It is important that you read The Grant Parish Student Handbook in order to view all of the parish guidelines.

Parent & Family Engagement Policy

The parent engagement program is to assist and assure that Title I, Parental involvement regulations are met to build parent capacity in the schools under the law.

Pollock Elementary School

4001 HWY 8 Pollock
318-765-3511

<https://sites.google.com/a/ncde.org/pollock-elementary-school/>

What is Parent Engagement?

Parent engagement is an ongoing process that increases active participation, communication and collaboration between parents, schools, and communities with the goal of educating the whole child to ensure student achievement and success.

Involve Parents/Guardians and Family Members

Involving parents/guardians in development of school support.

Implementing family engagement activities and support.

Hold meetings at flexible times for parent participation.

Annual meeting to discuss Family Engagement policy.

Parents will evaluate system through surveys and dialog with staff.

Parents will be invited and involved in Meet & Greet of teacher, Virtual Back to School Family Night, and Carnival.

Parents will be informed of the Title I program

Parents will be informed of events related to school via, weekly newsletters, monthly calendar, school website, and school messenger system (J-TEXT).

Pollock Elementary School is responsible for ensuring effective engagement of parents by developing and sustaining partnerships to build parent capacity to attain students' academic achievement.

*"Mindset is everything,
nothing is impossible"*



Pollock Elementary School

*mindset is everything,
nothing is impossible*



Grant Parish School Board

Pollock Elementary School
4001 HWY 8
Pollock, LA 71467
(318) 765-3511

Principal:

Dany Maxwell

Asst. Principal:

Erica Turnment

<https://sites.google.com/gpsb.org/pollock-elementary-school>

WHAT IS A SCHOOL-PARENT COMPACT?

School-parent compact

A School-Parent Compact for

Achievement is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach grade-level standards. Our school, participates in activities and programs funded by Title I, Part A of ESSA.

School Goals

- ◆ To increase percentage of students on target to mastery, on the Math Assessment Index performance section of the LEAP 2025.
- ◆ To increase percentage of students on target to mastery, on the English Language Arts (ELA) Assessment Index performance section of the LEAP 2025.
- ◆ Pollock Elementary School will strive to create a safe, inviting environment where students can thrive academically, as well as socially.
- ◆ To improve attendance as a means to increase student learning and achievement in meeting the Louisiana State learning goals/standards.

District Goals

- ◆ Students enter Kindergarten ready.
- ◆ Students arrive in 9th grade on-time and on-level.
- ◆ Students will be on track to college in the 11th grade.
- ◆ Students will graduate on time.
- ◆ Students will enroll in college, post-secondary training, or join the workforce.

WHAT IS TITLE I?

Title I, Part A is a federal program designed to provide children significant opportunities to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. Title I, Part A funding is based on a school's demographics and is used to build equity of opportunity and to provide programs and services that support learning so that all children are able to meet the state's high academic standards.

School-Parent Compact

As a Parent, I will	As a School, We will	As a Student, I will
<ol style="list-style-type: none"> 1. Help my child attend school every day. 2. Find a quiet place for my child to read and complete homework. 3. Monitor amount of time children spend on electronic devices. 4. Read to and with my child on a regular basis. 5. Participate, as appropriate, in decisions relating to my child's education. 6. Stay informed about my child's education and communicate with the school by reading all notices from the school. 7. Serve, to the extent possible, on advisory groups, planning teams, and school volunteer opportunities. 	<p>Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables our students to meet Louisiana Student Standards.</p> <ul style="list-style-type: none"> ◆ Align instruction to the Louisiana State Standards ◆ Monitor student progress and communicate student progress. ◆ Foster collaboration between classroom teachers and parents. <p>Hold parent-teacher conferences to discuss individual student's achievement.</p> <ul style="list-style-type: none"> ◆ September 30, 2021 from 12:30 pm to 6:00 pm. ◆ February 10, 2022 from 3:00 pm to 6:00 pm. ◆ By scheduled appointments <p>Provide parents with frequent reports on their children's progress.</p> <ul style="list-style-type: none"> ◆ Parent Command Center ◆ Progress Reports ◆ Report Cards <p>Provide parents reasonable access to staff.</p> <p>School staff are available through:</p> <ul style="list-style-type: none"> ◆ Email ◆ Phone ◆ Scheduled appointments <p>Provide parents opportunities to be involved in their child's education.</p> <ul style="list-style-type: none"> ◆ Learning Carnival ◆ Back to School: Meet and Greet ◆ Virtual Back to School Night 	<ol style="list-style-type: none"> 1. Do my homework everyday and ask for help when I need it. 2. Come to school everyday and be prepared to learn and participate. 3. Read at least 15 minutes everyday outside of school time. 4. Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day. 5. Participate in school programs and activities that will benefit me. 6. Treat the adults and my peers with respect.
<p><i>Educating One at a Time; Making Every Moment Count</i></p>		

