



## Welcome to Percy Priest Elementary 2024-2025!

Dear Parents,

Welcome to Percy Priest Elementary! We hope this short guide will give you helpful information about the year ahead for your student at PPE. There is a tremendous amount of information available at the school's website that is pertinent to ALL students. Visit us at [www.percypriest.org](http://www.percypriest.org) for even more details.

This will be a year packed with fun for your kids, and we welcome your questions and feedback. The PTO looks forward to supporting you and your child, and we would also love to have you volunteer at the school in small or large ways. Come join us!

Jenny Alfrey  
PTO President  
[presidentsPPE@gmail.com](mailto:presidentsPPE@gmail.com)

## Lingo

### Friday Folders

Folders are sent home each Friday, filled with your child's work from the week and announcements about happenings around PPE. They are to be returned empty each Monday. Be sure to check your child's folder after school on Friday because occasionally teachers send home time-sensitive info.

### INVEST

This is the PTO's primary fundraising effort. PPE parents are encouraged to contribute \$375 per student. This funding is vital to pay for additional staff, such as Tiger Time support, spanish, technology, and counseling services, who support our teachers and students. These positions make a tremendous impact on so many of our students and their learning. The Invest campaign also supports the needs of our related arts teachers (art, Spanish, music and PE). If you have questions about INVEST, please contact INVEST chairs, Margaret Crane and Erin O'Brien at [InvestPPE@gmail.com](mailto:InvestPPE@gmail.com).

## **Orange Totes**

All kindergarteners use the same orange totes in lieu of backpacks. They can be monogrammed with your child's name but are otherwise uniform. We have a PPE parent who can monogram your tote for a fee. Details about monogramming will be sent separately should you choose to do so. You can also have them monogrammed at a place of your choice. The PTO funds these totes and will be available at Kindergarten Readiness Camp, All School Sneak-a-Peek and Popsicle Party, or in the front office on the first day of school.

## **Navigator Day**

Navigator Day is a day each month that the whole school focuses on a community service theme or project. The themes and projects are identified and led by our 4th and 5th grade classes.

## **School Clubs**

Teachers from different grade levels and subject areas offer various after school club opportunities for students during the school year. Fees apply and topics vary. Details and registration forms will be sent home in Friday folders and PTO Newsletter. Information will also be available on the PPE website in August.

## **School Lunches**

Students are welcome to purchase lunch in the Café or bring lunch from home. Breakfast and lunch will be free for all students at the Café all year. Students who bring lunch from home can purchase milk for \$0.50. Cash is not accepted. You may add money using the My School Bucks App or at [myschoolbucks.com](https://myschoolbucks.com). For school menus: <https://schools.mealviewer.com/school/PercyPriestES>.

## **Snacks**

Students have afternoon snacks each day. Please pack a dry (pretzels, crackers, granola bar) and peanut-free snack each day and send it in your child's tote

## **Standard School Attire (SSA)**

PPE follows Metro School District's policy pertaining to standard school attire. More information is available on the website for our school's specific requirements at <https://www.percypriest.org/resources/ssa/>.

PPE "spirit wear" will be available for purchase at the Roar Store throughout the year. Spirit wear shirts may be worn any day of the week. Spirit athletic short/skorts may only be worn on Fridays.

## **Supply List**

All grade level supply lists can be [found here](#). If you have purchased items through our **1st Day School Supplies** fundraiser, they will be shipped to the school the week of August 1st and delivered to the classroom.

# Transportation

All children arrive and depart from school as either bus riders, car riders or walkers.

On the first day, many PPE parents choose to walk their children to the school's front entrance. Parking is encouraged on Priest Road and Willshire Drive, and it gets crowded! During the first week of in-person school, all methods of transportation tend to be slower than normal – please plan accordingly.

## Bus Riders

If you live more than 1¼ mile from school, you should receive information from the MNPS Transportation Department that details your child's bus route number and pick-up and drop-off times and locations. This information can also be accessed at the MNPS website ([www.mnps.org](http://www.mnps.org)) under Our Schools/ Buses and Transportation. Other information regarding the opening of schools is also available on this website. Buses will arrive 15 minutes prior to school starting time. Specific bus questions can be found in the [MNPS transportations](#) document. If you are a bus rider, please review the [MNPS policy on bus conduct, rules, and safety](#).

There is also the Remind App that helps parents keep up with their bus. To join, send a text message to 81010. The content of the message should be as follows:

- For Route 1 Pink Bus please text @ppebus1
- For Route 2 Orange Bus please text @ppebus2
- For Route 3 Blue Bus please text @ppebus3
- For Route 4 Purple Bus please text @ppebus4
- For Route 5 Yellow Bus please text @ppebus5

## Walkers

Students are eligible to be walkers if they live in the school zone and are close enough to school that bus transportation is not provided. Walkers are dismissed through the front door. The preferred method of dismissal for all non bus-riders is the car rider loop.

*Arrival* – Students who walk to school will enter the school through the front doors and front entrance.

*Dismissal* – Due to continued construction of our new building, we will no longer have a separate walker dismissal from the rear exit. Walker dismissal will be from the front of the school. If you walk to pick up your student, you should have a car rider number and report your number to Ms. Cathy or school staff in the front loop. The preferred dismissal method for non-bus riders is the car rider line. If you are a walker family, but drive to pick up your student, please use the car rider line for dismissal.

## **Car Riders**

Car Rider Numbers will be distributed to new families at the All School Sneak-a-Peek and Popsicle Party, as well as on the first day of school. Returning families will continue to use the same number. Please work with your child to learn his or her Car Rider Number before school starts, or even consider writing it on their tote bag/tag.

Teachers and staff as well as 4th Grade Ambassadors will be available to help kindergartners, and PTO volunteers are assigned to help parents navigate the traffic circle. Please be patient and follow the safety rules – NO cell phone use during arrival and dismissal per Tennessee State Law and the safety of our children.

### ***Car Rider Protocol – Drop Off***

**Drop off begins at 7:35am**, and students must exit out of the passenger side of their cars. Students can use this extra time to enjoy breakfast in the Café or head directly to their classrooms. Breakfast is free to all students. The front doors close at 8:00am. After 8:00 am, parents will be required to walk children in, and sign them in at the front desk.

In order to prepare your child to exit your car, please have them ready with tote in hand, and goodbyes finished, once you cross the first Tiger Paw. Remember – parents, grandparents and other caretakers, please do NOT exit your car during drop off.

### ***Car Rider Protocol – Pick-Up***

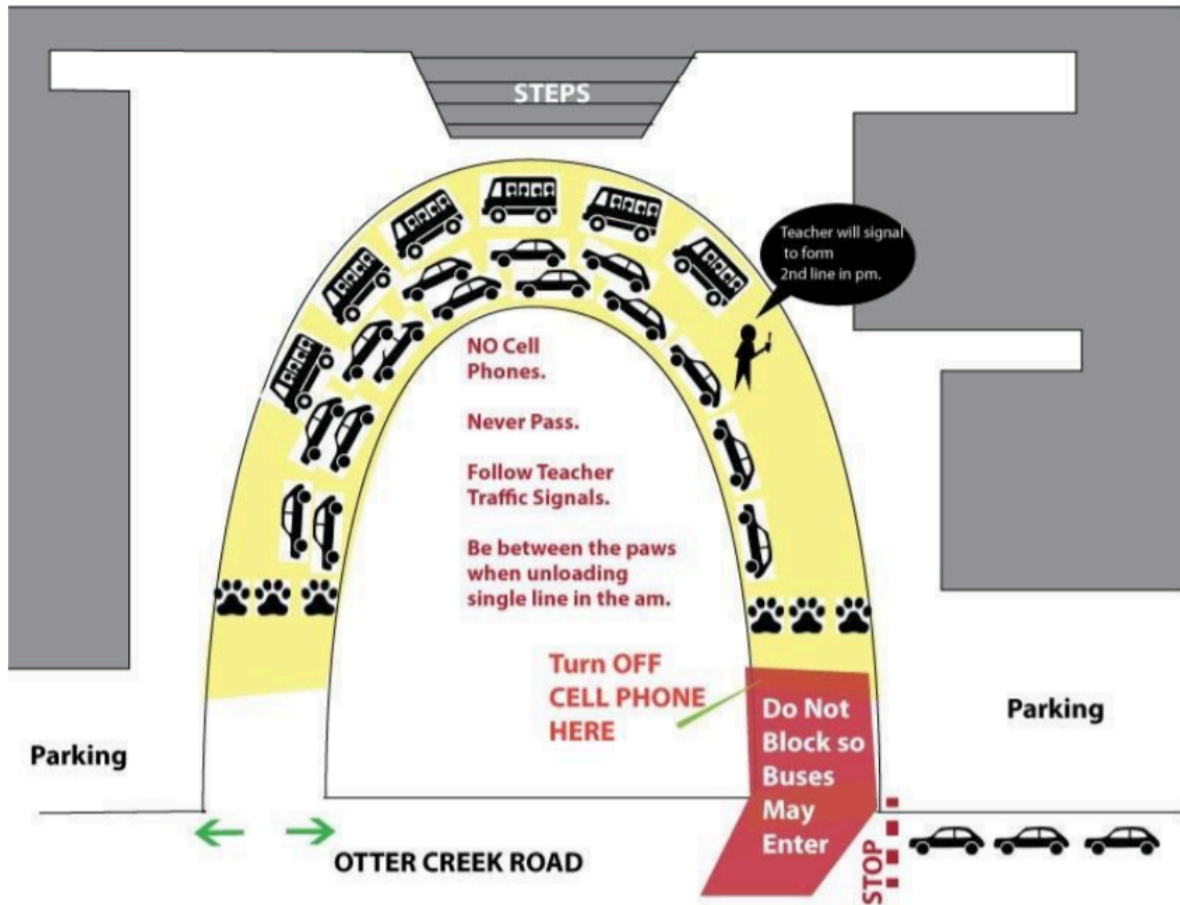
Dismissal begins promptly at 3:00pm. Parents, grandparents, and other caretakers are encouraged to begin lining up before 3:00pm along Otter Creek and Priest Road.

\*\* Have your car rider number ready to go and visible. This number is used to call your child out front.

Round One Dismissal – The first group of cars lined up in the semi-circle will resemble the graphic included in this document, including buses in the third row.

Rounds Two, Three, and Four Dismissal – The first round of cars and the buses leave the semi-circle, and Mrs. Cathy or another school representative will wave your car in when it's your turn. Cars will be lined up in three rows between the Tiger Paws. Once you are in your spot, please put your car in park and wait for students to be dismissed to your car. You will be able to exit your car at this point to let your child know where you are in line. Teachers will dismiss children to cars by turning a STOP sign to GO or SLOW.

## Transportation Map



\*Please note, during Round One of Dismissals, only two rows of cars are allowed in the semi-circle. This is to provide buses the room they require to line up in the third row. The second row of cars MAY NOT line up past the second speed bump near the mailbox. This only applies to Round One of Dismissals – after buses depart, cars may line up between the Tiger Paws, 3 rows deep.

## Events

These dates and events are subject to change. Please see the [PTO calendar](#) for dates and times of all events. [The district calendar can be found here.](#)

### Before School Begins

#### Kindergarten Readiness Camp – FULL!!

“Sneak-a-Peek” at a kindergarten day with two PPE kindergarten teachers, Mrs. Dick and Mrs. Paterson. Children will be immersed in readiness activities through children’s literature, songs

and games. Kids will tour the school, playground and kindergarten classrooms. Email Murray Benson Dick for registration details at [emurraybenson@gmail.com](mailto:emurraybenson@gmail.com).

### **All School Sneak-a-Peek and Popsicle Party: August 5**

Snap a picture with our school mascot, Percy, and then head on to your child's classroom to meet your teacher. Then, meet in the front circle to enjoy popsicles while socializing with other PPE families. The PTO will be there with orange totes and other PPE gear.

## **Fall and Winter Events**

### **Open House: August 15, 2024**

All parents are highly encouraged to attend Open House, an evening when teachers build community with and among parents by going over information specific to their classes, introducing room parents and compiling contact information to create class email distribution lists.

### **Fall Community Event (at PPE): September TBD, 2024**

All PPE families are invited to enjoy an evening of fun with our wonderful community. Stay tuned as this back to school event develops!

### **Tiger Cup Golf Tournament Fundraiser: September 9, 2024**

The PTO hosts an annual Golf Tournament fundraiser held at Old Natchez Country Club. Round up a golf group and join the fun while raising money for the school!

### **Percy's Vintage Closet: September 19, 2024**

A yearly fundraiser showcasing gently used PPE Spirit Wear. Great finds and a great time to support the school.

### **Songwriter's Night: October 2**

One of the most fun evenings in the fall. Local songwriter's entertain with stories and songs, all in support of the school. Watch for more details as school kicks off in the fall.

### **Walk to School Day: Date TBD**

Buses still run on Walk to School Day, but all students are encouraged to walk the last part of their journey to school if they are interested. Parents can park on neighboring streets (except where marked) and walk with their kids to the school.

### **Field Trips: Dates TBD**

Each grade level will participate in field trips throughout the year. Parent volunteers will be needed to serve as chaperones. Your child's teacher and/or room parent will provide more information on these events.

### **Prospective Family Open House: October 24, 2024**

Families who may attend PPE can view the school in the early fall. Watch for more details or email [presidentspppe@gmail.com](mailto:presidentspppe@gmail.com) for more info.

### **Kindergarten Harvest Carnival: October 31, 2024**

Kindergarten students will participate in fall festival-type activities hosted in and around the school with the help of parents. Our kids will play games and make crafts to celebrate all things Fall.

### **Book Fair: October 28 – Nov 8, 2024**

Each Fall, the library hosts an annual, week-long book fair which includes several fun events, including Grandparents & Special Friends Day.

### **GrandFriends Day: November 7-8, 2024**

Grandparents and Special friends are welcome to come and visit Percy Priest and see where the kids spend their day.

### **Art Show: December 9, 2024**

Students showcase their artwork during this evening community event.

### **Gingerbread Houses**

Each kindergarten classroom will have its own gingerbread house making party shortly before winter break. It is strongly suggested that one parent or guardian attend, as construction requires assistance!

## **Spring Events**

### **100th Day of School**

The kindergarten classes celebrate the 100th day of school by dressing up as their 100 year old selves. Attire suggestions will be provided.

### **Teacher Appreciation Week: February 3-7**

We love our teachers and staff! A full week dedicated to showing them how much they mean to us at PPE.

### **Used Book Sale: February 10-14**

Donate old books that are in good shape for other families to purchase and enjoy. Parents will send money to school with their kids to buy the books.

### **Talent Show: TBD February, 2025**

Back by popular demand, year two of our newest community event. Watch as students grades 1-5 showcase their incredible talents! A fun night of music, singing, acting, jokes, and community building.

### **Valentine's Day Party: February 14**

Each classroom will have its own Valentine's Day party. Parents and caretakers are welcomed to join in on the fun Details will follow, with opportunities for parents to assist.

### **Read-A-Thon: February 18- March 3, 2024**

Read-A-Thon is our yearly reading challenge that lasts for 10 days each spring. It is filled with fun activities and of course, reading!

### **Percy's Reading Party: February 27, 2025**

It's a reading celebration! Parents and kids are welcome to enjoy an evening at Percy Priest of reading games, crafts and imagination as we make reading fun for all.

### **Spring Auction: March 29, 2025**

The Spring Auction is our 2nd biggest fundraiser of the year. There will be an Online Auction prior to the event, and both a Silent and Live Auction the night of the event. Cams, restaurant and store gift cards, art, décor, spa certificates, and so much more will be available for purchase or bid. Popular items include grade level baskets, teacher outings, and class parties. Plan to attend!

### **Field Day**

Fun activities are available for all grades in the school. Parents are encouraged to volunteer. It serves as the end-of-the-year celebration.

### **Tiger Dash Color Run: TBD April/May, 2024**



# Policies

## 2024-2025 Student-Parent Handbook

The [MNPS Student-Parent Handbook](#), found online, has important information for you and your student to review. The Student-Parent Handbook is easy to access, search and bookmark to review later. It is designed to be a reference guide you and your student can use as the school year progresses. The Student-Parent Handbook includes several forms that require parent/guardian review and response. Review and submit these forms online by TBD, 2024, at [permissions.mnps.org](https://permissions.mnps.org).

## Inclement Weather

Occasionally, weather conditions will cause schools to open late, dismiss early, or close altogether. If we are experiencing or expecting severe weather, please monitor the MNPS Website, our social media channels, or our local television and/or radio stations for the latest school closing information. Please do NOT call your school or the Customer Service Center for this information. Please see the [full policy on inclement weather from MNPS](#).

## Attendance

Parents, guardians, and other persons with parental rights, with legal responsibility of any child or children between the ages of six (6) and seventeen (17) years, both inclusive, shall be responsible for their attendance in a public or non-public school. In the event of failure to do so, the parents, guardian, or other persons will be subject to the penalties provided in the Compulsory School Attendance Law.

## Immunization Protocol

All students entering MNPS MUST present proof of immunization, physical examination from within the U.S. and record of birth prior to admission. State law (T.C.A. 49-6-5002) requires schools through 12th grade to accept only an Official Certificate of Immunization provided by the Department of Health, completed and signed by a physician or health care provider administering immunizations, as proof of immunization for enrollment purposes. Certificates printed from the Tennessee State Immunization Registry do not require a signature, but should be accepted as well.

All grade level students should be up to date with their immunizations requirements before returning to school. For more information regarding grade level requirements, please refer to our ***MNPS policy Entrance Requirements SP 6.132.***

Immunizations are available through the Metro Public Health Department at the Lentz, East and Woodbine Clinic locations. The clinics are open from 8:00 a.m. to 3:30 p.m. Monday through Friday for walk-in vaccinations. Appointments are necessary and families should carry their child's shot record to confirm what immunizations are needed.

## Health History and When to Stay Home

Sometimes it is hard to know when to keep your child home from school and when to send them. [Use the form here](#) to help make an educated decision for your family and other students at school.

[View the student health history form](#)

## Flu & Meningitis Sheets

**Per state law T.C.A. § 49-6-5005, information on both flu and meningitis must be distributed to all students at the start of every school year.**

**T.C.A. § 49-6-5005.** Information about Meningitis and Influenza and the Effectiveness of Vaccination (a) LEAs shall ensure that schools provide parents and guardians with information about meningococcal disease and the effectiveness of vaccination against meningococcal disease at the beginning of every school year. This information shall include the causes, symptoms and means by which meningococcal disease is spread and the places where parents and guardians may obtain additional information and vaccinations for their children. Nothing in this subsection (a) shall be construed to require an LEA or school to provide or purchase a vaccine against meningococcal disease. (b) LEAs shall ensure that schools provide parents and guardians with information about influenza disease and the effectiveness of vaccination against influenza at the beginning of every school year. This information must include the causes, symptoms, and means by which influenza is spread and the places where parents and guardians may obtain additional information and vaccinations for their children. Nothing in this subsection (b) requires an LEA or school to provide or purchase vaccine against influenza. The department of education, in consultation with the department of health, shall provide information to LEAs to assist in the implementation of this subsection (b).