

# Abita Springs Middle School

## 2017-18 Student Handbook

### Attendance

Please review very carefully the changes to the attendance policy in the St. Tammany Parish School Board District Handbook for Students and Parents. This can be accessed by clicking on the following link and reading page 6 and 7:

<http://www.stpsb.org/DisciplineHandbook/DisciplineHandbook.htm>

Please note that the ONLY absences that do not count toward the 10 cumulative absences will be those that have an original **doctor's excuse**. Doctor's excuses will be accepted up to two days after your child's return to school, and we must have the original copy. Notes faxed directly from doctors' offices are accepted, and may be faxed to 985-893-2304, with attention to Paula. Parent notes will allow a student to make up the work, but will count in the 10 cumulative absences. These notes will also only be accepted within two days of the child's return. Any days over the 10 day limit will be REQUIRED to be made up on Saturdays for Seat Time Recovery to meet state requirements for promotion.

### Arrival and Dismissal

Students may begin arriving on campus no sooner than 7:00 each morning. School begins at 7:30, with the tardy bell ringing at 7:35. Tardy students must check in through the office. Excessive tardiness must be reported to truancy and disciplinary action will be taken beginning with the 5<sup>th</sup> tardy of the semester as students will receive a Thursday detention. If a student has 10 tardies, a Saturday detention will be given as a consequence. A parent conference with the principal will be requested after 10 tardies and further consequences will be discussed at that time. On rainy days traffic is usually backed up, please adjust your schedule so that students can arrive on time to school.

When the dismissal bell rings, it is for bus riders and walkers only. Once buses have exited campus, the walkers are escorted off campus. Only after the buses and walkers have left will parents be directed to enter the gate to pick up students. Phone calls will NOT be accepted to change transportation for safety reasons. Please ensure that your child knows how they will be getting home daily or if they will be in aftercare. **All changes in transportation must be made in writing and signed by a parent or guardian.** In emergency situations only, you may send a fax to 985-893-2304, but the fax needs to have a parent or guardian signature. Emailing teachers or administration cannot be accepted as a way to communicate transportation changes.

The PBIS Committee met and we will offer a free dress day each month as a reward for perfect attendance. This comes with the understanding that perfect attendance means no excused or unexcused absences, tardies, or early check-outs for any reason. Coupons will be sent home by teachers, usually falling on the first day of the following month.

## Breakfast and Lunch

If a student pays for lunch, please be sure that all money is paid directly to the cafeteria. Checks can be made out to Abita Springs Middle School cafeteria, and will be taken by Ms. Conny Yevecinez, our cafeteria manager. Also, payments may be made online through *MyPaymentsPlus*, which is linked on our school's webpage. Breakfast begins at 7:00 and runs until 7:30. The lunch times are as follows:

Fourth Grade: 10:45-11:15

Fifth Grade: 11:35-12:05

Sixth Grade: 12:15-12:45

Please feel free to join your child any day for breakfast and lunch! If you need to contact Ms. Conny, she can be reached at 892.3569. Menus will be posted monthly on the website and are included in the monthly PTA newsletter.

## Bullying Policy

Abita Springs Middle School has a very strict policy on bullying. Please refer to the PBIS handbook for this policy. Students are encouraged to report any instance that falls under the category of bullying to an adult on campus. We cannot fix a situation unless it is report to us. Facebook, Instagram, and texting are emerging as disruptive issues on campuses. We ask that you monitor your child's usage of such sites.

## Calendar

Abita Springs Middle School follows the calendar that is set forth by St. Tammany Parish School Board. Please visit [www.stpsb.org](http://www.stpsb.org) to access the calendar.

## Child Care/Extended Hours

After school care is available for any student from dismissal until 6:00 PM. All participants must register through Elizabeth Damare' or Yvette Morlier, our aftercare directors. They can be reached at 985.373.9051. Please remember that all school rules must be followed at this time, and students who misbehave will be asked to leave the program. Students who are not picked up by 3:00 will be sent to Aftercare. Parents will be responsible for a drop-in fee. No students

should be left on campus unless under direct supervision of a teacher, tutor, or aftercare personnel.

## Conferences

The first step in addressing a concern about your child would be to call or e-mail your child's teacher. That teacher is with your child for most of the day and is a wealth of information for any concerns you may have. Conferences may be set through the teacher or front office. We are unable to accommodate parents who drop in to see a teacher, as we work very hard to protect instructional time for all students. As always, please feel free to e-mail Ms. Meyers or Mr. Strohmeyer with questions or concerns. Mr. Strohmeyer can be reached at [edward.strohmeyer@stpsb.org](mailto:edward.strohmeyer@stpsb.org) and Ms. Meyers at [Rhonda.meyers@stpsb.org](mailto:Rhonda.meyers@stpsb.org).

## Discipline

Please refer to the STPSB Handbook on Attendance and Discipline for a detailed look at how discipline is handled by our schools. At Abita Springs Middle School, any child will be disciplined fairly and the parish guidelines for discipline will be followed by teachers and administration. You may view the paper copy provided to you, or you can view it at <http://www.stpsb.org/DisciplineHandbook/DisciplineHandbook.htm>.

## Dress Code/Uniforms

Students who attend ASMS are required to follow the St. Tammany Parish Dress Code. We follow all rules and regulations set forth in this handbook. Please note that make-up is not allowed. Extremes in hair style (Mohawks, sculptured styles) or color (color must be a natural color) are also not allowed. Hoods may be worn outside on inclement days, but are not allowed to be worn inside of the school building. The following link includes information about the St. Tammany Parish School Board policies:

<http://www.stpsb.org/DisciplineHandbook/DisciplineHandbook.htm>

Uniforms are required for all students. Navy blue and white polo-type shirts (long or short sleeves) are worn each day with khaki bottoms only (this includes jumpers) . No writing should be in view on the shirt (Polo, American Eagle, etc.) with the exception of the school logo. Girls may wear shorts, skorts, pants, jumpers or cropped pants. Girls may wear footed leotards under their skirts, if desired, and these colors are limited to navy, white or natural. Skirts or shorts must be fingertip length or longer. Boys may wear shorts or long pants. All pants MUST have a zipper and button with a finished hem, no pull-on or athletic pants are allowed. Socks are required for all students each day and we strongly suggest that students wear athletic-type

shoes for their safety. Pants that are ill-fitting or saggy will not be permitted. Any color outerwear (coats, sweaters, and jackets) will be permitted. Only navy or white outerwear with no logos (exception would be school logo) will be permitted inside. Please mark all outerwear with a marker, as well as lunch boxes and book bags. Lost and found is located on the side of the library under the awning.

## Emergency Information

Please be certain that your phone numbers and addresses are updated on the emergency cards as they change. Remember that we can only allow your child to be checked out by those listed on the cards. If there are custody papers, please be sure to send those, as well, so that we may follow them. Please keep the school informed of any changes in your child's life that may affect school performance. We want to work as a team to help every child succeed each and every day. Please make sure that medication forms and immunization records are also up to date. Please be sure to sign up for emergency alerts on the STPSB website at <http://www.stpsb.org/alert/index.htm>.

St. Tammany Parish Public School System is committed to providing safe and caring schools. The school system works in partnership with community emergency preparedness officials to respond to emergency situations. If an emergency occurs, please check local television and radio stations, the School System Website ([www.stpsb.org](http://www.stpsb.org)) or Channel 13. Please refer to the School System "Emergency Guide for Parents" for more information.

## Fees

We ask that you send the \$8.00 instructional fee in the envelope provided. This money goes directly back to the students through the purchase of instructional support materials to enhance learning. Any class that collects 100% of their fees will receive an ice cream party through PBIS!

## Grading Scale

93-100 A

85-92 B

75-84 C

67-74 D

0-66 F

Please keep in touch with your child's teacher throughout the year, and please call or e-mail the teacher for a conference at first sign of a concern. Progress reports come out each half-quarter and you may keep up to date on grades by logging onto <https://jpams.stpsb.org/jpweb/>. A user code and password will be send to you from the School Board. Please keep these codes private and in a safe place. Should you lose the codes, please call or email Mr. Strohmeyer.

If you wish to review the Pupil Progression Plan for your child, please visit [www.stpsb.org](http://www.stpsb.org) and look under the Pupil Progression Plan.

## Mental Health/Counseling

Here at Abita Springs Middle School, we realize that sometimes a student may need support due to family issues, a loss, or personal struggles. Our counselor, Erin Majnerick, is one resource here that can help. We also have a MHP here with us three days a week who can support students in need. Please call us or email [erin.majnerick@stpsb.org](mailto:erin.majnerick@stpsb.org) if you feel your child may benefit from speaking to a counselor. Our counselors can also help in providing a list of outside resources for children or families in need of help.

## Smoking

Abita Springs Middle School is a smoke-free facility, as are all STPSB facilities. This includes during after school events/activities as well as for Recreation Department Ball. Please adhere to these rules before, during, and after school hours.

## Student Assistance Team

The Student Assistance Team (SAT) is comprised of your child's teacher(s), the SAT chair, Melanie Adcox, an educational diagnostician, and other school personnel to brainstorm ideas to help your child should they be struggling in any area (academically, emotionally, behaviorally, or socially). If a teacher contacts you about an SAT meeting, please know that we will all be working together to determine what we can do to help your child have success. As a parent, please bring any information that you have that may give us a better picture of your child from prior teachers, information from any doctors, tutors, counselors or other individuals who may be working with your child outside of the school. As a parent, you may also request an SAT meeting for your child if you are concerned that there is an issue getting in the way of your child's progress. Please note that there is a process to this, and may require more than one meeting. Our commitment and goal is to work with you to find ways to help your child succeed here at Abita Springs Middle School.

## Technology

We understand that technology is a huge part of our lives as well as our children's lives. Please impress upon your child that at no time should a cell phone be on their person while at school. If a cell phone is off and in a book bag, we will not confiscate them. We understand that many of you want to know your child has arrived home safely. However, if a child has a cell phone on their person, or is found using it during school hours, we will confiscate it. A parent must call the school to make an appointment for the phone to be picked up, as they are locked up for safety reasons. A child will also receive a detention for this infraction.

## Visitors

To ensure the safety of all of our students on campus, please check in the main office to get a visitor's pass before going to any event or classroom. Please enter only through the main office door. Please remember to bring in your Driver's License when visiting or checking a child out. Students will only be released to those listed on the emergency cards. We will hold anything that you bring to your child or any messages you may have for your child until there is a break in instruction. At this time, we will have your child come up to get what you brought. Medication is excluded, as you will be required to administer any medication you bring to your child and we will be required to note this.

Because we use the traffic circle during the school day for PE as well as for other outdoor events, we ask that you park outside of the gate if delivering anything or picking up your child during school hours. We understand that this can be an inconvenience, but safety is a priority. During special events, we will open up the gates for parking to accommodate the amount of visitors to our campus. However, please be mindful of dismissal time so that buses are not blocked and students are safe.

## Weapons and Firearms

At no time should any child on campus have a weapon, or an object that can be used as a weapon, or a look-alike weapon in their possession. Any reports of this are taken seriously and will be promptly investigated. Please refer to the STPSB Handbook on Attendance and Discipline for more information.

***The school website at <http://abitaspringssmiddle.stpsb.org/>, teacher website pages and our district website at [www.stpsb.org](http://www.stpsb.org) are very valuable in providing information about Abita Springs Middle as well as our school system. If you have any questions, please call us at 892-2070. We are looking forward to a wonderful year here at Abita Springs Middle School!***

ABITA SPRINGS  
MIDDLE SCHOOL'S

**P**ositive

**B**ehavior

**I**ntervention

and

**S**upport

**P**lan



2017-18

# Positive Behavior Intervention and Support

As part of the push to promote positive behavior on our campus, the Positive Behavior Support and Intervention (PBIS) Committee was formed several years ago to review both the strengths and areas in need of improvement for Abita Springs Middle School's discipline plan. This committee, comprised of parents, teachers, students and administrators, analyzes disciplinary data and reviews teacher and student surveys to see how we can recognize positive behavior. The committee developed a reward policy to reinforce positive behavior as well as establish procedures and expectations for behavior while at school. Please be certain that you review this important information with your child and discuss it periodically throughout the year. The PBIS committee will meet several times during the year to evaluate the plan's effectiveness.

As always, we thank you for your support of Abita Springs Middle School.

## **SCHOOL BUS EXPECTATIONS**

### **Responsible** Warriors:

- keep their hands and objects inside the windows of the bus
- face the front with their feet placed on the floor in front of them

### **Respectful** Warriors:

- quietly enter, exit and remain seated throughout the trip

### Warriors with **Integrity**:

- keep all food or drink in their schoolbag or lunch kit
- enter the bus with only appropriate items
- get on and off of the bus at their stop only



## **BEFORE SCHOOL EXPECTATIONS**

### **Responsible** Warriors:

- go directly to the cafeteria if you are eating breakfast or to your designated area if you are not eating breakfast
- place their school bag against the wall outside the cafeteria before entering
- walk and talk in their grade's designated area

### Warriors with **Integrity**:

- obtain a pass before leaving their designated area

## **CAFETERIA EXPECTATIONS**

### **Responsible** Warriors:

- wash their hands with soap and water
- dry hands with a paper towel
- remain in ABC order

### **Respectful** Warriors:

- walk quietly in a straight line until seated
- keep noise levels low

### Warriors with **Integrity**:

- clean their area before getting up to leave when dismissed

## **HALLWAY EXPECTATIONS**

**Responsible** Warriors:

- get a pass before exiting the classroom

**Respectful** Warriors:

- listen carefully to teacher directions

**Kind** Warriors:

- keep their hands and feet to their self

Warriors with **Integrity**:

- walk in a straight line, facing forward with a space between yourself and the person in front of you

## **RESTROOM EXPECTATIONS**

**Responsible** Warriors:

- obtain a hall pass and sign the classroom log before leaving class
- know bathrooms are for bathroom use only

Warriors with **Integrity**:

- flush after using the toilet and wash hands with soap and water before leaving the restroom
- Bring only necessary items into the bathroom

## **PLAYGROUND EXPECTATIONS**

### **Responsible** Warriors:

- pay attention to where they throw the ball
- only hang from arms on equipment

### **Respectful** Warriors:

- line up quickly in their class line when the whistle is blown

### **Kind** Warriors:

- keep hands and feet to their self

### Warriors with **Integrity**:

- do not play rough

## **ASSEMBLY EXPECTATIONS**

### **Responsible** Warriors:

- enter and exit the gym quietly

### **Respectful** Warriors:

- pay attention to the presentation
- sit quietly with their legs crossed

### **Kind** Warriors:

- keep their hands and feet to their self

## **DISMISSAL EXPECTATIONS**

### **Responsible** Warriors:

- know how they will be getting home *before* coming to school
- *walk* to their bus line, walker area or carpool area

### Warriors with **Integrity**:

- Follow the bell schedule:
  - bell #1 is for bus riders and walkers
  - bell #2 is for car riders, tutoring, aftercare, and detention students

## **Positive Behavior Support Rewards**

### **Classroom Rewards**

The teachers and students will develop their classroom rules, consequences, and reward policy.

### **School-wide Rewards**

Each month all students who are not issued any disciplinary consequences are rewarded.

### **Attendance Reward**

Each month students with NO tardies, absences or early checkouts will be given a free dress pass.

## **DISCIPLINE POLICY**

The Uniform Policy and Discipline Code established for all students in the St. Tammany Parish Public School System Handbook will be followed and enforced.

### **Bullying Policy**

Bullying is a form of aggression, and it occurs when a person willfully subjects another person (victim) to an intentional, unwanted and unprovoked, hurtful verbal and or physical action(s) at any school site or school-sponsored activity or event.

Examples of bullying include but are not limited to:

- Physical bullying such as punching, shoving, poking, strangling, hair pulling, beating, teasing, kicking, punching, excessive tickling, etc.
- Verbal bullying includes malicious name calling, teasing, gossip, etc.
- Emotional (psychological) bullying includes rejecting, wronging, extorting, defaming, humiliating, black-mailing, diminishing personal characteristics, etc.

Personnel at all levels are responsible for taking corrective action to prevent bullying at any school site or activities. An individual has the right to report an incident of bullying without fear of reprisal or retaliation at any time. Retaliation must not occur and will not be tolerated. Proven allegations of bullying can have serious consequences such as verbal or written reprimand, detention, in-school or out-of-school suspension, disciplinary reassignment, and/or expulsion.

Steps for dealing with bullying:

1. Victims should clearly tell the bully to stop.
2. If bullying persists, victims should report the incident to an adult at school.
3. If the bullying continues you should sign up for Peer Mediation.
4. If the bullying continues, you should fill out one of the school's bully forms and turn it in to an administrator.

Remember that no one has the right to harm another person in any way. Nor should anyone make remarks that may cause another person to feel "oppressed" (stressed, scared, and intimidated).