

## 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:

<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**. Doctors' 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 the 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. Upon the fifth excused or unexcused tardy, the student will be assigned a Thursday detention. Upon the 10<sup>th</sup> excused or unexcused tardy, the student will be assigned a Saturday detention, and upon the 15<sup>th</sup> excused or unexcused tardy, an in-school suspension will be given. At mid-term, all students will start with a clean slate and the tardy policy will be enforced as students accrue late arrivals. On rainy days, traffic is usually backed up. Please adjust your schedule accordingly or allow your child to ride the bus. Late arrival on rainy days is not an excused tardy, unless your child arrives late on the bus. Dismissal begins at 2:25 with the first bell ringing for bus riders only. Once buses have exited campus, the walkers are escorted off campus. Only after the buses and walkers have left will the parents be directed to enter the gate to pick up students. Phone calls will **NOT** be accepted to change transportation. Please ensure that your child knows how they will be getting home daily, or if they will be in aftercare. In emergency situations only, you may send a fax to 985-893-2304 and we will do our best to get the message to your child. Please make sure your child is picked up by 2:40, as this is the end of duty for teachers.

Last year, the free dress for perfect attendance was discontinued due to the high volume of calls received for us to excuse absences, tardies and/or check outs so that a child did not miss this reward. As a special request by teachers and students to our PBIS Committee, we will offer free dress each month as a reward for perfect attendance on a trial basis. 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, and free dress will fall on the last school day of each month. Please note that free dress must still comply with STPSB's policy.

## 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. Breakfast begins at 7:00 and runs until 7:30. The lunch times are as follows:

Fourth Grade: 10:45-11:15

Fifth Grade: 11:30-12:00

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 book 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 reported to us. Facebook, Instagram and texting are emerging as very disruptive issues on this campus, as all 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 Lisa Demick and 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. No students should be left on campus unless under direct supervision of a teacher, tutor, or aftercare personnel. No drop-ins will be allowed.

## 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 Ms. Forrest with questions or concerns. Ms. Forrest can be reached at [donna.forrest@stpsb.org](mailto:donna.forrest@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, sculpted styles) or color (color must be a natural color) will not be 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 or logos should be in view on the shirt (Polo, American Eagle, Abercrombie & Fitch, GAP, 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 and shorts must be fingertip length or longer. All pants MUST have a zipper and button with a finished hem, no pull-on, leggings or athletic pants are allowed. Boys may wear shorts or long pants. 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. 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 notified 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 here. 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 Charter Channel 13. Please refer 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! ☺

We also ask that you not only join our PTA, but to also be active members. Our PTA has worked so hard as our partners in educating our students by volunteering their time and talents to make Abita Springs Middle the best it can be. We can use everyone for something around our busy school.

## Grading Scale

The grading scale is as follows for all schools across the parish.

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 sent 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 Ms. Forrest, and I can get that information to you. If you wish to review the Pupil Progression Plan for your child (what is required of a child to pass on to the subsequent grade), 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, Eva Jackson, is one resource here that can help. We also have a Social Worker with us two days a week who can support students in need. Please call us or email [eva.jackson@stpsb.org](mailto:eva.jackson@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 school counselor, 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 (evaluations done outside of the school system, records from a prior school, recommendations 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. Please contact Donna Forrest for more information.

## 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. 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 Saturday 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 the outdoor classroom, we ask that you park outside of the gate or in the back of the school if delivering anything or picking up your child during school hours. We understand that this can be an inconvenience, but our priority is keeping the students safe on the campus.

## Weapons and Firearms

At no time should any child on campus have a weapon, 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://abitaspringsmiddle.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 School 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!***

*Dear Parents, Guardians and Students-*

*Welcome to another year of fun and learning at Abita Springs Middle School! We are very excited to have our returning students in addition to our new ones! I know it is a big step from Abita Springs Elementary School, but we assure you, your children are in great hands. Our goal is to educate all children here to the best of our ability while preparing them for the big world of junior high school, which is just a few short years away. You may find that more responsibility is placed on your child while in middle school grades. We would not be doing our best if we did not strive to help all students to become the most responsible and respectful students they can be. We ask that you keep in close contact with your child's teacher(s) and to call or set up a conference at the first sign of any issue, whether it is academic or otherwise. Administration is always willing to sit in and problem solve. We promise to do the same, and will do our best to keep you informed of what is going on here at ASMS through newsletters, our website, teacher web pages, as well as weekly newsletters from your child's teachers, progress reports and report cards.*

*You will see that we mention a good deal about protecting instructional time. Our focus is to use each minute we have with your children to do our work, which is teaching. The time we have with your children is very important to us, and important to your child's overall progress. Good attendance is crucial to your child's success (being here each day and on time), as the state laws have become very rigorous for attendance. We are the enforcers of the rules, and must follow these rules carefully. Should you have any questions about attendance, please do not hesitate to call the school and speak to us about it.*

*We thank you in advance for sharing your children with us, and for your support for our school's mission. We are looking forward to seeing you here and hope that this will be the very best year yet for our ASMS families!*

*Sincerely,*

*Donna Forrest and Rhonda Meyers*

---

*Please sign and return the bottom portion of this form to your child's homeroom teacher.*

*My child and I have read and discussed the Abita Springs Middle School Handbook for the 2014-2015 school year.*

*Parent/Guardian Signature:* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_

*Homeroom Teacher's Name:* \_\_\_\_\_



