

Abita Springs Elementary

2017-2018



Student Handbook

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<http://abitaspringselementary.stpsb.org>



Dear Parents,

The staff and I would like to welcome you to Abita Springs Elementary School. We look forward to a wonderful school year with your support. I would like to personally invite you to visit our school and participate in your child's school day. We want you to know that you are an important part of our school and your child's success. We have some excellent plans for our school this year. We need your support and valuable time when possible. Please take time to volunteer at our school.

Please use this Handbook as a guide during the school year. While it does provide many policies related to our school, please refer to the St. Tammany Parish District Handbook (<http://stpsb.org/DisciplineHandbook>) for more information on policies and regulations.

With warmest regards,

Rebecca Stogner, Principal

MISSION STATEMENT: Buzzing to be the Best!

SCHOOL HOURS



Students may arrive at school after the **8:05 AM bell**.

Start of School Bell 8:35 AM (This is 5 minutes earlier than last year.) Tardy Bell 8:40 AM (Children should be in class by tardy bell.)

Breakfast times are **8:05-8:30** (Children dropped off late may not eat breakfast.)

Regular dismissal time is **3:35 PM**.

Students may not be dropped off before 8:05 AM. Students must be picked up by 4:00 PM. Students who are consistently late being picked up will be placed in aftercare with a charge of \$10.00.

ATTENDANCE

ASE follows the attendance regulations set forth in the St. Tammany Parish Public School System District Handbook. Please refer to the District Handbook for complete attendance policies. **Students may not be absent more than 10 days without a doctor's excuse or they will be required to make up the time they have missed.**

It is of the utmost importance that your child attends school. Absences interfere with student learning. Students are expected to be in attendance every day that is scheduled by the St. Tammany Parish School Board. State law requires that a student not miss more than 10 days within a school year. ACT 103 states that a student shall be considered habitually absent or habitually tardy when either condition continues after the fifth unexcused absence or fifth unexcused occurrence of being tardy happens within any month. Students missing school as a result of suspension will be counted as absent.

Excused Absences

No student absence will be excused **without a physician's notice**. Student absences will be noted until they reach 5 absences at which time you will be notified of excessive absences by the school board attendance department. Once they receive ten, time missed after that absence must be **made up through extra attendance before or after school or on Saturday**. When a student does not make up time missed, once they have missed ten days, they may be **retained**.

Tardiness

Students who arrive tardy must be brought to the office by an adult and receive an admit slip before going to the classroom. Tardiness includes arriving after the 8:40 AM bell, checking out, or leaving school early. **Excessive tardiness can have the same penalties as unexcused**

absences. Time missed from excessive tardiness (5 or more) must be made up through extra attendance before school (7:35-8:05) or on Saturday (8:00-Noon at Abita Middle School).

Exclusions

The health and well being of all students are important; therefore students will not be allowed to remain at school for the following reasons: Fever of 100 degrees or above (please do not send your child to school until he/she is fever free for 24 hours), vomiting, diarrhea, severe pain, or other conditions not conducive to learning, any infections or contagious conditions such as pink eye, ring worm, etc., and head lice infection.

Check Out Policies

Children must be signed out in the office by a parent, guardian, or person who has been listed on the emergency card. No child will be allowed to be checked out with anyone other than those listed on the emergency card. The person checking out your child will need to present a state ID to ensure that your child is being picked up by the correct person. This rule protects your child from being picked up by anyone other than those you listed. Due to our required minutes of academic time, we ask that you do not check out any child before 3:35 unless absolutely necessary. St. Tammany Parish School Board guidelines require that students be at school 371 minutes each day for fulfillment of a complete school day. Early check out is counted as tardiness and can have the same penalties as unexcused absences.

Acceptable reasons for early check out include personal illness, doctor's appointments (parents are encouraged to make doctor and dental appointments after school hours), court appearances, and special reasons authorized by the Principal. Unacceptable reasons for early check out include errands with parents, vacations, and activities that are not school approved (gymnastics, dance, recreational sports, etc.). **Check out count as a tardy. Excessive check can have the same penalties as unexcused absences. The fifth unexcused tardy/check out will result in a before school detention (7:35-8:05). Failure to serve this detention will result in a Saturday detention (8:00-Noon) held at Abita Middle School.**



TRANSPORTATION

Changes in Transportation

All changes in transportation must be made in writing and signed by a parent or guardian. Changes in transportation cannot be made over the phone. Please make sure that your child knows how to get home each day. It is very frightening for a child not to know what to do at dismissal. You must speak with the bus driver before your child rides the bus.

Bus Riders

Children will be assigned a bus at the beginning of the year. You can find your child's bus driver by using the Edulog WebQuery at <http://www.stpsb.org/transportation/>. A child must have a note from a parent or guardian in order to ride any other bus than the bus assigned. Students must be picked up and dropped off at their assigned bus stops only. **All transportation changes must be in writing.** Phone calls to change a child's end of day transportation will only be for emergencies with administrative approval.



A bus procedure form will be sent home by the bus driver. Please read and sign this form upon receipt. It is to be returned to the bus driver. Parents are responsible for the behavior of their child on the bus and at the bus stop. If a child is removed from the bus for discipline, parents are responsible for their child's transportation during the time of removal from the bus.

Children need to be supervised at the bus stop in the morning and in the afternoon. If an adult is not present at the bus stop in the afternoon, the child will be returned to the school and it will be the parent's responsibility to pick the child up at school (a \$10 After-Care fee will be charged).

Car Riders

REMINDER: School Zones are hands-free – NO CELL PHONES!

Please abide by the following Car Line rules and procedures:

1. Cars are to enter the school grounds from Level Street and load and unload in the covered area in front of the school. You must remain in car line when picking up or dropping off your child.
2. Do not use your cell phone when moving around the pickup area.
3. Do not park and walk your child to the building each day.
4. Do not park and walk to pick up your child in the afternoon.
5. Move to the parking lot area to make a second line when possible in order to move all traffic off of Level Street.



6. Alternate cars from the parking lot and the main entrance to move traffic in a “fair” line of progression.
7. Stay in line. It is for the safety of your child that we do not allow cars to go around other cars in this line.
8. Keep your child buckled until you enter the campus and then unbuckle them and give all hugs and kisses before you are ready to unload in the morning.
9. Students who are car riders will receive a sign with your child's name which should be displayed by the receiving car when picking up your child. If for some reason, you do not have a car line sign please make a sign that is large enough and dark enough to be read by the person calling names for car line. Write the child's last name on the display card and hold the card on the driver's side where it is visible to the person calling car line.
10. Please load and unload from the right side only.
11. Please wait until you leave the loading area to seat belt your child into the car seat.
12. Please do not have conversations with teachers during the unloading or loading of children in car line!
13. After the tardy bell, you must walk your child into the office to check in. Students are not to come from the parking lot without a parent.
14. Again, due to safety policies, ALL requests for students to be placed on a bus or with another car rider should be in writing unless there is an extreme emergency.
15. All students should be picked-up from car line no later than 4:00. Students who are not picked up by 4:00 may be placed in aftercare and a \$10 After-Care fee will be charged.

FEES

Please pay all fees online using MyPaymentsPlus (link on the school Website).

A \$10.00 supply fee will be collected from each child for supplies, consumable books, weekly readers, and other instructional materials.

A \$5.00 art fee will be collected from all students.

UNIFORM POLICY

Abita Springs Elementary is a mandatory uniform school. A violation of student dress regulations is a Group 2 offense in the Code of Conduct and may result in disciplinary action that includes suspension. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and enhancing a safe learning environment.

Uniforms must be worn each day except for days designated by administration. Please put your child's name on all clothing.

8/1/2017

Tops	<ul style="list-style-type: none"> • Navy or White short or long sleeve polo style with 2-4 buttons • Navy or White Short or long sleeve oxford style • Navy or White Turtle neck shirts • Girls may also wear Navy or White button up blouses • Red Math Facts shirts
Pants	<ul style="list-style-type: none"> • Solid Navy or Khaki • Long, solid colored cotton twill pants • Solid colored cotton twill walking length shorts • Must be worn at the waist
Skirts, Skorts, & Jumpers	<ul style="list-style-type: none"> • Solid colored uniform style Navy or Khaki (not sparkly, lace, or tulle) • Must be an appropriate length (not more than 5 inches above the knee.)
Winter Outer Wear	<ul style="list-style-type: none"> • Parent's choice • Hoods and hats must be removed while inside
Shoes	<ul style="list-style-type: none"> • Athletic/tennis shoes are recommended since students are active throughout the day. • Flip-flops, heels, or backless thong sandals are not permitted. All shoes must have a back

Light blue shirts, yellow bee shirts, or green behavior shirts are not allowed.

The full dress code policy is found in the St. Tammany Parish School Board Handbook (<http://stpsb.org/DisciplineHandbook>). Although this is not a full list of policies, below are a few gender specific policies:

- Un-natural hair coloring including frosting on tips is not allowed for boys or girls.
- An acceptable, well-groomed haircut will be required of all male students. Styles never should be such that they represent a collective or individual protest. The length of hair may not fall below the base of a collar on a shirt. Afros or teased styles may not exceed three (3) inches in height. Hair arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair also must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, etc., will not be permitted.
- Girls must wear their hair in a conventional style. The minimum length of dresses, culottes, skirts, and shorts must be at the fingertip or below when standing erect with arms extended down the sides or not more than 5" above the knee.

Free Dress Days:

There are certain days throughout the year that students are allowed to be out of uniform. Parents will be notified of these days and what students are expected to

wear. On these days parents should refer to the Dress Code Policies in the St. Tammany Parish School Board Handbook (<http://stpsb.org/DisciplineHandbook>). Spaghetti strap tops or dresses are not allowed.

Refer to the *St. Tammany Parish School Board District Handbook for Students and Parents* for additional parish dress code information.

CAFETERIA

Breakfast is served each morning from 8:05-8:35 (no later!) Payments for school breakfasts and lunches must be made online using **MyPaymentsPlus** (see school Website). Meal payments should be kept current at all times. All families are encouraged to apply for the Free/Reduced Lunch Program as early in the year as possible. **You are responsible for all charges before you are qualified for Free/Reduced Lunch.** You may apply for Free/Reduced Lunch online at <http://stpsb.org/childnutrition/freeandreducedmenu.htm>

Meal prices are as follows:

Breakfast: 75¢ for paid; 30¢ for reduced; \$1.65 for Guests; Lunch: \$1.30 for paid; 40¢ for reduced; \$3.45 for Guests;

Lunch Times (This includes a short recess.)

Kindergarten	11:00-11:30
Pre-K	11:25-11:55
First Grade	12:00-12:30
Second Grade	12:25-12:55
Third Grade	12:50-1:20

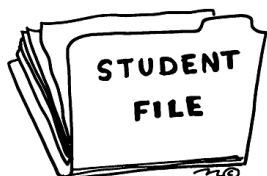
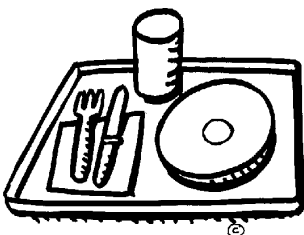
Except for standardized testing days parents are welcome to eat lunch in the cafeteria with their child but must first check-in with a photo ID in the office.

Soft drinks and take-out/fast food are not allowed in the Cafeteria. If you bring this for your child, you must eat at the outside picnic tables.

More information about School Food Services is available online at <http://www.stpsb.org/childnutrition/aboutusmenu.htm>.

STUDENT INFORMATION CARDS

Student information cards are maintained in the office on each child. **We ask that you let the school know in writing when you have a change of address or phone number. We especially need to have your correct phone number at home and at work in case of an emergency.** Other local numbers of people who may pick up your



child must also be listed in the event you cannot be reached in an emergency.

TEACHER/PARENT COMMUNICATION

Parental Involvement Policy *(A copy of the complete Parental Involvement Policy is sent home at the start of the school year.)*

Abita Springs Elementary School is a Title I school which means that some of our funding comes from Title I, Part A of the Elementary and Secondary Education Act (ESEA) due to a large amount of students receiving free or reduced lunch. By receiving these funds administration, faculty, staff and parents of students participating in activities, services, and programs agree to our Title I compact. This compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

Abita Springs Elementary encourages all parents to be actively involved in their child's education. This includes parent participation in regular two-way communication regarding academic learning, behavior supports, school schedules, and school activities. Parents and grandparents are encouraged to volunteer. A parent work room is located in 7A for parents to help with teacher needs. If you are interested in volunteering, please contact your child's teacher or the PTA to find out about the many volunteer opportunities that are available.

Conferences

Please request a conference with your child's teacher when you have concerns. Teachers may request a conference with you as needed.

Newsletters

A class newsletter will be sent home every Monday. **Parents are expected to take the time to read the newsletter to stay informed** of learning and activities that is going on in your child's class and at school. Class newsletters are also posted on teacher websites. A monthly/every other month newsletter will be sent home by the PTA.



WEBSITE/Communication

<http://abitaspringselementary.stpsb.org/>

The school Website contains information about upcoming events, breakfasts and lunch menus, field trips, uniforms, PTA, education links, etc. Be sure to check out our photo gallery for pictures of events on



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campus. You can also email teachers directly from the school Website.

A call out/text system will be used to notify you of upcoming events or emergencies. Please make sure the office has your current cell number. **If your numbers change, please notify the office ASAP.** Download the St. Tammany Parish Public Schools app for Apple or Android devices to have access to important district and school information at all times. <http://www.stpsb.org/app/>

SCHOOL AND COMMUNITY EMERGENCIES

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) Charter Channel 13, and/or the School System Emergency Lines at 985-635-0801 (inside St. Tammany Parish) and 1-800-580-1874 (outside St. Tammany Parish). Please refer the School System “Emergency Guide for Parents” for more information.

Abita Springs Elementary has a thorough crisis plan to be used during emergency situations. During the school year, practice drills will be held for fire, severe weather, and lock-down situations. By practicing ahead of time, our students will be calm and confident should an actual emergency occur.

Grading Policy

(From the St. Tammany Parish Public School System Pupil Progression Plan)

There is not an Honor Roll in Grades Pre-K to Third Grades.

KINDERGARTEN

Report by Letter Grade: O, S, and N	Report by Letter Grade: S and N
Reading Writing Speaking and Listening Language Mathematics	Social/Emotional Development Fine Motor Development

O – Outstanding/Meets or exceeds stated goals

S – Satisfactory/Meets stated goals

N – Needs Support/Progressing toward stated goals

TRANSITIONAL 1st GRADE

Report by Letter Grade: O, S, and N	Report by Letter Grade: S and N
Reading	Social/Emotional Development

Writing Speaking and Listening Language Mathematics	Fine Motor Development
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O - Outstanding/Meets or exceeds stated goals

S – Satisfactory/Meets stated goals

N - Needs Support/Progressing toward stated goals

GRADE1

Report by Letter Grade: O, S, and N and U
Reading Language Mathematics Science/Social Studies Handwriting Conduct Work Habits

O - Outstanding/Exceeds stated goals

S – Satisfactory/Meets stated goals

N - Needs Support/Progressing toward stated goals

U- Unsatisfactory/Not grasping state goals

GRADES 2-3

Report by Letter Grade: A, B, C, D, or F	Report by Letter Grade: O, S, N and U
Reading Language Mathematics Science Social Studies	Conduct Work Habits Conduct and work habits shall not affect the quarterly or final grade point average.

Grading Scale:

A = 93-100

B = 85-92

C = 75-84

D = 67-74

F = 66 and below

A - Excellent. The student has consistently demonstrated excellent performance.

B - High Quality Work. The student's performance is in upper range of the satisfactory category.

C - Satisfactory. The student is performing in a satisfactory manner for grade level.

D - Needs Improvement. The student's performance is below satisfactory standards.

Parent(s) and teacher(s) need to have a conference.

F - Unsatisfactory Work. The student is not progressing according to standards. Parents and teachers need to have a conference.

O- Outstanding
S – Satisfactory
N – Needs Support
U - Unsatisfactory

If your child has a D or F, an Interim report will be sent to you at midpoint of each quarter. Report cards will be sent home at the end of each quarter. At the end of the year, report cards are sent through the mail. **Grades are available at all times online through the Student system of St. Tammany Parish Schools.** <https://jpams.stpsb.org/jpweb/>

INCLUSION

The inclusion program at Abita Springs Elementary is designed to provide all students, including those with special needs, with the opportunity to reach their maximum potential academically and socially in the least restrictive environment. All grade levels have inclusive classrooms and have a heterogeneous mix of students. Classrooms receive direct and indirect services from Special Education teachers, paraprofessionals, and other service providers.

FIELD TRIPS



Field Trips are planned to enhance the learning of your child. We encourage enjoyable and education field trips. You must sign a permission slip in order for your child to attend these trips. Field Trips are non-refundable. Students who attend field trips must ride the bus both to and from the Field Trip. Students may only be checked out once they return to school and may not be checked out from the Field Trip location. Students must demonstrate appropriate behavior during school days in order to attend Field Trips. The number of chaperones allowed varies by trip destination. Only students enrolled at Abita Springs Elementary may attend field trips.

Deadlines are created to ensure smooth operation and efficiency in planning field trips. If there is a reason you cannot meet the deadline for turning in Field Trip permission slips and/or money, please contact your child's teacher before the due date.

MONEY COLLECTION

When possible, please pay online using **MyPaymentsPlus** (on school Website). Any checks sent to school should be made out to Abita Springs Elementary unless otherwise notified. Please be sure to note on the memo line of the check the purpose for the money. Money should be in a sealed envelope indicating the child's name, teacher, and purpose.

PERSONAL PROPERTY

Please place your child's name on jackets, sweater, lunch boxes, school bags, school supplies, etc. Any items found at school will be placed in Lost and Found box which is located behind the library. Students are responsible for their personal property. **Toys and electronic devices (including cell phones, IPODS, Gameboys, etc) are not allowed at school.**

MEDICATION AT SCHOOL



Students are not allowed to have any medication in their possession at school. Medication will not be administered unless special circumstances exist for a chronic health condition. The following procedure must be followed in these circumstances for all prescription and non-prescription drugs:

- The appropriate forms must be obtained from school and complete by the child's physician and parent.
- Medication must be brought to school by parents in a container appropriately labeled by the pharmacy or physician. Medicine must be counted and recorded at that time by the school secretary. Please allow time for this procedure.
- When medication is given, it will be recorded on a medication log including the date, dosage, and initials of the person administering the medication. When the last pill is administered, the empty bottle will be sent home. It is the parent's responsibility to bring in a refilled prescription the next school day.

VISITORS



All visitors must report to the office and check in before reporting to other areas of the school. Visitors need to present state identification in the office to check in. All visitors must wear a visitor badge at all times while on the school campus. Visitors not wearing a badge will be questioned. Please check out in the office before leaving campus.

We ask that visitors do not interrupt instructional time to discuss concerns with the teacher. This should be done during a scheduled conference.

VISITORS ARE NOT ALLOWED ON CAMPUS DURING STANDARDIZED TESTING.

EDUCATION OF CHILDREN AND YOUTH IN HOMELESS SITUATIONS (from St. Tammany Parish School Board)

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to children and youth who do not have a fixed, regular, and adequate nighttime residence, including children and youth who are living in the following situations

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems;
- Living in a motel/hotel because of economic hardship or loss of housing;
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter;
- Living in a vehicle of any kind; trailer park or campground without running water and/or electricity; abandoned building; substandard housing; bus/train station;
- Awaiting foster care placement; or
- Abandoned in a hospital.

Children and youth in homeless situations have the right to the following:

- Attend and succeed in school not matter where they live or how long they have lived there;
- Enroll in school despite the lack of permanent address or lack of school and immunization records, or birth certificates and other document;
- Receive services comparable to those offered to non-homeless children and youth;
- Get transportation to school;
- Access educationally related support services;
- Make sure that disagreements between students and schools are resolved quickly.

SEXUAL ABUSE PREVENTION

As mandated by the St. Tammany Parish School Board, all students receive instruction on the topic of Child Sexual Abuse, Education, and Prevention. All material used in these presentations may be previewed by contacting the school counselor. We would also like you to talk to your child about these topics for his/her safety.

SEXUAL HARRASSMENT

The purpose of St. Tammany Parish Schools is to provide public education for the school-aged child. Sexual harassment is a violation

of the law and will not be tolerated, condoned, or overlooked. The School Board requests and encourages persons associated with the school system who believe there are acts of harassment to report them to the principal or designee. The School Board, through the principal, shall act promptly, thoroughly, and fairly to investigate reports of sexual harassment and take appropriate action that is consistent with the result of the investigation and the legal requirements afforded by law. Inappropriate behavior will be handled according to the school's discipline procedures.

St. Tammany Parish School Board will not tolerate retaliation by anyone associated with the school system against one who files a complaint of sexual harassment. A copy of the policy is available through the school office.

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Abita Springs Elementary has a thorough crisis plan to be used during emergency situations. During the school year, practice drills will be held for fire, severe weather, and lock-down situations. By practicing ahead of time, our students will be calm and confident should an actual emergency occur.

SMOKING



A no smoking policy is maintained on the entire campus (including vehicles) at all times for all staff members and all visitors.

WEAPONS

Weapons or an object that is a look-alike weapon (toy guns, knives, etc.) are not allowed on campus. Policies and consequences are outlined in the St. Tammany Parish Handbook on Discipline. This is a Firearm-Free Zone.

POSITIVE BEHAVIOR INTERVENTION SYSTEM

ASE implements the “Bee Philosophy.” This program is based upon children choosing to have a “positive attitude” and using this choice to adhere to needed rules and regulations. Children will receive feedback on a daily basis based upon their choices. Daily discussions on decision making skills will be implemented into the schedule of every classroom. School-wide expectations are: **Be Respectful; Be Responsible; Be Safe**

Citizen of the Month award is given to one student in each class for showing outstanding citizenship or improvement. This award is given every month of the school year except December and May.

The **Bee-havior Bash** is held at the end of each grade quarter for those students in grades Kindergarten through Third Grade who have consistently met our school-wide expectations and have not had any referrals to the office for behavior during the grading period.

Each class works to receive **100 compliments** (50 for Pre-K) which may be given by administration, teachers, staff, and substitutes. When a class reaches 100 compliments, each member of the class receives a special wrist band to show they have met their compliment goal.

We have intervention practices in place that provide opportunities for students to change inappropriate behaviors to appropriate behavior and ask parents to support us in helping your child find replacement, appropriate behaviors. We will not tolerate fighting, disrespect for others, bullying, obscene language, or destruction of property.

