Galvez Middle Student Handbook

Galvez Middle School
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Shelley Strother, Principal
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Our Mission

Every Pirate, Every Day

Academic Success
Responsibility
Respect
Growth
Honor

..... For Every Pirate, Every Day!

Message from the Principal:

Dear Students and Parents,

Welcome to a new school year at Galvez Middle School. We are excited that you are a member of our school community. Our mission at GAMS is to provide an environment where "Every Pirate" can grow academically and socially. Our staff is committed to providing a rigorous, academic curriculum, while also addressing the individual needs of our students.

Following school rules and displaying respect, honesty, responsibility and effort is important in order to maintain a safe, positive learning environment. Students are expected to meet these high expectations in place for behavior. We encourage all parents to be involved and supportive of their child's learning.

With great enthusiasm for the upcoming year,

Shelley Strother

2024 - 2025 Bell Schedule

6th Grade Schedule	Times	7th Grade Schedule	Times	8th Grade Schedule	Times	Elective Schedule	Grade Level
Homeroom	7:10 – 7:22	Homeroom	7:10 – 7:22	Homeroom	7:10 – 7:22	Homeroom	planning
1st Block	7:22 - 8:37	1st Block	7:22 - 8:37	1st Block	7:22 - 8:37	1st Block	planning
2nd Block	8:39 - 9:54	2nd Block	8:39 - 9:54	2nd Block	8:39 - 9:54	2nd Block	7th grade
Recess	9:54 - 10:09	Recess	9:54 - 10:09	Recess	9:54 - 10:09	3rd Block	6th grade
3rd Block	10:11 - 11:26	3rd Block	10:11 - 11:26	3rd Block	10:11 - 11:26	4th Block	lunch/recess
Lunch	11:28 - 11:43	4th Block	11:28 - 12:06	4th Block	11:28 - 12:43	5th Block	8th grade
Recess	11:43 - 11:56	Lunch	12:08 - 12:23	Lunch	12:45 - 1:00		
4th Block	11:58 - 1:13	Recess	12:23 - 12:34	Recess	1:00 - 1:13		
5th Block	1:15 - 2:30	4th Block	12:36 - 1:13	5th Block	1:15 - 2:30		
		5th Block	1:15 - 2:30				

For Help With:	Please Contact:	Contact Information:
Attendance, Records	Britney Simmons, Attendance Clerk	225.391.6365 britney.simmons@apsb.org
Transportation, Buses, Car Rider	Christy Dixon, Assistant Principal	225.391.6350 christy.dixon@apsb.org
Receipts, Orders, Refunds	Kristi Granier, Secretary Missy Gonzales, Secretary	225.391.6356 kristi.granier@aspb.org melissa.gonzales@apsb.org
Medicine, Health Plans	Danielle Landaiche, School Nurse	225.391.6369 danielle.landaiche@apsb.org
Technology, Chromebook, Logins	Cathy Town, Librarian	225.391.6357 cathy.town@apsb.org
Student Social, Emotional, Custody Concerns	Linda Peace Buie, Guidance Counselor	225.391.6358 linda.buie@apsb.org
504 Students, Academic Concerns	Vanessa Denham, SBLC Facilitator	225.391.6363 vanessa.denham@apsb.org
Special Education Concerns	Danielle Jenkins, Lead SPED	225.391.6350 danielle.jenkins@aspb.org
Discipline, ISS/OSS/ASBC	Jenny Guidry, ISS Presider	225.391.6364 jenny.guidry@apsb.org
Instruction, Scheduling	Shelley Strother, Principal	225.391.6350 shelley.strother@apsb.org
Breakfast/Lunch Payments	Misty Thomas, Cafeteria Manager	225.391.6360 misty.thomas@apsb.org

District Handbook

Attached is the link to the Ascension Parish School Board Student Handbook that is referenced throughout our Galvez Middle Student Handbook. 24-25 District Handbook

Attendance

7:10	Bus/Car Riders Unload
7:19	Tardy Bell
2:30	Dismissal

NO STUDENT IS ALLOWED ON CAMPUS BEFORE 7:10 unless a duty teacher is present and dismisses them from cars or buses. Students must be in class and seated for 7:19. Any parent dropping off a student after 7:19 am will need to sign them in, in the front office.

Attendance Requirements

Students may not miss more than 10 unexcused days. Please send a doctor's excuse or written note from the parent. Written notes from the parent will not excuse a student from school but will allow them to make up work. Truancy Hotline 225.391.7198

**Please see the Ascension Parish Student Handbook for more information.

Absences Due to School Approved Activities

Students participating in school-approved activities, which necessitate them being away from school, shall be considered present and shall be given the opportunity for make-up work (field trips and all club activities).

Absence Make-Up Work

All students who have been out of class for any reason are encouraged to complete make-up work so that the learning experience continues. Within 3 school days after returning to school, the student must arrange for the completion of all make-up work. Make-up work completed by students who participate in school-sponsored activities and work completed following regular excused absences will be eligible for full credit. It is the student's and not the teacher's responsibility to request missed assignments. If a student is to miss more than 2 days, the parent may request homework assignments by calling the guidance office. Suspended students are eligible to make up missed work.

Absences Due to Out of School Suspension

Students who are suspended out of school will receive unexcused absences for each day of the suspension.

Morning/Classroom Tardies

As morning and classroom tardies accumulate, consequences will be assigned. For every 3rd tardy, 25 points will be assigned. Once a student accumulates a number of points in accordance with the discipline policy, they will receive the appropriate consequence. This may result in an after-school behavior clinic, in-school suspension, Saturday detention, or out-of-school suspension. Tardies restart in January. Please see the discipline policy for further information on the accumulation of points.

According to school board policy, habitual tardiness will be reported to the Supervisor of Child Welfare and Attendance or to Juvenile Court as truancy. Students miss valuable instructional time when they arrive late to school or class.

Student Check-Out

Parents should refrain from checking out students during the last 30 minutes of the day except with a valid excuse, such as doctor's appointment, legal proceedings, death of family member, or school sponsored event.

Adults (18 years or older) may check a student out of school in grades K-8. A picture ID will be required for any person checking a student out of school. The adult must also be listed on the student's emergency contacts to check the student out of school. Emergency cards can be changed anytime in the front office.

Communication

Parent - Teacher Conferences

Parents, teachers or administrators may request conferences which will be held during the teachers' conference period. All core teachers will meet with the parent(s). If a teacher is absent, the parent can choose to return for another conference or choose a phone conference instead. We encourage this dialogue as a means of improving student achievement. There are also 2 built-in Conference Days on our district calendar, October 21st and March 24th, when students do not attend and conferences are scheduled.

Procedures for a parent-teacher conference:

1. Parents may request a conference through the front office (391-6350) or by contacting teachers directly through email.
2. One of the teachers will contact the parent to set up the conference.
3. Comments during the conference should be constructive, focused on the student, and should address the parent concerns.

Google Classroom

Parents are encouraged to access their students' Google classroom accounts in order to search for homework, assignments, etc.

PowerSchool

All grades will be posted in PowerSchool. Parents can access grades through PowerSchool.

Academics

Grading Scale

Percentage	Letter Grade	Quality Points
90-100	a	4 quality points
80-89	B	3 quality points
70-79	C	2 quality points
60-69	D	1 quality point
0-59	F	0 quality points

A student is required to earn at least four (4) quality points in a subject to pass for the year. Two (2) of the four (4) points must be earned during the second semester (3rd and 4th nine weeks). A student who fails two major subjects (ELA, Math, Science, Social Studies) fails the grade for the year.

Middle School Honor Roll Guidelines

All students, regardless of grade level or classification, will be eligible for the honor roll. Conduct grades will not be considered for the honor roll.

Principal's List – 3.61 – 4.0 GPA (NO C's allowed)
Distinguished List – 3.0 -3.6 (1 "C" allowed) or 3.61 – 4.0 (1 "C" allowed)

Discipline

Positive Behavior Interventions and Support (PBIS)

Galvez Middle School has implemented a system of teaching the students school wide expectations and rewarding them with incentives known as positive behavior interventions and supports. Students who behave appropriately and abide by school rules will receive "Pirate Bucks" which can be used to "purchase" rewards and privileges. Students who do not receive any referrals or infractions during a nine weeks period will be rewarded with the quarterly PBIS incentive celebration.

Schoolwide Expectations: Pirates are Respectful, Responsible, and Safe

Rewards: Free Dress Days – PBIS Reward Days – Pirate Bucks to purchase rewards

Discipline Procedures

Minor Infractions

Students who commit minor classroom infractions will receive a consequence. Students will be told by the teacher when receiving an infraction. A student's infractions will restart each 9 weeks.

- First Infraction: Verbal warning to student, record infraction in school wide infraction record (electronic)
- Second Infraction: Teacher will notify student; parent phone call or email
- Third Infraction: Teacher will notify student and the student's teacher will send an email to the parents that list all 3 of the student's infractions. A teacher can request a conference if they wish or will hold a conference with the student and all of his/her teachers.
- Fourth Infraction: Teacher will notify student; student will receive lunch detention; parent notified by office personnel.
- Fifth Infraction: Behavior referral which will result in ASBC, Saturday Detention, In-School Suspension, or Out of School Suspension depending on the number of points the student has acquired.

Major Infractions

Students who commit major offenses will automatically receive a behavior referral and one or more of the following consequences; After School Behavior Clinic(s), Saturday Detention, In School Suspension, or Out of School Suspension.

Cell Phone Policy

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day (between the first and last bell). If a student brings an electronic telecommunication device in any school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day.

Students who choose to bring electronic devices assume total responsibility for these devices. Electronic devices which are stolen or damaged are the sole responsibility of the students and their legal guardians.

If a student's cell phone is turned into the office by a teacher, the student's guardian must pay a $10.00 administrative fee. If the parent or guardian pays the fee and wants the student to be given his/her phone that same day, it will be held in the office until the end of the day and then returned to the student. A student's cell phone will only be given to a parent or guardian.
**Please see the Ascension Parish Student Handbook for more information.

If a student refuses to give the cell phone to the teacher, he/she will receive a discipline referral. Also, if the legal guardian refuses to pay the $10.00 administration fee, the student will also receive a discipline referral.

Points System

Students may be given 25, 50, or 100 points as a consequence for particular actions.
As points accumulate in a student's discipline record, the following consequences will be given:

25 points - no consequence
50 points - After School Behavior Clinic
100 points -SUSPENSION (ISS, OSS)
150 points - 2 After School Behavior Clinics and/or Saturday Clinic
200 points - SUSPENSION (ISSP, OSSP)
250 points - 2 After School Behavior Clinics and/or 2 Saturday Clinics
300 points - SUSPENSION (ISS, OSS)

Any student who receives their 3rd suspension can/will be recommended for expulsion.

Mandatory Expulsions

Students will be automatically recommended for expulsion for 4 semesters for the the following:

- Alcohol/Drugs – Possession, Consumption, Distribution or intent to Distribute on school property or school events
- Firearms – Possession of a firearm on school property or a school bus or actual possession at a school sponsored event.
- Knife or other dangerous instrument – including possession of a knife, the blade of which equals 2.5 inches or more, or other dangerous instrument

After-School Behavior Clinic (ASBC)

Students assigned to ASBC will report to the office immediately after school. A parent or designee must sign the student out at 4:30 p.m. **PLEASE NOTE: The first time a student fails to report for an ASBC will result in a make-up session(s). The second time a student fails to report for an ASBC will result in a Suspension.

Saturday Detention

Students assigned to Saturday Detention will need to be dropped off at the front office at 8:00am. A parent or designee must sign the student out at 10:00am. **PLEASE NOTE: The first time a student fails to report for a Saturday Detention it will result in a make-up session(s). The second time a student fails to report for a Saturday Detention it will result in a Suspension.

ISSP: In-School Suspension Program

Parents of students who receive an In-School Suspension shall be notified of the reason for the suspension by phone call and in writing. When a student reports to school to serve an In-School Suspension, a parent or designee must sign the student in by 8:00 a.m. in the office and sign the student out promptly at 2:00 p.m. Students who arrive after 8:15 will not be allowed to stay and his/her in-school suspension will be changed to an out of school suspension.

Students in ISSP will be counted as present and will be allowed to complete all classwork; however, NO student in ISSP is allowed to ride the school bus. A student who rides the bus when serving ISSP will be rescheduled for the following day.

Students who are assigned ISSP are not allowed to participate in or attend any extracurricular or after-hours school activity on any day that they are suspended.

In-School Suspension does count as a suspension towards expulsion.

If a student assigned to ISSP is unable to attend due to illness or another excused emergency, the parent must notify the ISSP Presider, Jenny Guidry 225.391.6364, by 7:30 a.m. to arrange for an extension and an excused absence. If there is no notification, the absence will be considered an out-of-school suspension.

*Please Note: Parents are to refer to the *Student Rights and Responsibilities and Discipline Policy Handbook* for information related to due process for suspensions.

OSSP: Out-of-School Suspension Program

An out-of-school suspension is defined as a temporary removal from school. Parents of students who receive an out-of-school suspension shall be notified of the reason for the suspension by phone call and in writing.

Students who are suspended out of school will receive an unexcused absence for each day of the suspension.

Students who are given out-of-school suspensions are not allowed to participate in or attend any extra-curricular or after-school activity on any day that they are suspended.

Out-of-school suspension counts as a suspension towards expulsion.

*Please note: Parents are to refer to the Student Rights and Responsibilities and Discipline Policy Handbook for information related to due process for suspensions.

Re-Entry Contract

Before a student can return to school from serving a second suspension, the student must be accompanied to school by a parent/guardian to sign a re-entry contract. During this meeting, the ISSP Presider or SBLC facilitator will review the contract with the parent and student, allow the student the opportunity to select a mentor, and discuss placement at the APPLe Digital Academy upon the student receiving the third suspension (as required by state law).

Student Services

Administration of Medication

If a parent wishes for prescription medication to be administered to his/her child at school, the parent must come to the school office to obtain a Request for Supervision of Medication at School form that must be completed by both the parent and the child's doctor. Once the form is completed and the parent returns it to the front office, the school nurse must approve it. The nurse will then contact the parent to bring the prescription medication to school. The medication must be in the proper container with the pharmacy label showing the name of the student, name of the medication, the physician's name, and the dosage and schedule of administration. School is not allowed to give the students 1st dose of medication for the day.

*Please note: UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO TRANSPORT OR BE IN THE POSSESSION OF ANY PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS AT ANY TIME.

Guidance Services

The Guidance Department is responsible for attendance, counseling, enrollment/withdrawals, standardized testing and student records. Students also receive behavior coaching, mentoring and mediation through the guidance department.

Illness at School

If your child becomes ill at school, or if he/she is injured, the school will notify you and render simple first aid only. (Ex – band aids, ice, etc.) Parents will be notified.

Visitors

Students are not allowed to bring visitors to school nor have visitors come to school. Parents are always welcome on campus, but they must report to the main office to sign in and obtain a visitor's pass before going to any other part of campus. Parents wishing to visit a classroom must obtain permission from the Principal/Assistant Principal. If approved, the administrator will set up a designated time for the parent to visit and will be accompanied by a member of the administrative team. NOTE: Any parent bringing an item to a student must bring it to the front office. The student will then be called to the front office to pick up the item.

Telephone Use

A student may use the school's telephone for illness or emergency calls only. He/she must have permission from one of the secretaries or administration.

Student Activities

Clubs

Various clubs including 4-H, Beta, IMPACT (formerly FCS), Youth Legislature, and Science Club are offered to students in grades 6 – 8. Beta and Youth Legislature are based on certain academic criteria; therefore, students must be invited to participate. Additional club opportunities are provided once a month.

Band

The Galvez Band performs at many functions throughout the year, including football games, parades, concerts and festivals. Band members are expected to attend these events as well as after-school band rehearsals. Band is an elective choice, therefore, students entering 6th grade may choose this option for their elective class. A student will remain in band for their middle school elective class during all three years. In the event that a student wants to exit Band at the end of a school year, the parent must contact the band director.

Student Athlete Requirements

In order to participate in athletics, cheerleading or dance team, a student must maintain a 2.0 GPA on the most recent report card. In addition, the student must abide by the stated rules of the organization. The coach, sponsor and/or the principal may remove a student from an athletic team for any serious offense committed by that student. Students must have a current physical on file in order to participate.

Athletes - 7th and 8th Graders

Students in grades seven and eight may try out for our school football, volleyball, basketball, soccer and track teams. In addition to the required grade-point average, student athletes are expected to exhibit exemplary behavior at all times, especially when representing Galvez Middle.

Cheerleaders - 7th and 8th Graders

Cheerleaders perform at football games, basketball games, the Christmas parade and other events throughout the year. Tryouts are held in the spring for the following year. Students wishing to try out will receive detailed information regarding the requirements for cheerleading. The cheerleaders represent our school in a very visible way and are expected to obey all regulations and directives of the sponsors.

Pirette Dance Team - 7th and 8th Graders

The dance team performs at home football games, basketball games, the Christmas parade and other events throughout the year. Tryouts are held in the spring for the following year. Students interested in trying out will

receive detailed information regarding the requirements for the dance team. The Pirettes represent our school in a very visible way and are expected to obey all regulations and directives of the sponsors.

Athletic Event Attendance

Students who participate in or attend extracurricular activities must be picked up within 15 minutes after the activity ends. If the student is picked up after the time allotted, the student may not be allowed to participate in or attend the activities unless accompanied by a parent.

Dress Code

The Ascension Parish School Board enforces a school uniform policy in grades K-8. The policy of the school board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts the classroom and school decorum. The Principals of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The school board feels that it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness shall be a basic consideration. Any substantial complaint concerning the dress code will be dealt with by the school administration. Dress code citations will be issued to any student who does not adhere to the dress code.

*Please note: Parents and students are to refer to the Ascension Parish School Board Student Handbook: Rights and Responsibilities and Discipline Policy for the complete Standardized Elementary (Grades Pre-K – 8) Dress Code.

Uniform Violations

3 Dress Code Violations - Student conference with Mrs. Guidry
6 Dress Code Violations - 3 days of recess detention and a letter will be sent home to the parent.
9 Dress Code Violations - Behavior referral which will result in ASBC, Saturday Detention, In-School Suspension, or Out of School Suspension depending on the number of points the student has acquired.

NO CAMOUFLAGE of any kind (clothing, book sacks, etc.) will be allowed.

Sweatshirts

***School approved sweatshirt is the **BLACK/GREEN/GREY GALVEZ MIDDLE** sweatshirt sold in two styles, crew-neck or quarter zip, or a **SOLID NAVY SWEATSHIRT**. These can be purchased through the online store from Athletic Center. Solid navy sweatshirts are not sold at the school.
***HOODIES are NOT allowed on campus this school year. Crew Neck sweatshirts will still be allowed on campus and should be worn with a school uniform shirt underneath. Students who wear hooded sweatshirts or jackets on campus will be asked to remove the hoodie or jacket completely, receive a dress code, and will call home to get the appropriate clothing. Wearing other headwear such as a baseball cap, etc will be handled in the same manner as wearing a hoodie.

Casual Dress Guidelines

There are opportunities for casual dress days throughout the year. Students must adhere to the following on these days: The following items are NOT ALLOWED:

- Pajamas Pants
- Leggings or Jeggings
- Hoodies or jacket with a hood
- Clothing with holes or tears
- Spaghetti strap, halter tops, tank tops, sleeveless, or midriff tops
- Clothing with vulgar, sexual, or profane words, phrases or images
- Face paint or hair color
- Cutoff jeans or shorts
- Pants with holes or that hang inappropriately – must not be able to see under garments
- Athletic shorts that are higher than 3 inches above the knee – NO EXCEPTIONS!
- bandanas
- hats or sunglasses
- slippers, swim shoes, crocs, flip-flops
- camouflage is not allowed at any time

In the event a student is dressed inappropriately he/she will have to call home for a change of clothes and will also receive a uniform violation.

Backpack on Wheels Policy

Middle school students are permitted to have backpacks on wheels. However, it must be designed as a book sack (not luggage).

Water Bottles

Students are allowed to bring refillable water bottles from home but the bottle **MUST** be clear. We have both water fountains and bottle filling stations throughout campus that students will be able to use.

Other School Events

School Parties

Middle school students are limited to one party at Christmas time. Birthday parties or birthday gifts delivered to school will not be permitted.

Field Trips

Field trips are scheduled as an enhancement to the academic curriculum. The cost of the field trip is determined by the number of students attending. Therefore, there is no refund once plans have been made for your child to attend. Students who have experienced behavior problems may be required to have a parent accompany them on a field trip. Any student who does not attend the field trip is required to attend school on the day of the field trip. Academic assignments will be provided for those students.

Instructional fees and other financial obligations must be paid in order to attend field trips.

Field Day

Students will participate in field day, if scheduled. However, to participate all financial obligations must be paid. Administration may prohibit students from attending field day who have demonstrated disorderly conduct prior to or during field day.

School Dances

If school dances are held, students may attend if:

1. He/she is a Galvez Middle student
2. He/she is not serving a suspension or After-School Behavior Clinic on the day of the dance, and
3. He/she has not misbehaved at a previous dance.

School Bus Regulations

Riding Home with Another Student

Bus

As a general rule, students may not ride any bus other than their assigned bus. This is to prevent overcrowding. In the event of an emergency situation, a student would need a written note by a parent or guardian. This note must be brought to the office during or immediately following homeroom. The note should include with whom the student will leave school, the manner of transportation, and the date. Students will be given a note for the bus rider. For the safety of the child, the bus rider will ride the assigned bus unless the above stated policy is followed. **WE CANNOT ACCEPT TELEPHONE REQUESTS FOR THIS PURPOSE.**

Car

Students who want to ride home with another student in the car rider line should also have a note with whom the student will leave school and the date. The student will need to bring the note to the office before school or during homeroom so that a car rider pass can be issued.

General Bus Rules

1. Parents must fill update their student's Transportation Form
2. Students riding a bus will conduct themselves in an orderly manner and will comply with the requests of the driver.
3. Students must be out 15 minutes prior to scheduled pick up time.
4. Students must obey the driver promptly.
5. Students must help keep the bus clean and sanitary. Anyone damaging anything on the bus will be disciplined and required to pay damages.
6. Students are to be respectful toward each other, keeping hands to themselves and engaging in positive conversation.
7. Arms and heads should be kept inside the bus windows at all times.
8. There should be no moving around while on the bus. When assigned to a seat by the driver, a student must stay in that seat. Nothing is to be thrown out of the windows, or within the bus.
9. Conversation in a normal tone is permissible. Loud and abusive talking will not be tolerated.
10. Do not open the windows without the driver's permission.
11. Do not block the middle aisle.
12. No eating, drinking, or chewing gum on the bus.
13. No one other than regular enrolled students is to ride on school buses.
14. No student can be dropped off at a different stop unless he/she has **WRITTEN PERMISSION** from the office.
15. Parents who wish to pick up students before they board the bus in the afternoon must have signed out their child in the front office before 2:00 pm.
16. Bus drivers will have reasonable rules for the safe and proper operation of their particular bus.
17. Students are not allowed to ride a bike to school.
18. Students may not use their school-issued technology while riding the school bus.

All school rules apply while on the bus or at the bus pick-up and drop off areas, including school uniform policy. Violation of any school bus regulation may be reason for disciplinary action, suspension, or expulsion.

School Bus Consequences

Habitual and continued misbehavior on the bus may result in a suspension at the discretion of the Administration. Bus consequences are aligned with school and district policies.

Parents should do their part to instruct students of the importance of good bus conduct. Students should be at the designated bus stop on time. Bus drivers are not allowed to wait for children who are not at the bus stop.

Students who ride the bus are to recognize the fact that they become the school's responsibility and are under school authority whenever they enter the bus bound for school or on a school sponsored trip. Students are reminded that they shall conduct themselves in an orderly, courteous manner and that any misconduct, vandalism, or inappropriate unsafe behavior will result in disciplinary action.

Car Rider Procedure

Car riders need a car rider form on file in the office in order to establish that routine. A car rider tag will be issued. The car rider tag must be hung in the vehicle and visible to the teacher on duty. In order to ensure the safety of our students as they arrive and leave school each day, please enter through the south gate on Joe Sevario Road. Remain in line; DO NOT pass.

You may not use your car rider tag to get out of the car and pick up a student. You must remain in the car rider line.

Occasional car riders must bring a note from a parent to the office in the morning in order for a car rider pass to be issued. The student MUST present this pass to the duty teacher at dismissal time.