

# ABNEY EARLY



# PARENT HANDBOOK

## 2026-2027

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

Dear Families of Abney Early Childhood,

The faculty and staff of AECC welcome you to the 2026-2027 school year. Our learning community strives to ensure the safety and well-being of each student in a student-friendly environment where the education of each student is valued.

In an effort to inform you of the policies and procedures specific to AECC, we have put together this parent/student handbook. Please read the important information in this handbook. The policies and procedures in this handbook along with those in the St. Tammany Parish School Discipline Policy Handbook will be upheld throughout the school year. Some of the information has been changed and new information has been added. Keep this handbook as a reference throughout the school year. The signature form (last page) must be signed and returned by Friday, August 28, 2026.

Additional communication will be sent home throughout the school year. Weekly classroom newsletters will be sent home with each student on Monday of each week. You will also receive a monthly newsletter from the office. Visit Abney Early Childhood <http://abneyearlychildhoodcenter.stpsb.org>.

On behalf of the faculty and staff, we extend an invitation for you to become an active member of our school family. We encourage you to visit our school, become a member of our PTA, attend our programs, and become a volunteer. Whether you work at home or outside the home, there are many ways to become actively involved in your child's education.

Please feel free to contact us if we can be of assistance to you at any time.

Sincerely,



Diana Troyer  
Principal  
Abney Early Childhood

## MISSION STATEMENT

At AECC We Are a Family of Leaders and Learners!

### OUR BELIEF

Everyone is a Leader

Everyone has genius

Change starts with me.

We empower students to lead their own learning

- Educators and families partner to develop the whole person

### DISCIPLINE POLICY

Abney Early Childhood has chosen to operate through a uniquely different lens. Leader in Me is about empowering your child to reach their full potential while ultimately finding their voice. As a school, the staff in this building have made five core commitments to your child. Leader in Me provides our school with the vision and language to lead the school in a way that addresses all areas of development.

Remember: Discipline does not mean "punishment". Discipline means teaching

acceptable behaviors for living. The goal of discipline is teaching children respect and responsibility for property, others, and for themselves.

In addition to our school-wide expectations, we take proactive measures when it comes to the issue of bullying. Below is an overview of our parish policy on bullying which is actively followed at AECC.

Bullying is a form of aggression, and it occurs when a person(s) 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. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a student or a member of a team. The behavior is repeated or has the potential to be repeated overtime.

Allegations of bullying will be promptly investigated, giving due regard to the need to confidentiality and the safety of the alleged victim and/or any individual(s) who report incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Retaliation is defined as meaning "to pay back (an injury) in kind." When

a person is accused of having behaved in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the "alleged victim" back (retaliate). Retaliation must not occur and will not be tolerated

Proven allegations of bullying can have serious consequences for the person deemed guilty, including verbal or written reprimand, in-school or out-of-school suspension, disciplinary reassignment, and/or expulsion.

Victims of bullying have responsibilities. Victims should clearly tell the bullies to stop. If bullying persists, victims should not ignore the incident(s) but should report immediately the incident to someone at school. Students should tell their parent(s). If the bullying continues after the victim clearly indicates aggressor should stop, the student should make a written record of the incident including dates, times, witness or witnesses, and parties involved in the incident. The incident should be reported immediately to an adult who has authority over the student(s), for example, a teacher, guidance counselor, assistant principal, or principal. Victim(s) should avoid being alone with the person(s) who attempted to bully them in the past. Victim(s) of bullying that are uncomfortable reporting to adult personnel at school, should contact another appropriate adult or friend who will report on their behalf.

The faculty and staff are always on the lookout for students demonstrating appropriate behavior in the school setting.

Incentives provide reinforcement for a class or an individual student when they are following the school expectations.

Look for Leader in Me initiatives and further information in monthly newsletters, the school website, and Teacher's weekly communications.

## UNIFORM POLICY

Abney Elementary School and Abney early childhood students are required to wear uniforms to school every day, unless a designated dress down day has been offered. Students must follow the St. Tammany Parish guidelines when wearing "free dress" attire.



The uniform consist of hunter green or heather gray polo-type shirt and khaki bottoms. The Abney Early logo is optional. The bottoms must be plain khaki and may not contain any type of logo and/or stripes on them

Our PTA sells spirit shirts which can be worn on any day of the week and field trips.

Girls may wear khaki shorts, skorts (skirts with shorts attached underneath), pants, the solid color uniform dress, or jumpers. The minimum length is at the fingertip when standing erect with arms extended down the sides as stated in the [St. Tammany Parish Handbook](#). Clothing items that are too tight are not permissible. No jeggings or patterned/neon leggings are allowed at any time. This rule applies to boys as well.

Boys may wear khaki shorts or pants as long as they conform to the parish dress code policy –baggy pants that will not stay up at the waistline are not allowed. All shorts and pants should be secured at waist level. For males, the length of the hair may not fall below the base of a collared shirt or past the eyebrows. Longer hair must be secured in a manner that does not allow the hair to touch the collar (i.e. higher ponytail).

Boys and Girls may wear undershirts underneath the school uniform shirt.

The undershirt should not hang below the hem of the uniform shirt or the uniform sleeve. School spirit shirts can be purchased through the PTA and can be worn on Fridays. Short or long sleeve T-shirts, turtlenecks or mock

turtlenecks may be worn underneath the short sleeve uniform shirt, but must match the color (hunter green, heather grey, white) or the uniform shirt and not decorated in any manner.

Jackets: Winter outerwear (jackets, coats, sweaters,) must zip, snap, or button from top to bottom. Pullover sweatshirts or jackets are permitted if they are plain hunter green, heather grey, or white without hoods. Abney Elementary outerwear is acceptable. Jackets worn in class must be uniform color with no hood. Please label your child's belongings with their first initial and last name.

Due to safety issues, earrings should not hang lower than one (1) inch. Hoods, hats, caps, and bandanas are not to be worn on campus during regular school hours. Hoods or winter hats may be worn outdoors while on campus during inclement weather (below 40 degrees), but must be removed when entering the building. Hair must be clean and colored natural hair color (real or synthetic). Sculptured hair styles will not be permitted, which includes Mohawks and Mohawk-style haircuts. Pictures, symbols, letters, numbers, etc. will not be permitted. Hair must be clean and not unusually colored. Ornate headbands, such as cat ears, are not allowed, as they can be a potential safety hazard. Headbands on the forehead are also not allowed. For your child's safety, appropriate shoes should be worn for the classroom and the playground. Tennis shoes should be worn on Physical Education days. All shoes must have a back and a rubber sole. Slip-on style shoes, cleats, slides or high heeled shoes or boots, are not appropriate for school.

**SHOES-** Students must have shoes that they are able to get on and off as well as securing the shoe on their foot. We understand that many of our students are unable to tie their shoes so we encourage Velcro.

Please refer to the [District Handbook for Students and Parents](#) for additional information regarding dress code policies. Uniform checks will be performed periodically during the school year. Please be sure that your student(s) meet the uniform guidelines at all times.

## SCHOOL INFORMATION

### ATTENDANCE AND ABSENCE NOTES

Students are expected to be in attendance every day scheduled by the St. Tammany Parish School Board. Louisiana Compulsory Attendance Law states that students in the elementary school grades will be allowed ten absences each school year. Excuses for all absences must be presented in writing to the school within two days of the absence. PLEASE NOTE: Act 103 of the 1994 State Legislature deals with student truancy and tardiness and requires principals to report absences and tardiness to the child welfare supervisor. The Supervisor of Child Welfare must refer a student who is absent or tardy without an acceptable excuse five or more times in one month to the family or juvenile court. Policy also mandates that automatic retention of a student who has been absent for 10 or more days in a school year (extenuating circumstances are taken into consideration). Students are responsible for making up all missed assignments in a reasonable amount of time. Parents may request assignments for extended circumstances by calling the school office. A 24-hour notice must be given prior to picking up missed assignments. These assignments may be picked up in the school office.

For more information on Louisiana's Compulsory Attendance Law, please visit the following website:

<http://www.louisianabelieves.com/academics/attendance-requirements>

For additional information on St. Tammany Parish School Board Pupil Progression and Attendance Policy please visit the following website:

[www.stpsb.org/files/pupilprogressionplan.pdf](http://www.stpsb.org/files/pupilprogressionplan.pdf)

### BOOKBAGS

It is the responsibility of the parent or guardian to check the student book bag each morning before school for inappropriate items being brought to school. Examples of these are cell phones, toys, electronic devices, and look-alike guns or knives.

### TARDY & CHECK-OUT

#### TARDY

Students who are late to class disrupt the educational process for themselves as well as other students. Please assist us in teaching your child the lifelong skill of

promptness. Students are permitted on campus beginning at 7:45. Our instructional day begins promptly at 8:15. A student is considered tardy if he/she is not in class and seated by 8:15 AM (Students are marked absent if they are not in their homeroom teacher's class by 8:15 AM). STUDENTS MAY NOT SIGN THEMSELVES IN AT THE FRONT OFFICE WHEN THEY ARRIVE TARDY. A PARENT/GAURDIAN MUST ACCOMPANY THE STUDENT TO THE FRONT OFFICE AND SIGN HIM/HER IN. When inclement weather is in the forecast for our area, please plan ahead and allow enough time for school travel, as traffic will be congested. Students who ride the bus to school are not considered tardy. Tardies are cumulative for the entire school year. Excessive unexcused tardies are reported by the Supervisor of Child Welfare to truancy/family or juvenile court.

### CHECK-OUTS

Students will be checked out only to the parents, legal guardian or the specified person on the emergency contact card or after the office has obtained permission from the parent/guardian. ALL changed made in the office for the person not listed on the emergency card, must be done so with written permission from the parent or legal guardian and must provide proof of identification upon making the request/change. All persons checking out a student must present proper identification, this includes parents and legal guardians. Students are excused to check out during the day for the following: a) medical appointments b) funerals c) sickness d) illness in immediate family e) religious holidays f) natural catastrophe g) disaster. Students returning to school after being absent have two (2) days to present proof of their absences in order to be excused. STUDENTS MAY NOT BE CHECKED OUT AFTER 2:30.

### CAFETERIA PROCEDURES

Free and reduced lunch are now available online these forms must be completed in order for your child to receive free or reduced lunch.

Each student who was on the free/reduced lunch list the previous year, must have a newly completed, approved lunch application turned in within the first 30 days of school to receive free or reduced lunches for the year.

New students applying for free or reduced lunches will need to pay for lunches consumed in the cafeteria until their form is approved. The cafeteria is responsible for collecting all money. Please make checks payable to "Abney Elementary Cafeteria." Please send each child's money in a

separate envelope to his/her teacher. The envelope must be labeled with the child's name, grade, teacher's name, and cafeteria I.D. number. Lunch money

must be sent the first day of the school week. Payment by the week, month, or longer is accepted. The cafeteria must be notified of overpayments before the end of the school year in order to issue a refund. Extra milk must be paid for each day as the child gets the milk. No canned drinks or outside food (Fast Food) are allowed with students in the cafeteria unless accompanied by an adult. This includes breakfast and lunch items. Please make sure your child has money in the cafeteria account. Check the monthly menu for current prices. If you have any questions, you may call the school cafeteria direct at 643-2242. Breakfast will be served until 8:05 a.m. (unless on a late bus). Students arriving after this time should eat breakfast before arrival and will need to go straight to class. Carline students arriving after 8:05am will not be allowed to eat breakfast.

## CHAPERONES

Parents may be asked to serve as chaperones. For safety reasons, children not enrolled in the participating class may not attend the field trip. Parents who agree to chaperone must provide their own transportation to and from the field trip. Chaperones are asked to dress appropriately for a school function and refrain from smoking/talking on a cell phone while supervising our students. We ask that chaperones are limited to two per student. Chaperones will check in and remain in the front office until departure time for a field trip.

## CONFERENCES

A parent-teacher conference is a chance for adults to talk about how a child is progressing in school. It is an opportunity for you, as a parent, to ask questions about any concerns you may have regarding your child's progress. Because each child's progress is important and confidential, please refrain from asking these types of questions in any informal situations (i.e., during volunteer time, Open House, etc.). An in person conference will be scheduled in the fall and spring. Please schedule all conferences through the teacher. When arriving for a conference, even if it is after school, please sign in at the office.

## COUNSELORS

Guidance and Counseling services are available to help children become aware of their abilities, aptitudes, interests, and attitudes. We also have a Mental Health Provider available full time. Requests to speak with a counselor can come from the student, teacher, parent, or administrator. Talk to your child's teacher for more specific information.

**CRISIS PLAN** Should an emergency arise that requires children to be picked up early, all children will be signed out by parents in a designated area. During the school year, practice drills will be held for severe weather, fire, and lock-down situations. By practicing ahead of time, our students will be calm and confident should an actual emergency arise.

## **DISMISSAL**

It is imperative that all dismissal procedures are followed in an effort to create a safe environment for all students. As a reminder, only students who live in our "walkers", all other students immediate surrounding community are considered and parents must utilize the car line. All students identified as walkers will have address verification completed. Additionally, all parents picking up students from the car line must have the front office issued car tag that clearly identifies student's name. If any caregiver who is picking up the student does not have a name tag displayed, they will be asked to park in the designated areas and walk into the front office to follow check-out procedures and will wait until all carline students have been dismissed. Please remember that the safety of all students is our primary concern and we appreciate our cooperation in this important matter. No student will be dismissed from the carline.

## **KEY REMINDERS**

- There is no parking in the bus loop beginning at 2:20 PM ending at 4:00 PM. This area must remain clear as we work to safely load all students.
  - Students at Abney Early not eligible to be a walker. Students must be a car rider, bus rider, or EEP.
  - Parents may not pick up students directly from the front office. The front office may not be utilized as a waiting area for afternoon dismissal. Students may not be checked out after 2:30PM
  - Parents may not park in the designated faculty parking area to pick up children during dismissal.
  - If you are in need of a new or additional car line tag, please contact the front office.
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- **DISMISSAL CHANGES MUST BE DONE IN PERSON OR BY A WRITTEN LETTER.**
- NO EMAILS WILL BE ACCEPTED FOR A DISMISSAL CHANGE.**

## TRANSPORTATION HOME

Any change in transportation home requires a note requesting the change verification including a telephone contact number. The note should be given to the teacher, and then sent to the office for approval. We need this for For safety and security concerns, transportation changes CANNOT be made over the phone, email or fax and MUST be made prior to 2:45 PM.

## EMERGENCY CARD and CHECK OUT PROCEDURES

A current emergency card must be on file in the office for each child enrolled. The card must have local numbers listed with the names of people who can pick up a child when the need arises. Valid IDs must be presented at the front office to check out a student. Students will not be released at classroom doors. You must provide the school (teacher/bus driver) with any information regarding medical conditions that require special attention for your child, the name of the child's physician and hospital preference. It is your responsibility to fill out a new card if any information listed changes during the school year. At least one local number must be included. For the safety and security of our students, the last time a student can be checked out before final dismissal is 2:40 pm.

## EXTENDED EDUCATION PROGRAM (EEP)

The Extended Education Program (EEP) provides an on-site before and after school program at a reasonable cost for Abney Elementary School students. It is open from 6-8 a.m. and from 3-6 p.m. on any day that school is in session. This includes school half-days. EEP is closed during school holidays. The program is located in the school cafeteria. Enrollment forms are available in the school office. For more information, call 645-9200.

## FIRST AID ROOM

If your child becomes ill, we will contact you as soon as possible. Any injury to the head area will require an immediate phone call to the parent/guardian.

## ILLNESS AT SCHOOL

Students who are sent home from school due to vomiting or fever must wait 24 hours and be free of these illnesses before they can return to school. All

handwritten excuse notes by parents or guardians must be submitted within 48 hours of the absence or they will not be accepted

## FIELD TRIPS

Field trips will be limited to one each semester and must be of educational value (unless approved by administration). Students not attending the field trip will be marked absent if not at school. Students will be placed into another classroom for the day with independent work to complete. If more than a few students stay behind, one teacher will stay behind with those students providing instruction for them. The teacher will also inform the office of the location of these students before leaving.

All students going on a field trip will be required to return to school with their class and must ride the bus with their class on a field trip. Students will not be allowed to leave the field trip with the parent.

Students must have a signed permission slip and have paid any fees due in order to attend any field trip. Permission slips AND payment for field trips are due by the date on the field trip form. No late payments.

Lunches will be provided for all field trips by the cafeteria at the rate you normally pay for your child.

If inappropriate behavior is a problem, a parent/guardian may be asked to attend with the child.

Students should not bring any money with them on a field trip. Trips to the gift shop, etc. only causes difficulty in supervision, as well as possible hurt feelings of other students.

All payments MUST be made through the districted appointment website, My Payments Plus.

## LOOK-ALIKE ITEMS

Students who are discovered to have in their possession look-alike weapons (such as toy guns, toy knives, or anything that simulates a weapon) or look-alike drugs will receive the maximum disciplinary action. It is the responsibility of the parent or guardian to ensure that their child does not bring look-alike items to school.

## LOST ITEMS

The school is not responsible for lost or stolen items. Each student is responsible for his/her personal property. Students should only bring to school what is required for the day's activities. Students are encouraged to leave their valuables at home. Only items relevant to the curriculum should be brought to school

## MEDICATION AT SCHOOL

Students will NOT be allowed to have prescription drugs or over-the-counter drug in their possession at school. Personnel in the office cannot administer medication except under special circumstances for long-term health problems.

1. Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken must be provided on the appropriate form available in the school office.
2. Written request and permission from the parent or legal guardian of the student requesting that the school comply with the physician's order must be provided.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. A parent and a staff member must count medication together.
4. Each medication given will be recorded on a medication log, which includes the date, time, dosage, and signature of person giving medication. Please provide a picture to attach to medication log.
5. Students cannot bring their medication to school. AN ADULT MUST BRING THE STUDENT'S MEDICATIONS TO SCHOOL.
6. Please be sure to read the School Wellness letter for parents attached at the end of this handbook.

No electronic devices of any kind (including cell phones), toys, or other distracting items are allowed at school. The teacher and/or principal will confiscate these items to prevent loss or damage. Parents must come to school to claim confiscated items.

Please label all items – including coats, sweaters, and lunch boxes. A lost and found is located outside the gym. At the end of the year, unclaimed items will be donated to charity.

## PERSONAL GROOMING

- Students should wear SOLID colored tights under shorts/skirts/dresses.
- Makeup is not allowed for any students.

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## OFFICE HOURS

The office is open each day from 7:45 a.m. to 4:10 p.m.



## SNACKS AND FOOD

Snacks are only allowed in classrooms at the teacher's designated snack time. Water is the only drink allowed in the classrooms and must be in a water bottle that the student can open on their own without assistance. Items not allowed as snacks are sunflower seeds and ramen noodles. Candy (including suckers) and Gum are not allowed for any reason (including a reward incentive). Snacks will not be allowed into the cafeteria or taken onto the playground after lunch.

## SCHOOL BUILDING LEVEL COMMITTEE

The School Building Level Committee (SBLC) is comprised of various school staff members and may include an administrator, counselor, resource helping teacher, referring teacher, and other appropriate personnel. When a student has any specific concern(s), a conference is held between the teacher and the parent. Specific concerns are documented and the classroom teacher will implement appropriate interventions. If the interventions are not successful, a meeting is held with the parent invited. At the SBLC meeting, the committee reviews all information and makes additional recommendations for interventions and/or screenings.

## SEXUAL ABUSE PREVENTION EDUCATION AND REPORTING PROGRAM

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education, and Reporting. All materials used in the instruction, may be previewed by contacting the school administration. We also encourage you to talk with your child about this topic as well as other general safety issues.

## SLIME

Students may not bring Slime or any item of this type to school.

## TEXTBOOKS/Chromebooks

Students are responsible for the care and use of textbooks. In the event a textbook is lost or misplaced, the student will be responsible. Damages other than normal wear from usage will be assessed.

## Potty Training:

Regular Education Students in both Prek and K must be able to undress and dress themselves to use the restroom. Teachers are not allowed to change clothes, pullups and/or diapers at anytime.

## VISITORS AND VOLUNTEERS

For the safety of our students, all visitors must check in at the front office upon arrival at school for a pass. All visitors to the campus must present a valid driver's license or a picture ID for scanning. Parents must make an appointment with the teacher in advance to a visit to the classroom. Our goal is to maximize instructional time for learning. Any parent or visitor in the hallways without a pass during the school day, will be asked to please report back to the office. Volunteers and substitutes will wear an ID badge when on campus. They will also be asked not to interrupt instructional time when on campus. Visitors and

volunteers will be under the supervision of the teacher at all times.

Parents are encouraged to help in our classrooms and our school and can volunteer for a variety of ways. Meet and Greet or Conference Night is a great time to let your child's teacher know that you are interested in becoming a volunteer.

St. Tammany Parish Public Schools  
Title I  
Parents' Right to Know  
Parent and Family Engagement Best Practices

PARENTS' RIGHT TO KNOW

The Every Student Succeeds Act (ESSA) requires school districts to inform parents and families about their right to receive information on the professional qualifications of their children's teachers.

Parents and families have the right to know:

- Whether all employed personnel have met state qualification and licensing criteria for the position they hold within the school
- If any personnel is employed under provisional status where state qualification or licensing criteria have been waived
- All college degrees and general areas of certification held by teachers, and qualifications of the paraprofessionals
- Whether their child receives services by paraprofessionals and their qualifications

Teacher Certification/Degree Information can be verified at [www.teachlouisiana.net](http://www.teachlouisiana.net)

PARENT AND FAMILY ENGAGEMENT BEST PRACTICES

St. Tammany Parish Public School System believes that Parent and Family Engagement (PFE) is important for children to achieve success. Parents and families are key partners with the schools. PFE includes programs, services, and activities at the school and district level.

District Responsibilities

- Involve families in developing and reviewing the district's PFE Plan
- Hold yearly Federal Programs, PFE Stakeholders', and PFE activity planning meetings
- Support STPPS Title I schools in planning and carrying out their PFE activities

School Responsibilities

- Invite parents to a school meeting highlighting their school's educational programs, curriculum, and PFE opportunities
- Offer PFE activities at various times which support learning goals at home
  - Involve parents in the planning, review, and implementation of PFE programs
- Provide parents with timely information about the school PFE policy

- Annually review and monitor PFE activities and school-wide programs outlined in the School Improvement Plans
- Provide a Title I PFE resource page and presentations for school personnel use
- Develop Title I PFE survey to evaluate PFE plans and use results to plan future PFE programs and adjust PFE policies and procedures

- Maintain 2-way communication with families
- Provide families with opportunities to volunteer, participate, and observe in the school and classroom
  - Provide each student with the Compact for Student Success outlining responsibilities of students, parents, and teachers in the educational process
  - Support all students in their effort to achieve success

On our school website is the 2026-2027 AECC Parent and Student handbook.

Please read and review the handbook carefully with your child. Sign and return this page indicating you and your child understand the policies and procedures included in this handbook by Friday, August 28, 2026

I have read and understand all of the policies and procedures for parents and students at Abney Early Childhood.

Student Name and grade: (Print)

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Teacher: -----

Student Signature: (Sign) -----

Parent/ Guardian Name: (print) -----

Parent/ Guardian Signature: (Sign) -----

Date: -----

This must be signed and returned to the school, as an affirmation that you have read and understand all policies and procedures for 2025-2026.