

MADISONVILLE JR. HIGH SCHOOL

P. O. BOX 850
106 CEDAR ST.

MADISONVILLE, LA. 70447
845-3355

www.madisonvillejunior@stpsb.org

Principal: Dwayne Kern Asst. Principal: Patricia Welch Nelson

Mascot: Eagle

Colors: Black and Gold

MOTTO

Every Child, Every Day
"Soaring Toward Excellence"
The EAGLE Way!

EXPECTATIONS

SAFE
ORGANIZED
ALWAYS KIND
RESPECTFUL

MISSION STATEMENT

The mission of Madisonville Junior High is to prepare children for life in a diverse community and technology driven society. Through differentiated and challenging instruction centered on the whole child, our faculty will promote meaningful student engagement in learning that will allow students to become literate, productive and thoughtful decision makers who are learners for life.

Parent/Student Handbook Compact

My child and I have received and read the Madisonville Jr. High Student Handbook and the St. Tammany Parish Handbook on Attendance, Discipline and Student Records.

We understand the policies, rules, and regulations discussed in these publications.

Student Signature: _____

Parent Signature: _____

Date: _____

School policies stated are in accordance with the ***St. Tammany Parish Handbook on Attendance, Discipline and Student Records.***

BELL SCHEDULE

SCHEDULE A

PERIOD 1	7:28	8:24
PERIOD 2	8:27	9:20
PERIOD 3	9:23	10:16
LUNCH	10:17	10:41
PERIOD 4	10:44	11:37
PERIOD 5	11:40	12:33
PERIOD 6	12:36	1:29
PERIOD 7	1:32	2:27

SCHEDULE B

PERIOD 1	7:28	8:24
PERIOD 2	8:27	9:20
PERIOD 3	9:23	10:16
PERIOD 4	10:19	11:12
LUNCH	11:13	11:37
PERIOD 5	11:40	12:33
PERIOD 6	12:36	1:29
PERIOD 7	1:32	2:27

CLOSING

BELL.....2:27

ABSENCES

Regular school attendance is an important indicator of student success! Students and parents need to refer to the *Parish Handbook* for all state and parish policies regarding absences.

Upon returning to school **after a 1-2 day absence**, the student must bring a signed note (on a full sheet of paper) from a parent explaining the reason for absence which includes the child's full name, the date the excuse was written, the date(s) the student was absent, and the reason for the absence. If the absence **is 3 or more consecutive days a physician's note is required.**

The student must turn in **written excuses** to the front office within 3 days of the absence. If a doctor's excuse is attached to the note from home, it will be placed in the child's permanent folder.

It is the student's responsibility to check with his/her teachers to set up a schedule for completion of work missed.

If a student is absent more than three periods, he/she is not to participate in extracurricular events after school that day and will not be considered for perfect attendance. If a student checks into school after 10:16, he/she is considered absent from school for a half-day.

Students absent from class due to school sponsored activities are not marked absent.

The school board automatically sends home letters to parents after five absences whether they are excused or unexcused. A student who is habitually absent or tardy shall be reported to the Supervisor of Child Welfare and Attendance and/or to the St. Tammany parish family or juvenile courts.

LATE CHECK-IN POLICY

A student is considered tardy to school if he/she arrives after 7:31 A student will receive an excused tardy only with an excuse from a doctor/dentist. **An adult must come to the office to sign in the student or the student will receive a lunch detention.** Each student will be granted three unexcused tardies per nine weeks & will then be issued a lunch detention per unexcused tardy. Excessive tardies to school are recorded automatically by the St. Tammany Parish Supervisor of Attendance.

CHECK-OUT PROCEDURE

No student may be signed out after 2:00 p.m. If your child has an appointment which necessitates his/her being checked out early, you must pick him/her up before 2:00. Students will NOT be called by the office to check-out until a parent or guardian arrives and signs him/her out.

Any student who needs to leave school due to illness must report to the office with an office pass from the teacher and check out through the office.

Students must bring a written excuse for any classes missed due to checking out of school.

EMERGENCY CARDS

It is **critical** that the school be able to contact parents if necessary. **Each student must have a completed emergency card by the end of the first week of school.** This card will be filed in the front office. All emergency cards must include a LOCAL phone number for the parent (or contact person). Be sure to include additional contact numbers just in case you can't be reached. Please notify the front office of any changes in writing throughout the year. No student will be allowed to be checked out by an adult who is not designated on the child's emergency card. Please be prepared to present photo identification if requested by office personnel.

HEALTH SERVICES AND REGULATIONS

When a child gets hurt at school the parent is notified if deemed necessary by school personnel.

The office can not give out any medication, without written authorization of a physician in the office.

It is the parent's responsibility to notify and update the office of any special medical conditions a student may have.

1. No medication shall be administered or self administered by a student without a signed authorization form completed by both the parent and physician. All medication orders must be renewed at the beginning of each school year.
2. No medication shall be administered or self administered by a student unless it is provided to the school in a container labeled by a registered pharmacist with the time and dosage that corresponds to the physician's order.
3. Parents needing to administer medication to their student must first fill out a medication form with the office.
4. A registered nurse employed by the St. Tammany Parish School Board will review and access the physician's order and the parent's request to determine if delegation of

administration of the medication by a trained non-licensed health professional is acceptable.

5. No medication will be received at school or sent home with a student.
6. Medication will be destroyed if it is not picked up within two weeks following termination of the order or two weeks beyond the end of the current school year.

TELEPHONES/MESSAGES

Students may use the office phone for emergencies ONLY (i.e. illness or injury). Students must have a pass from a teacher to use the office phone. Phone calls home for forgotten assignments, instruments, money, or permission slips will not be allowed.

Please communicate with your child **before** school about after school activities and/or transportation arrangements. Except in the case of true emergencies, telephone messages will not be given to students.

VISITORS

Visitors, including parents, **must** check into the office with proper I.D. and receive a visitor's pass. This includes parents having lunch with their student. Students from other schools are not allowed on campus except for planned interschool activities. Please enter **only** through the front office entrance.

SCHOOL FEES

Madisonville Jr. High School assesses a \$10.00 fee to all students. This fee is used to purchase classroom materials, such as workbooks, copy paper, etc. Other nominal fees are assigned for membership to certain clubs and electives.

LOCKERS

Lockers are issued to 6th - 8th grade students. Students are responsible for keeping their lockers in order to keep them from jamming. Lockers are subject to inspection by the school at any time for justified reasons. Students are asked to supply their own locks for P.E. and be responsible for their privacy by not making their combinations public.

LOST AND FOUND

Found articles should be sent to the "lost and found" container in the foyer of the gym. Parents and students are strongly urged to **clearly label** everything a student brings to school; including clothing. The student is responsible for his/her own belongings. Books, book bags, and purses should NOT be left unattended in the halls or on the playground. Students should **NOT** bring large amounts of money, expensive jewelry, cell phones, CD players, I-pods, trading cards, or any other collectibles to school. **The school will not be responsible for items lost at school.** At the end of each semester, lost & found clothing is bagged up. If unclaimed by the end of the 2nd semester, clothing will be donated.

COMPUTER USE

The student and parent must sign the St Tammany Parish Instructional Technology User Agreement, which is kept on file in the student's permanent folder, in order for the student to use the S. T. P. S. B. instructional technology and Internet services.

STUDENT RESPONSIBILITIES – Technology plays a critical role in student learning at MJH. Students must strictly adhere to usage policies determined by the classroom teachers & S.T.P.S.B. The school certainly does not expect any destruction of property, but wants the student and parent to know the seriousness of the matter. In the event that a student deliberately damages school technology, the parent/student will be held financially responsible & the student will have a disciplinary consequence.

INTERNET RESPONSIBILITIES - The use of the Internet is a privilege and must be used only for educational purposes guided by a teacher. Any other use will result in the denial of Internet privileges & a disciplinary consequence.

ELECTRONIC EQUIPMENT

MP3/I-pod/CD players, electronic games, cell phones, laser lights, etc... are **NOT** allowed at school. Any such items picked up by a teacher and sent to the office will have to be **retrieved by**

the parent. MADISONVILLE JR. HIGH IS **NOT** RESPONSIBLE FOR ANY OF THE ABOVE STATED ELECTRONIC EQUIPMENT BROUGHT TO SCHOOL. You may refer to the District Handbook for more details.

FLOWERS/GIFTS

Any item brought will be given to students at the end of the school day. Any food items such as cakes/cupcakes will be given to the student for the last few minutes of 7th period.

TEXTBOOKS

All textbooks at Madisonville Junior High School are the property of the State of Louisiana. Any loss or damage will result in a monetary fine. When textbooks are assigned at the beginning of each school year the condition of the book will be noted by the teacher in writing. If a textbook is lost or badly damaged the student must pay the original price for it before he/she will be issued a new textbook. Writing in a textbook constitutes damage to it. Minor damage to a book will be assessed a per page fee. Some textbooks are available for online reference. Sites can be found in Learning Links on the school website or by contacting your child's teacher.

TRANSPORTATION

ARRIVAL POLICIES:

Students are **not allowed on the school campus before 7:00 a.m.** There is no supervision before this time. Students are not allowed in the halls without written permission from a teacher or a pass. All students are to report to the gym. Students who want breakfast should report immediately to the cafeteria. All students should be off campus by 3:00pm daily, unless permission is granted to stay longer.

BUS POLICIES

Most MJH students ride buses to school. Students must remember that the bus driver is responsible for their safety and well-being while they are on the bus. The driver must be respected and obeyed. Violation of school or bus rules while riding the bus as well as at a bus stop will result in disciplinary action by the principal/asst. principal, who can ban students

from riding the bus or assign other disciplinary consequences according to parish policy.

Any student who must ride a bus other than his/her own must have a written request from the parent/guardian addressed to the school administration.

The note must be brought to the office by lunch recess for principal's signature of authorization to ride the bus. It is important to note though, that some buses do not allow extra riders due to capacity requirements. Transportation routes may be accessed by calling 809-2600 or stpsb.org & click on the yellow bus.

CAR RIDERS

Students may NOT be dropped off before 7:00 a.m. Please drop your child off in front of the school only where they can be supervised by duty teachers. **Cars may begin to line up at 2:15 to pick up their students. This will allow early buses unobstructed access. Students must wait on the sidewalk in front of school.** Cars will be permitted to pull up to pick up their children as directed by duty teachers. Car riders must be picked up by 3:00 p.m. There are no duty teachers after this time.

WALKERS

Students who walk to school should not arrive before 7:00 a.m. Walkers will be dismissed at 2:26 p.m. Loitering around the school after 2:40 will result in a disciplinary action. Any student walking to and from home is considered at school until he/she reaches home. Students crossing a busy street should cross where Madisonville police are posted for their safety. Students may not walk to area businesses/museum and "hang out" until they can be picked up, due to safety concerns and lack of adult supervision.

BREAKFAST and LUNCH PROCEDURES

Money will be accepted for breakfast and lunch between 7:00 and 7:30 a.m. or at lunch time. Parents may also use Payschool. MJH has a computerized lunch system with each student having a card with an assigned number. This card is kept in the cafeteria. At lunch and/or breakfast, the student pulls the card and the number is entered into the computer. Money

collected from students will be entered into the computer, and the account is charged each time the student eats lunch or breakfast. This card cannot be used to purchase milk. Free or reduced lunch forms should be completed each year & are available from the school secretary throughout the year.

Breakfast is available each morning from 7:00 to 7:30. Lunch money should be paid at the beginning of each week or at the beginning of each month. The parent will receive a bill, sent home with the student, if the child's account becomes delinquent. 6th - 8th grade may not charge more than 3 lunches. **Until a delinquent bill is paid, a student will not be allowed to attend any field trip.** If there are any questions about school lunches or billing, please contact Terry Windom, Food Service Manager, at 845-7275.

FIELD TRIPS

Parents should make every effort to ensure that their child/children participate in school approved field trips. Students who are not given written permission to attend scheduled field trips are to attend classes arranged for them and are not excused from attending school the day of the field trip.

If a student has paid for a field trip and is absent on the day of the trip, a refund will **not** be given unless the student has a doctor's excuse. This is because tickets, transportation, etc. for the field trips are calculated by the vendor prior to the trip. If bus transportation is provided, all students must ride the bus.

Adult chaperones over the age of 21 are required. Chaperones may **not** bring younger children with them on a trip since this may distract them from their primary responsibility of supervising the students on the trip. Chaperones are encouraged to ride the bus unless otherwise informed. School lunch is provided for **all** students attending field trips & accounts will be charged accordingly. Lunch accounts must be up to date before a student can attend a field trip.

Students may also be excluded based on disciplinary referrals. If a student is ineligible to go due to discipline reasons, a refund will **not** be given.

LIBRARY

The library is available for use by individual students and class groups. The librarian will set up schedules with the teachers. Students are responsible for any materials checked out of the library. Compensation is required for materials lost or damaged.

MUSIC INSTRUCTION

Band is offered to students in grades 6-8. Each student must provide his/her own instrument and participate in all band activities. Students who forget their instruments will not be allowed to call home for them.

Chorus is offered to students in grades 6-8. Students are required to participate in all performances.

STUDENT ORGANIZATIONS

Information regarding sign-ups, meetings, and tryouts will be announced through the office and on the school web site.

SPORTS

Announcements for team tryouts and sign-up times are made from the office and in P.E. classes. In order to be eligible to try out and participate in sports, a student must have a current physical on file at the school. All physicals must be turned in to the office. In addition, the student must pass five subjects and have maintained a 1.5 or better from the previous 9 weeks period. A student who has turned 15 before Sept. 1st is not eligible to participate in sports. Madisonville Junior High 7th and 8th grade teams include: football, basketball, volleyball, softball, baseball, track, and soccer. A student may be excluded from participation in sports due to excessive discipline infractions. Please refer athletic questions to Jason Thibodeaux.

PERMANENT RECORDS

The permanent records of all students are kept in the main office. Records are confidential. If a

student transfers during the school year or between sessions, the new school where the student enrolls must request a transcript of the student's records before any records can be forwarded. This transcript is furnished without charge by the school.

GRADING SCALE

A	93 - 100
B	85 - 92
C	75 - 84
D	67 - 74
F	0 - 66

Grade 6:

For all subjects, a letter grade shall be recorded in the class record book and averaged for the 9-weeks grade & shall be recorded on the report card. The grades for each 9-weeks shall be averaged for the yearly grade.

Grades 6, 7 and 8:

For all subjects, numerical grades shall be recorded in the class record book and averaged for the 9-weeks grade. The 9-weeks numerical grade and corresponding letter grade shall be recorded on the report card. The numerical grades for each 9-weeks shall be averaged for the yearly grade.

The 9-weeks exams for grades 7 and 8 shall be comprehensive for the entire 9-weeks period and count for 20% of the 9-weeks grade. There shall be no exemptions.

JPAMS:

Parents may access student grades throughout the school year using JPAMS located at <https://jpams.stpsb.org/jpweb>. User I.D. and password will be mailed home or are available from the school principal.

INTERIMS/REPORT CARDS

Interim reports for all subjects are sent home with ALL students at the midpoint of each nine weeks. Distribution dates for Interims will be posted on the monthly school calendars.

Report cards will be sent home with students on the Thursday or Friday following the end of each 9 weeks grading period. Report cards will be mailed home upon the completion of the 4th 9 weeks grading period at the end of the school year.

The office will have a master list of all students receiving interims/report cards throughout the year.

HONOR ROLL

Each nine weeks, students who earn a 3.0 or higher grade point average are invited to a nine week recognition sponsored by our PTA. Students who earn 3.0 or higher G.P.A.'s for the first three nine weeks are treated to a picnic at the end of the year. **To be considered for Honor Roll, a student may have NO D's or F's for the nine weeks.**

PARENT COMMUNICATION

Parents are encouraged to make appointments for conferences as needed with teachers &/or principal by telephoning the school office at 845-3355 or through their email. Teachers will not be called out of class for a conference. The administration asks that parents contact teachers first to discuss academic/discipline concerns. Email addresses, teacher's web pages and updated school information is available through the school website, the monthly PTA newsletter, & automated telephone reminders of upcoming events. You can sign up for emergency alerts sent directly to your cell phone at STPSB.org.

ASSEMBLIES/SPEAKERS

School assemblies & classroom speakers occur during the school year to promote the curriculum to encourage student health & safety, & to foster a productive learning environment. Such occasions are noted by teachers in weekly overviews, in school newsletters, &/or the school web site. Parents who wish for their children not to participate in any of these activities should notify the classroom teacher or school principal.

GUIDANCE

For academic and personal advice, the MJH Guidance Counselor can be reached at 845-3255 or through the office. She is available to help students and families with school, home, or peer problems. She may also be reached through her email: kelli.evans@stpsb.org. A Mental Health Provider is assigned to the school to provide

additional support to students and families.

SCHEDULE CHANGES

Student scheduling is carefully planned and managed by school administrators & a scheduling committee. After Sept. 1st, all schedule change requests must go through the principal's office.

TRANSFER OF STUDENTS

Students who are leaving Madisonville Junior High School to attend another school during the school year must go through the proper clearance procedure in the main office. All fines and fees, including lunchroom charges, must be paid and all textbooks must be checked in before a student can be properly cleared.

CHILD SEXUAL ABUSE PREVENTION, EDUCATION AND REPORTING

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.

In addition, Sex Education is offered in the 7th grade level in science classes. Parents will be notified prior to the beginning of this coursework. Parents may sign to include or exclude their child from this program.

All materials to be used in the instruction may be previewed by contacting the school guidance counselor.

PROMOTION POLICY

Please refer to our school web site for specific information regarding PUPIL PROGRESSION PLAN.

DANCES

Several dances are held for our students. Students who have excessive discipline referrals &/or outstanding fees owed to the school may be denied the privilege to attend dances upon the discretion of the principal.

No visitors from outside this school are allowed at the dances unless the dance has been designated a “guest” dance & permission has been granted by the office. Guests must be a 6th- 8th grade student from a school WITHIN St. Tammany Parish.

The dances are held on Friday nights from 6:00 to 9:00 p.m. depending on the grade level of the student. Sixth grade arrives at 6:00 & picked up at 8:00 p.m., seventh grade arrives at 6:30 & will be picked up at 8:30 p.m., and 8th grade arrives at 7:00 will be picked up at 9:00 p.m. This helps to alleviate excessive traffic congestion on dance nights. It is the parents' responsibility to make sure students go directly into the gym and do not leave campus before the dance. Parents are to be PROMPT in picking up their children.

Students not picked up promptly may be denied attendance at future dances. No students are allowed to walk or ride their bikes to &/or from any evening school activities. **The school will provide a specific dress code policy for each dance. You may check the school website for a link.**

DRESS CODE

Parents and students are to refer to the **Parish Handbook** for all dress code policies. The principal maintains the right to determine extremes in styles of dress and grooming and what is appropriate and suitable for school. Students who have problems conforming to the dress code will either have appropriate clothes brought from home or change into appropriate clothing found here at school and may receive disciplinary action.

Walking Shorts, skirts, & skorts may be either school approved plaid or khaki. All shall not be shorter than 5” above the knee.

Pants/Capris: Tan khaki colored cotton twill **must be secured at the waist with no undergarments revealed.** All black or all white leggings can be worn under skirts, skorts.

Shirts: White or black polo style shirts with the school approved logo or no logo at all. No skin may show between the pants/skirt and shirt in any position.

Black uniform t-shirts are available for purchase through the school office.

Sweatshirt/sweater/jacket:

Regular coats may be worn inside & outside the school building as long as they are not a distraction to the learning environment.

Shoes: Students may not wear beach sandals, athletic slides, or “flip flop” type sandals at school.

Hats: All caps, hats, and bandannas are banned from school campus.

Grooming: Facial (including tongue) piercing is prohibited. Hair must be clean, out of the eyes and not unusually colored or styled. Drawing/writing on one's exposed skin or clothing is prohibited.

STUDENT I.D.'S

In accordance with the St. Tammany Parish School Board, all students are required to wear picture I.D.'s daily. If a student forgets their ID, a one day temp. I.D. sticker is available for \$1.00. Replacement I.D.'s can be made for \$5.00. Infractions for forgotten I.D.'s are as follows:

1st offense – reminder

2nd offense – warning

3rd offense – lunch detention

4th offense – 2 days lunch detention

5th offense – after school detention

6th offense - ISS

DRUG DETECTION

The administration may search the person of a student as well as his/her locker according to parish guidelines when there is probable cause to believe that the student has in her/her possession any illegal substance. In addition, drug dogs are periodically brought to school by area police and/or the sheriff's department to conduct random classroom/locker searches. Any evidence seized as a result of such a search may be used in court prosecution. Students having been found in possession of illegal substances and or prescription medications will be recommended for expulsion from school.

Consult the St. Tammany Parish System Handbook for more information including possible consequences.

PARENT INVOLVEMENT POLICY

The faculty and staff of Madisonville Junior High believe that educational success requires the active involvement, participation, and support of parents, community members, students, and school staff. Therefore open communication and opportunities for active involvement are encouraged in several ways through various forms of communication, opportunities for involvement, and decision making opportunities.

DISCIPLINE PROCEDURES

MJH has a School-wide Positive Behavior Support program supported by both our School Board and the Louisiana Department of Education. A school-based team of parents, staff, and students have worked to enhance positive behavior through ensuring an effective and efficient school-wide approach to discipline. Our PBIS plan encourages personal responsibility for attitudes and actions we choose each day. We also plan to provide opportunities for parental support through community resources, parenting programs, and informational meetings.

Our plan is based upon four simple rules:

E A G L E S

Safe

Organized

Always kind

Respectful

Rules for every area of the school will be posted and thoroughly reviewed in both classroom and at school-wide review meetings. Lunch detention may be assigned by classroom teachers, duty teachers, and administration for violation of minor classroom, school, and parish rules. More serious or habitual violations will be handled through the administration in accordance with parish discipline policy. More specific parish guidelines are listed for your review and reference in the **Handbook on Attendance, Discipline, and Student Records**.

In addition, students may be rewarded for their positive behavior and effort through Eagle Bucks, Golden Referral recognition, classroom rewards, and 9 weeks celebrations for good behavior.

AREA BEHAVIOR GUIDELINES

ARRIVAL RULES

- All students report to gym and remain seated until the bell rings.
- As **all** students exit the buses or cars, they must wait for a duty teacher to escort them across the street at designated crosswalk.
- Go directly to cafeteria if you plan to eat breakfast.
- Use the restroom before the bell rings.

CAFETERIA RULES

- Enter in orderly, quiet lines & stay on sidewalk.
- Wash your hands, turn off water, and place paper towel in trash can.
- Talk quietly at lunch tables.
- Clean up your eating area.
- All food and drinks must be eaten in cafeteria, with the exception of take-out food.

PLAYGROUND RULES

- Practice good sportsmanship.
- Stay in your designated playground area.
- Students should keep the campus clean and free from trash and graffiti.
**Concessions may be temporarily closed due to excessive trash on playground.*

DISMISSAL

- Walkers must leave the school grounds immediately and may not enter the gym.
- Early bus riders may report directly to their busses.
- No loitering in front of the gym or on school grounds is allowed.
- Car riders must go directly to car line to wait for car dismissal.
- Bike riders are to get their bikes and WALK them off of school grounds.

RESTROOMS

- Before school and at lunch gym restrooms will be available.
- Locker area is prohibited before school & at lunch recess.
- Students may not use restrooms immediately following morning bell or right after lunch recess unless an emergency.

- Emergency bathroom use during class time is permitted only with teacher permission is granted.
- Remember to flush, wash your hands, and dispose of paper towels in trash cans.

ANTI- BULLYING POLICY

What is bullying?

Repeated (over and over; usually the same person)

Intentional (causes distress, fear/or harms to the victim; takes into account how the victim perceives the bully’s intent)

Power-based (cannot defend self, one party has physical strength, athletic ability, or Social status)

Everyone at Madisonville Jr. High is committed to making our school a safe and caring place for all students. We are victim proofing our school. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines bullying as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person’s things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone’s race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.

How students are encouraged to report bullying:

- Fill out school incident report
- Tell a teacher, staff member, Principal and/or Asst. Principal
- Tell parent who can notify the school administration.
- Notify Crimestoppers at 1-877-903-7867

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach S.O.A.R.
- Respond quickly and sensitively to bullying reports using S.O.A.R.
- Take seriously families’ concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- **Provide immediate consequences for retaliation against students who report bullying.**

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

DETENTIONS

Lunch detention is part of the MJH discipline plan for all grades. In addition students may serve after school detentions for behavior infractions. Detention counts will start over at the beginning of each 9 weeks.

6th, 7th, and 8th grade students will be assigned lunch detentions to be held in a designated classroom. Students in lunch rotation A must report to the lunch detention room by 10:19. Students in lunch rotation B must report to the lunch detention room by 11:13. Students will be escorted to lunch accordingly. All lunch detentions must be signed by a parent/guardian.

At 6 behavioral lunch detentions, students will be referred to administration for In-School Support.

6th, 7th, 8th Grades:

4th Lunch Detention	Notice letter sent home to parent
6th Lunch Detention	In-School Support - 1 day
9th Lunch Detention	In-School Support - 2 days or Saturday Support

12th Lunch Detention	Out of School Suspension
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IN-SCHOOL SUPPORT

In-school support is a second chance support used as an intervention prior to an out-of-school suspension. All schoolwork normally assigned, graded, or completed in class will be administered in the ISS classroom. Students are NOT given 0's and do NOT receive absences when assigned to ISS.

SUSPENSION/EXCLUSION/EXPULSION

Serious offenses by students, including fighting, threatening self or others, or harassing another student, carrying a weapon, alcohol, tobacco product, drugs, or other habitual offenders will be referred to the administration and discipline will follow parish guidelines set forth in the **St. Tammany Parish School System Handbook on Attendance, Discipline, and Student Records**. A letter will be sent home with the number of suspension days & number of days for makeup work to be completed. The maximum amount of credit available is 85% for successfully completed work.

EDUCATION OF CHILDREN & YOUTH IN HOMELESS SITUATIONS

The McKinney-Vento Act is a federal law pass in 1987 to help people experiencing homelessness. The Act requires states & school districts to make sure students in homeless situations can attend & succeed in school. The McKinney-Vento Act applies to all children & youth who do not have a fixed, regular, & adequate nighttime residence, including children & 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
- Abandoned in a hospital

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

- Attend & succeed in school no matter where they live or how long they have lived there
- Enroll in school despite the lack of a permanent address or lack of school & immunization records, or birth certificate & other documents
- Receive services comparable to those offered to non-homeless children & youth
- Get transportation to school
- Access educationally related support services
- Make sure that disagreements between students & schools are resolved quickly

SCHOOL WEB SITE

www.madisonvillejunior@stpsb.org

In the event communication is cut off with the school, (ex: Katrina), alternative lines of communication include: www.stpsb.org.

SCHOOL BOARD DIRECTORY

School Board: 892-2276
Sch. Bd. Annex: 898-3370
Transportation: 898-3373

**SCHOOL CALENDAR
2015-2016**

Aug. 7	School Opens
Aug. 24	Open House
Sept. 7	<u>Labor Day Holiday</u>
Oct. 2	<u>Parish Fair Holiday</u>
Oct. 8	End of 1st Grading Period
Oct. 9	<u>Student Holiday</u> (Teacher Professional Day)
Nov. 23-27	<u>Thanksgiving Holiday</u>
Dec. 18	End of 2 nd Grading Period <u>½ day of school</u> (1/2 day record keeping)
Dec. 21 – Jan. 1	<u>Winter/Christmas Holiday</u>
Jan. 4	School Reopens
Jan. 18	<u>MLK Holiday</u>
Feb. 8-12	<u>Mardi Gras Holidays</u>
March 9-20	State testing window
March 10	End of 3 rd Grading Period
March 11	<u>Student Holiday</u> (Teacher Professional Day)
March 25- April 1	<u>Spring/Easter Holiday</u>
April 14-15	State testing – Grades 3-8
April 27-	State testing window
May 8	
May 20	End of 4 th Grading Period <u>½ day of school</u>

