

MADISONVILLE JR. HIGH SCHOOL
P. O. BOX 850
106 CEDAR ST.
MADISONVILLE, LA. 70447
845-3355

www.madisonvillejunior@stpsb.org

Principal: Frances Shea Asst. Principal: Dwayne Kern

Mascot: Eagle

Colors: Black and Gold

MOTTO

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

MISSION STATEMENT

The mission of Madisonville Jr. High School is to prepare children for life in a rapidly changing and complex society. Through developmentally appropriate instruction centered on the whole child, the faculty and staff will provide a program of instruction which allows all students to become literate, creative, productive, and wise decision-makers who are self-disciplined, responsible, and confident learners for life.

Parent/Student Handbook Compact

My child and I have received and read the Madisonville Jr. High Student Handbook/Planner 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

OPENING

BELL.....8:31

GRADES 4 / 5

PERIOD 1	8:35	10:35
PERIOD 2	10:06	11:36
LUNCH/RECES S	11:32	12:10
PERIOD 3	12:12	12:57
PERIOD 4	12:58	1:43
PERIOD 5	1:44	2:29
PERIOD 6	2:30	3:00
PERIOD 7	3:01	3:31

GRADES 6,7,8

PERIOD 1	8:35	9:28
PERIOD 2	9:31	10:24
PERIOD 3	10:27	11:20
PERIOD 4	11:23	12:16
LUNCH	12:17	12:42
PERIOD 5	12:46	1:39
PERIOD 6	1:42	2:35
PERIOD 7	2:38	3:31

CLOSING

BELL.....3:31

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 an absence of any length**, the student must bring a signed note (on a full sheet of paper) from a parent explaining the reason for absences 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.

The student must turn in **written excuses** to Mrs. Beyer in 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 10:00 a.m., but before noon, he/she is considered absent from school for a half-day.

Students absent from class due to school sponsored activities are not marked absent. Perfect attendance will be rewarded quarterly.

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 8:35 but before 10:00 a.m. 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 will be reported to the St. Tammany Parish Supervisor of Attendance.

CHECK-OUT PROCEDURE

No student may be signed out after 3:15 p.m.

If your child has an appointment which necessitates his/her being checked out early, you must pick him/her up before 3:15. 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 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.

HEALTH SERVICES AND REGULATIONS

When a child gets hurt at school, the extent of the injury is determined by the office and the parent is notified if deemed necessary.

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

1. No medication shall be administered or self administered by a student without a signed authorization form completed by both the parent and physician.
2. All medication orders must be renewed at the beginning of each school year.
3. 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.
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 note 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 and receive a visitor's pass. 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 7th and 8th grade students based on availability. Students must supply their own locks and be responsible for their privacy by not making their combinations public. Students are responsible for keeping their lockers in order so as to keep them from jamming. Students are not allowed to share their lockers with anyone else. Lockers are subject to inspection by the school at any time.

LOST AND FOUND

Found articles should be sent to the "lost and found" container in the main hall by the office. Parents and students are strongly urged to clearly label everything a student brings to school. 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.**

COMPUTER USE

The student and parent must sign the St. Tammany Parish Instructional Technology Use Agreement, which is kept on file in the student's permanent folder, in order for the student to use the St. Tammany Parish School Board instructional technology and Internet services.

STUDENT RESPONSIBILITIES - The purpose of the computers in the lab and classrooms is to provide instruction in curriculum and technology. The student/parent will be held financially responsible for a student's intentionally destroying any computer equipment - computer, monitor, hard drive, printer, etc. The school certainly does not expect any destruction of property, but wants the student and parent to know the seriousness of the matter.

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 software protection program has been installed on all computers that have access to the Internet, but students will be made responsible for accessing only sites of an appropriate nature.

ELECTRONIC EQUIPMENT

CD players, I-pods, hand-held games, cell phones, lasers, 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 & the student will receive a detention. **MADISONVILLE JR. HIGH IS NOT RESPONSIBLE FOR ANY OF THE ABOVE STATED ELECTRONIC EQUIPMENT BROUGHT TO SCHOOL.**

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.

TRANSPORTATION

ARRIVAL POLICIES:

Students are **not allowed on the school campus before 8:00 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. Sixth, seventh, and eighth grade students are to report to the gym. Fourth and fifth grade students are to report to the playground. During bad weather, all students are allowed into the gym upon arrival at school. Students who want breakfast should report immediately to the cafeteria.

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, who can bar 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 principal. The note must be brought to the office before noon for principal's signature of authorization to ride the bus before lunch recess. It is important to note though, that some buses do not allow extra riders due to capacity requirements.

BICYCLES

Students who ride bicycles to school must park them in the bike rack near the 6th grade building, lock them, and leave them until school is out. The school is NOT responsible for stolen bikes. Students who ride bicycles should not arrive at school before 8:15 a.m. and should leave school grounds immediately after the dismissal bell rings. For safety reasons, bike riders must walk their bikes once they are entering or exiting the school grounds and obey

city traffic regulations.

CAR RIDERS

Students may NOT be dropped off before 8:00 a.m. Please drop your child off in front of the school only where they can be supervised by duty teachers. Students are not permitted to be dropped off near the library or band room. **After school, students must wait for car rides at the gate area of the elementary playground.** Cars will be permitted to pull up to pick up their children as directed by duty teachers. Car riders must be picked up by 3:45 p.m. Please be on time, because there are no duty teachers after this time.

WALKERS

Students who walk to school should not arrive before 8:00 a.m. Walkers are NOT to remain on campus after 3:35 p.m. Loitering around the school after 3:35 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

Students in 4th and 5th grades are required to participate in the school lunch program unless they have brought their own lunch or have written permission from a parent/guardian not to eat. Money will be accepted for breakfast and lunch between 8:00 and 8:30 a.m. or at lunch time. 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.

The elementary grades (4 and 5) come into the

cafeteria at 11:32. Recess does not begin until 11:55. Junior high students (6, 7, and 8) come to the cafeteria at 12:17.

Breakfast is available each morning from 8:00 to 8:30. 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 or school function.** 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-arranged, 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 requested. 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.

Students who are delinquent in their lunchroom payments may be denied attendance on field trips. 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 throughout the school day. Mrs. Mendow 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. Participation in the Accelerated

Reader program is actively encouraged for all students. Special rewards and recognitions for progress in the AR program takes place throughout the school year through the library and reading classrooms. Any child caught cheating on an AR test will be excluded from reward and recognition activities and disciplinary actions will be assigned.

MUSIC INSTRUCTION

Band is offered to students in grades 5-8. 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 4-8. Students are required to participate in all performances.

STUDENT ORGANIZATIONS

Info regarding sign-ups, meetings, and tryouts will be announced through the office.

4-H – fall enrollment - 4th - 8th
Drama Club - fall and spring enrollment - 4th - 8th
Student Council - elected in the fall. 4th - 8th
Science Club – fall enrollment - 6th - 8th
Science Olympiad – fall enrollment - 6th - 8th
Yearbook Staff – fall enrollment - 6th - 8th
Cheerleaders – spring tryouts - 6th - 8th
Dance Team – spring tryouts - 6th - 8th
Scrabble Club – 6th – 8th
FHA - fall enrollment - 7th - 8th
National Jr. Honor Society- Selected after 3rd nine weeks (7th - 8th)
Chess Club – 6th – 8th

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 participate in sports a student must have a current physical on file at the school. 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, and track. A student may be excluded from participation in sports due to excessive discipline infractions.

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	92 - 100
B	83 - 91
C	74 - 82
D	65 - 73
F	0 - 64

Grades 4, 5, 6:

Letter grades A, B, C, D, or F shall be assigned in the following subjects: Reading, Math, Language Arts (including Spelling), Science, and Social Studies. For the above listed subjects, the 9-weeks letter grade only shall be recorded on the report card. The letter grades (A=4, B=3, C=2, D=1, and F=0) for each 9-weeks are averaged for the end-of-the-year final grade and recorded on the report card. Art, Music, and P.E. shall be assigned E, S, N, or U.

Grades 7 and 8:

For all subjects, numerical grades shall be recorded in the class record book and averaged for the 9-weeks grades. 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 6, 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.

STI Home:

Parents may access student grades

throughout the school year using STI Home located at <https://stihome.stpsb.org>. 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 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 07-08 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.**

Students who earn at least a 3.5 G.P.A. or higher for the first three nine weeks will be recognized at Awards Night in May.

PARENT COMMUNICATION

Parents are encouraged to make appointments for conferences as needed with teachers, principal, or both by telephoning the school office at 845-3355. Teachers will not be called out of class for a conference. The administration asks that parents contact teachers **first** to discuss academic/discipline concerns.

In addition, all teachers may be contacted through e-mail. Their addresses are posted on our school web site. Updated school information is available through the school website, the monthly PTA newsletter, & automated telephone reminders of upcoming events.

GUIDANCE

For academic and personal advice, MJH Guidance Counselor, Vicki Hesson, can be reached at 845-4211. She is available to help students and families with school, home, or friend problems. 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 & counselors. Personality conflicts with teachers **WILL NOT BE CONSIDERED AMONG REASONS FOR SCHEDULE CHANGES.** Parents must meet with teachers in resolving any conflicts. Class sizes may determine if a change can be made. Contact Ms. Hesson, our school counselor, if you have any concerns.

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

A student shall NOT be promoted in **Grades 4 & 5** if he/she fails the following:

- (a.) READING or
- (b.) MATH or
- (c.) Any two major subjects (Language, Science, Social Studies) or
- (d.) A combination of any one major subject and two minor subjects (Health/P.E., Music, Art)

A student shall NOT be promoted in Grades 6, 7, and 8 if he/she fails the following:

- (a.) Any two major subjects (Reading, Math, English, Social Studies, Science) or
- (b.) Any three minor subjects (all other subjects including courses taught for less than the full year and less than five days a week) or
- (c.) Any combination of one major subject and two minor subjects.

In Grades 4 and 8, students must pass the ELA and Math portions of the LEAP test scoring at least approaching basic and basic. They must also pass according to grade level promotion policies mentioned above.

LEAP 21 and iLEAP

The Louisiana Educational Assessment Program for the 21st Century (LEAP 21) is Louisiana's criterion-referenced testing program. Students in grades 4 and 8 will be administered these tests in mid March. Fourth and eighth grade students must score Approaching Basic and Basic in English Language Arts or Mathematics in order to be promoted. As state LEAP requirements are updated, info will be sent home with students and/or posted on our school web site.

The iLEAP will be administered for grades 5, 6, and 7. This is not a high stakes test like the 4th and 8th grade LEAP, but it will include both multiple choice questions like ITBS and open response questions like the LEAP. Parents will receive both percentiles & mastery level scores.

DANCES

Several dances are held for 6th, 7th, and 8th grade students. Students who have excessive discipline referrals 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 permission has been granted by the office. Guests must be 6th, 7th, or 8th grade students from a school WITHIN St. Tammany Parish.

The dances are held on Friday nights from 7:00 to 10:00 p.m depending on the grade level of the student. Sixth graders will be picked up at 9:00 p.m., seventh graders will be picked up at 9:30 p.m., and 8th graders will be picked up at 10:00 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.** Students will not be allowed to walk home after a dance.

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, and jumpers may be either school approved plaid or khaki. All must meet the " fingertip" rule.

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, or jumpers.

Shirts: White or pale yellow polo style shirts with the school approved logo or no logo at all. A solid white long or short sleeve t-shirt may be worn under the polo. **No skin may show between the _____ pants/skirt and shirt in any position.**

Sweatshirt/sweater/jacket: Solid black, _____ with school approved logo or no logo at _____ all to be worn in school. Regular coats _____ may be worn outside

the school building.

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.

DRUG DETECTION

The teacher or administrator 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.

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 PBS 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 Caught Ya’ Being Kind slips, Student of the Month recognition, classroom rewards, and 9 weeks celebrations for good behavior.

AREA BEHAVIOR GUIDELINES

ARRIVAL RULES

- 4th/5th graders report to playground.
- 6th-8th graders 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.
- 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.
- No drinks from concessions allowed.
- All food and drinks must be eaten in cafeteria or (6-8) in courtyard.

PLAYGROUND RULES

- Only basketball and soft balls are allowed on the playground and no kicking of balls is permitted.
- 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 cancelled due to excessive trash on playground.*

DISMISSAL

- When the bell rings, bus students should report to the gym via the cross walk and sit in their designated bus areas.
- 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.
- Food and drinks may not be purchased or brought into the gym.
- Car riders must go directly to the gate by the portables 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.
- Emergency bathroom use during class time is permitted only when the teacher signs the student's agenda.
- Remember to flush, wash your hands, and dispose of paper towels in trash cans.

ANTI- BULLYING POLICY

Everyone at Madisonville Jr. High is committed to making our school a safe and caring place for all students. 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.

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 FISH Philosophy and S.O.A.R.
- Respond quickly and sensitively to bullying- ing reports using the FISH Philosophy and 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.

LUNCH DETENTION

Lunch detention is part of the MJH discipline plan for all grades. Lunch detention counts will start over at the beginning of each 9 weeks.

4th and 5th grade teachers hold lunch detentions on Mondays, Wednesdays, and Fridays. At 6 behavioral lunch detentions, the student is referred to the principal for In-School Suspension.

6th, 7th, and 8th grade students will be assigned lunch detentions to be held in a designated classroom. Students must report to the lunch detention room by 12:20. Students will be escorted to lunch at 12:35. All lunch detentions must be signed by a parent/guardian.

6th, 7th, 8th Grades:

4th Lunch Detention	Warning letter sent home to parent
6th Lunch Detention	In-School Suspension - 1 day
9th Lunch Detention	In-School Suspension - 2 days or Saturday School
12th Lunch Detention	Suspension

IN-SCHOOL SUSPENSION

In-school suspension is a second chance suspension 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.

The school counselor will also meet with ISS students.

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.**

SCHOOL BOARD DIRECTORY

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

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 and/or www.schoolnotes.com

**SCHOOL CALENDAR
07-08**

Aug. 10 School Opens
 Aug. 22 6th-8th Grade Open House
 *

Aug. 29 4th/5th Grade Open House
 *
 Sept. 3 **Labor Day Holiday**
 Sept. 13 Rosh Hashanah
 Sept. 21 Yom Kippur
 Oct. 5 **Parish Fair Holiday**
 Oct. 11 End of 1st Grading Period
 Oct. 12 **Student Holiday**
 (Teacher Professional Day)
 Nov. 19-23 **Thanksgiving Holiday**
 Dec. 21 End of 2nd Grading Period
1/2 day of school
 (1/2 day of record keeping)
 Dec. 24 - **Winter/Christmas**
 Jan. 2 **Holiday**
 Jan. 3 School Reopens
 Jan. 21 **MLK Holiday**
 Feb. 4-8 **Mardi Gras Holidays**
 March 6 End of 3rd Grading Period
 March 7 **Student Holiday**
 (Teacher Professional
 Day)
 March 21-28 **Spring/Easter Holiday**
 May 21 End of 4th Grading Period
1/2 day of school
 1/2/ day of record keeping

HALL PASS LOG R=restroom O=office C=counselor/classroom
 L=locker

Student Name: _____

Date	Period	Reason	Initial

Date	Period	Reason	Initial

