

MANDEVILLE MIDDLE SCHOOL
STUDENT & PARENT HANDBOOK ACKNOWLEDGEMENT FORM

Attached is the *Mandeville Middle School Student and Parent Handbook* for the 2016-2017 school year.

This handbook includes important and helpful information about school operation, procedures, and policies. Please read and discuss the contents with your child. To ensure you have received your handbook and covered it with your child, we ask that you sign, tear out, and return this sheet to your child's teacher by Friday, August 12, 2016.

Please keep your handbook as a quick reference. If you have questions about the handbook, please contact Mary Hart, Principal.

Student and Parent Handbook Verification

I have read and discussed the Student and Parent Handbook with my child.

Parent/Guardian Signature

Student Signature

Date

Mandeville Middle School

2525 Soutl Street
Mandeville, LA 70448
(985) 626-8778

Mary Hart, Principal
Sherri Barton, Assistant Principal

Dear Parents and Guardians:

The faculty and staff welcome you to Mandeville Middle School for the 2016-2017 school year. At Mandeville Middle School we believe in *Educating the Mind and Reaching the Heart*.

Students, parents, and teachers all share in the educational development of the student. Parental involvement in the process is a key component to providing effective educational opportunities that will allow your child to fully develop his/her potential. We urge you to come to school frequently, visit the classrooms, and communicate with the teachers and me. Your ideas and suggestions can make meaningful contributions toward improving Mandeville Middle School.

The *Student and Parent Handbook* is designed to provide information about school policies and procedures for helping ensure a safe and caring school environment where all students have the opportunity to learn and grow. Please keep this copy of the handbook for your reference throughout the year.

I am looking forward to an outstanding year. I believe that working with your child and you this year will be exciting and rewarding. Working together we can achieve much success. With your cooperation and participation, we will maintain our recognition from the U. S. Department of Education as a School of Excellence.

If you have questions about this handbook or other school issues during the course of the year, I hope you will feel free to contact me. We strive to maintain open communication with parents and welcome your comments, questions, and involvement.

Sincerely,

Mary Hart

Mandeville Middle School

2525 Soutl Street

Mandeville, LA 70448

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<http://mandevillemiddle.stpsb.org>

School Colors: Navy Blue and Gold

Mascot: Seagull

**2016-2017 Theme: Mandeville Middle School - Sailing to
Success**

Mission Statement

Believing that education helps shape the future, we, the faculty, staff, parents, and community of Mandeville Middle School, dedicate ourselves to professional excellence in education and an exemplary instructional program. We commit ourselves to meeting the intellectual, physical, social, emotional, aesthetic, and technological needs of all our students in a family-centered environment. It is our task to teach in a manner that will educate and motivate all students to reach their maximum potential as life-long learners and productive citizens in the technology-based, global society of the 21st Century.

Philosophy

The goal of the faculty and staff of Mandeville Middle School is to meet the intellectual, physical, social, and emotional needs of our students. We are committed to high standards of academic achievement for all students. This commitment extends to all subjects of the core curriculum, including reading, writing, grammar, spelling, mathematics, science, social studies, technology, the arts, and physical education. The development of higher order thinking, with an emphasis on problem solving and creativity, is essential to preparing our students to be productive citizens in our rapidly changing, technological society. Our goal is to teach in a manner that will educate and motivate all students regardless of background, ability, developmental level, or learning style.

Through the implementation of our Positive Behavior Intervention Support program, we encourage our students to become good citizens who are responsible, cooperative, and self-disciplined. In order to affirm each child's sense of self-worth, Mandeville Middle School strives to provide an atmosphere of trust, acceptance, discipline, love, and respect. Our goal is to instill in our students an appreciation for and acceptance of all individuals in a safe haven of learning.

The public school system is the basic institution for the formal education of our youth. The staff of Mandeville Middle School recognizes, understands, and respects both the responsibilities and opportunities that accompany this role. We acknowledge the immeasurable value of strong parental involvement and commit ourselves to joint cooperation with each family. We pledge ourselves to excellence in successfully fulfilling these obligations to the children of our community.

IMPORTANT INFORMATION FOR PARENTS AND STUDENTS

ABSENTEEISM/TARDINESS/CHECK-OUT: All students are required to attend school regularly. According to the Louisiana Department of Education, beginning in the fall of 2010, students are allowed ten absences each school year for elementary students. There are also new rules that apply to these absences. Absences considered **extenuating**, such as personal illness or serious illness in the family must be validated by a note from a medical practitioner to prevent their being counted within the ten allowed absences. Additional **extenuating** absences include those which occur due to a death in the family, observance of religious celebrations, and mandated court appearances, all of which must be validated by a written excuse note from a caregiver along with appropriate documentation. Other student absences may be validated according to St. Tammany Parish School Board policy with a written excuse note from a caregiver, but these absences are considered **non-extenuating** and will accumulate toward the maximum ten days allowed. Excuse notes for absences must be presented to the school principal or designee **within two days** of the student's return to school.

The guidelines do not allow students to be excused for vacations or other family trips. You will need to make an effort to schedule vacations and necessary appointments during school breaks. Our current school year calendar, which is included in this handbook and posted on our website at www.stpsb.org includes ample breaks for travel plans.

School Board officials send letters to parents when absences are a matter of concern. If parents have contacted the school and documented extenuating absences, no other action is necessary.

Students need to make up work missed due to excused absences. The **student** is responsible for making arrangements with the teachers to make up all assignments as soon as the student returns to school. If your child misses only a day or two, the work can be made up upon return to school. If the absence is extended, you will need to contact the school (if the student is able to study at home) and arrange to pick up assignments **24 hours** after contact is made at the end of the following school day.

Chronic tardiness is disruptive and short-changes a student's learning opportunities. Tardiness also establishes poor work habits that can continue throughout life. Therefore, tardiness is treated seriously. State law requires that you have students in school on time. **If you bring your child and you arrive after the bell, you must bring him/her to the office to get an admission slip. If your child is excessively tardy within a grading period, you will be called for a conference with the administration.**

When a parent finds it necessary to check out a student early from school, the parent must come into the office to sign out the student. The parent also needs to present official identification to the office workers to be verified against the student's emergency information. **Your child will only be released to persons listed on the child's emergency card.** These measures are for the safety of your child. Parents should not call ahead to have a student waiting for check-out, so that the loss of instructional time

can be minimized. **Parents are strongly encouraged to avoid checking students out after 2:15 p.m.**

Parents requesting a change in your child's transportation home must do so in writing. The request must be submitted to the school office.

AFTER-SCHOOL CARE PROGRAM: An after-school care program is available. **If your child is not picked up by 3:00 p.m., your child may be sent to the after-school care program, and you will be charged the daily rate of \$10. This fee is payable on that day.** Additional information is available in the school office. **All aftercare fees are to be paid in advance.** *See information packet that will be given out at the beginning of the school year.

BAND, CHORUS & ORFF ENSEMBLE Band, chorus and ORFF are open to fifth and sixth graders. Students may participate in one of these programs only.

BIRTHDAYS / CELEBRATIONS: Birthdays are special times for children and their families and friends. **Cards or invitations, if given, must be given to everyone in the class.** Parents are asked not to bring treats, balloons, etc. We welcome you to come and enjoy lunch with your child that day. As an alternative, the MMS library has a birthday program in which a book may be purchased and donated to the school library in the child's name. A staff member makes a short visit to the classroom to wish the child a happy birthday and present a special bookmark. Please contact the school librarian about the program if you are interested in making a lasting contribution in your child's name. There will be **one** class social in December just before the Winter Break.

BREAKFAST & LUNCHES: A light breakfast is served from 7:00 a.m. to 7:25 a.m. daily. The cost is \$.75 per child. Breakfast must be prepaid; no charges are allowed. A hot lunch is served daily. The price of a lunch is \$1.30, which includes milk. While payments may be made at any time, it is generally more convenient and efficient for payments to be made on a monthly basis. Payment should be enclosed in an envelope, labeled with the student's name, homeroom teacher, and lunch I.D. number. Parents may also use *My Payments Plus* which can be found on our website. Envelopes are turned in at the mailbox in the cafeteria. If you know that your child will NOT eat breakfast or lunch in the cafeteria **during the entire school year**, please call the school (626-5909) and advise the cafeteria manager so that the child's account may be deactivated. If you do not call, you will be responsible for any charges that have accumulated on your child's lunch account. Lunch bills will be sent home weekly when a child owes over \$2.00. Your cooperation is greatly appreciated.

Parents are welcome to eat lunch with their child. Please check in at the office before going to the cafeteria. Anyone joining a student for lunch must be on the child's

emergency card. If you are bringing your child's lunch to school, please place on the cart in the hallway near the front office. Please write your child's name on the lunch as well as on the white board.

Students who qualify may receive free or reduced price lunches. If you feel your child is eligible for free or reduced lunches, please submit an application. Free and reduced lunch applications are sent home when school starts. Parents are urged to fill out the application and send it in as soon as possible. After October 1, students without a **current** application on file will have to pay full price for lunch. You will be responsible for any charges accumulated by your child after the cut-off date.

BULLYING-TYPE BEHAVIORS/THREATS: There will be zero tolerance in dealing with bullying-type behavior or threatening words or actions toward students, faculty, or staff. Students need to report to an adult on campus any incidents of this nature because the school cannot address issues of which we are unaware. For further information refer to the *STPSB District Handbook for Students and Parents* and to the School-wide Discipline Plan within this handbook.

BUS: Transportation to and from school by school bus is available to most students. Please refer to the BUS GUIDELINES that will be given to your child by the bus driver. In order to help ensure the safety of all students, parents are strongly encouraged to discuss with their child the following bus guidelines and basic rules:

- Arrive at your bus stop in a timely manner.
- Always follow the instructions of the bus driver.
- Remain completely seated and face the front of the bus.
- Keep hands and feet to one's self.
- Talk in a low tone of voice and never use unacceptable language.

To help ensure bus safety and avoid overcrowding, students must have permission to ride a bus other than their assigned bus. Students who wish to ride another bus must present a dated note signed by a parent/legal guardian to the office before the morning bell. This note must state the rider's name and bus number. Presenting such a note does not guarantee the privilege of riding another bus. This privilege is not to be used to transport children to team practices, lessons, or tryouts. If a bus is at its capacity, students who do not normally ride this bus will not be allowed to ride even with permission from the parent. The student will be allowed to call home to make other arrangements.

If a child's behavior while on the bus is endangering the safety of others or interfering with the driver's safe operation of the bus, the parent will be contacted. Bus removal is a possible consequence.

CAR LINE / STUDENT PICK-UP and DROP-OFF: The school day at MMS begins at 7:30 a.m. and ends at 2:41 p.m. Students may not arrive on campus prior to 7 a.m. or

remain after 3:00 p.m. Students should be checked out no later than 2:15 p.m. All car traffic that enters Mandeville Middle School grounds during the morning drop-off (7:00 a.m. – 7:30 a.m.) and afternoon dismissal (2:41 p.m. – 3:00 p.m.) must enter through the Mandeville Middle School front circle entrance on Soult Street. All vehicles should use the center lane as a stacking lane. Vehicles should not block other lanes or driveways as these areas are needed for bus traffic. The car line will begin moving through the front, small horseshoe after the 7 a.m. bell rings and the duty teacher is on duty. Vehicles should proceed through the horseshoe to drop off or pick up student(s). Students should be ready to exit the vehicle immediately. **No students may be picked up or dropped off in the bus loading and unloading area.** For the safety of everyone, please cooperate with these traffic flow instructions and with the crossing guard. For after school activities students are to be picked up in the bus circle.

Any student not picked up by 2:50 p.m. will be placed in After-School Care and parents will be billed the daily rate. The daily rate is \$10, **which must** be paid when you are picking up your child.

Front entrance and front gate are locked daily at 3:30 p.m. All visitors after 3:30 p.m. should use the northernmost Soult Street entrance and parking lot. **During morning drop-off and afternoon pick-up of students, however, the northernmost Soult Street entrance is for bus traffic ONLY.**

Note: A form will be sent home with students who walk or ride bikes to and from Quail Creek. Parents will be asked to indicate how they would like their child to get home in the event of severe weather or lightning at dismissal. The parent directives will be followed during inclement weather, and the office will not make phone calls to each parent as in the past. If you would like to call on the day of the inclement weather to change the directive given on the letter, please feel free to do so.

CELL PHONE POLICY: Students are not to be in possession of cell phones at school. If it is imperative for a child to have a cell phone, **the parent must submit a written request** to the office stating the reason. If approval is granted, the student is to drop off and pick up **the cell phone from the front office each day.** If a student is found in possession of a cell phone, the student will receive a discipline consequence and a parent must come to school to pick up the cell phone from the school office. Cell phone or other camera device may not be used by students to take pictures at any time on campus or on field trips. **Please review the STPSB District Handbook for Students and Parents for additional information regarding cell phones.**

CLASSROOM MANAGEMENT POLICY: Each teacher has a classroom management policy. The expectations, rules, and rewards are posted in each classroom. Also, a classroom management plan is sent home with each student the first week of school for your signature. Every teacher at Mandeville Middle School follows this procedure.

CLASSROOM VISITS: We believe that classroom visits can improve the parent/school relationship as well as help to give parents insight into the classroom. All parents are encouraged to visit the classrooms from time to time. Parental visits to the school help the positive growth of MMS. **For security reasons, we do require anyone visiting our school to check in at the office upon entering the school.** (See *Visitor Authorization Policy* below.) Visitors will be asked to show their driver's licenses for check-in. Anyone wishing to observe in a classroom must receive permission from Ms. Hart and be willing to sign a confidentiality statement. All visitors must be listed on the particular child's emergency card.

CONFERENCES: Parent-teacher conferences are helpful to the student and enhance his/her chances for success. The principal and assistant principal are available to all parents. Since much of their time is spent supervising instruction and counseling students, a prearranged appointment will ensure you the opportunity to meet with them. The administration asks that you meet with a teacher prior to requesting a conference with an administrator.

DRESS: Mandeville Middle School parents followed St. Tammany Parish School Board policy on voting to require Mandeville Middle School students to wear uniforms. The uniform was proposed by the school uniform committee and adopted by parent vote. This uniform follows all guidelines of the St. Tammany Parish School Board Dress Code.

Students are not permitted to wear any uniform tops or bottoms that fit tightly. All uniform tops and bottoms must be traditional fit, not skinny or tight nor excessively loose/baggy. We recognize that our students are growing children, and we ask our parents to make any needed uniform purchases with that in mind. To parents, we have included the images below as guides for appropriate *fit* for MMS uniforms. Uniform items meeting the guidelines outlined in the MMS Handbook may be purchased anywhere.

Acceptable Fit Examples



Bottoms: Girls may choose from **pants/shorts/skorts/skirts**. Boys may choose from **pants/shorts**. Shorts, skorts, and skirts must adhere to fingertip length as stated in the STPSB student dress code. The color is khaki only (no stripes, designs, etc.).

Students are permitted during cold weather to wear leggings BENEATH shorts or skirts. Leggings must be SOLID white, black, navy or gray only.

Shoes: Shoes should follow the STPSB Dress Code Guidelines. We encourage students to wear tennis shoes on PE days.

Tops: **Shirts** - MMS logo or **plain** polo type knit, collared shirt – white or navy – long or short sleeves – no logos or emblems other than MMS.

Sweatshirts - MMS logos or **plain** sweatshirts – white, black, navy or gray – no logos or emblems other than MMS

Undershirts – white, black, navy or gray – **plain** – no visible logos or emblems other than MMS.

Undershirts are to be tucked in at the waist at all times and should not be visible beneath the hem of the uniform shirt.

Other school shirts - Student of the Month, band, club, spirit, etc., shirts may be worn on Fridays.

Outer wear: MMS logo or plain jackets or sweaters – white, black, navy or gray – may be worn **indoors**.

All other non-MMS dress code heavy jackets, coats, hoodies, sweatshirts, may only be worn **outdoors**.

Please refer to the St. Tammany Parish School Board Dress Code Policy stated in the System handbook.

All MMS logo uniform items are to be picked up at School Time in Mandeville and any orders after the fall 2016 bulk order will need to be made at the store location.

DRILLS: FIRE/WEATHER/LOCKDOWN: Emergency evacuation routes and procedures are clearly posted in each room of the school. Employees are familiar with and responsible for making students familiar with emergency evacuation procedures. Drills are conducted in accordance with St. Tammany Parish School Board Policy. Please review with your child the importance of taking all drills seriously in the event a real crisis occurs.

EMERGENCY INFORMATION: Each student must turn in an emergency information card to the school office during the first week of school. This card will be filed in the school office. The card must include a local phone number to call in case of emergency. No

one will be allowed to check out a student unless named on the emergency card. **Parents are asked to update information during the year.**

FIELD TRIPS: The school may offer educational activities during the year that involve leaving the school grounds. When we have these activities, all school rules are enforced, regardless of the location or type of activity. When such an activity is planned, a letter with the details is sent home well in advance. **For your child to attend any of these activities you must sign the permission slip and return it and the cost of the trip to school by the DEADLINE stated in the letter. Handwritten notes cannot be accepted.** If it is not possible for you to send the money for the trip by the deadline, an extension for the money may be granted if you contact the teacher and notify him/her of your intention to pay at a later date. **A permission slip still must be returned by the DEADLINE stated in the letter.** Bag lunches are provided by the cafeteria if the event is held during the lunch period and if requested on the permission slip.

Parents may request to chaperone field trips. **Other children may not accompany parents on the trip.** Students must travel on the school bus on field trips. In some instances, transportation may be allowed in parent vehicle. In such cases, insurance is the primary responsibility of the vehicle owner. **Proof of insurance and a valid driver's license are required.**

Parents wishing to take students home directly from field trips must sign them out in the school office before the trip departs from school. The parent will be given a release form that is to be given to the teacher in order to allow the teacher to release the student. The student may not rejoin the group after leaving the activity.

Cell phones, cameras, and other electronic devices are not permitted on field trips. All policies in the *St. Tammany Parish Student and Parent Handbook* regarding electronic devices apply during field trips.

GRADES: Assessment of performance will be done in compliance with School Board policy. Graded papers will be sent home once a week on the day specified by the teacher. If you do not receive papers, contact your child's teacher. The grade recorded in the teacher's grade book is the official grade. If you believe a grade has been recorded erroneously or a paper has a grade error, you must present the relevant paper to your child's teacher.

The following uniform grading policy has been approved by BESE and will be in effect for the school year 2016-2017:

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

- F 66-0

GUIDANCE COUNSELOR: Our school has a guidance counselor who provides services as whole class, small group, and individual counseling. Parents may arrange conferences with the counselor by calling the school office and making an appointment.

ILLNESS AT SCHOOL: The parent will be contacted if the child shows any sign of illness. In cases involving any injury to the neck or head, the parent will be contacted immediately and the decision to pick up the child is left to the parent. **In terms of pre-existing injuries that have already received attention, parents are encouraged to remind children there is no need to seek additional care from the school office.** Many students use this as an excuse to leave class, causing them to miss valuable instructional time.

INHALANTS: No inhalants are allowed at school, including liquid paper, rubber cement, etc.

JPAMS STUDENT PROGRESS CENTER: Our parent portal – The Student Progress Center – is a website designed to help parents and guardians keep track of their child’s attendance, conduct, discipline, grades, progress reports and high school transcript information. This information can be found at <https://jpams.stpsb.org/jpweb>. This system is also used to send recorded messages to you as reminders or in case of an emergency.

LIBRARY RULES: A library media fine of five (5) cents per school day up to \$1.00 is charged for reserve and overnight books. Five (5) cents per day is also charged for regular circulation materials that are overdue. The purpose of library fines is twofold--(1) to establish a sense of responsibility in the students and (2) to defray the cost of lost or damaged books. Payment for lost books is based on the **current list price** of books in print. If a student has an overdue book, he/she may not check out additional books from the library until the fine is paid and the book returned.

Library check-out privileges are restored when students have either paid the fines, returned lost books, or negotiated a settlement with the librarian and/or principal.

The librarian makes written notification regarding overdue or lost books to the parents of students. Written notifications are given at least once each nine weeks when report cards are sent home. The notification may accompany the report card or it may be mailed separately.

LOST AND FOUND: Lost articles should be sent to the Lost and Found. Students should also check with their classroom teachers. Unmarked articles usually go unclaimed. Parents and students should see that everything a student brings to school is clearly labeled. The student is responsible for his 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, CD players, cell phones, radios, other portable electronic devices, or any other valuable items to school. The school will not be responsible for items lost or stolen at school.

MANDATED CHILD SEXUAL ABUSE PREVENTION EDUCATION AND REPORTING PROGRAM: As mandated by the St. Tammany Parish School Board, students in grades K-8 receive instruction on the topic of Child Sexual Abuse Prevention, Education and Reporting. All materials that are used in the instruction may be previewed by contacting the school administration. We encourage you to talk with your child about this topic, as well as other general safety issues.

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

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

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

- Attend and 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 and immunization records or birth certificates and other documents;
- Receive services comparable to those offered to non-homeless children and youth;
- Get transportation to school;
- Access educationally related support services;
- Make sure that disagreements between students and schools are resolved quickly.

MEDICATION IN SCHOOLS: Students are not allowed to have prescription or non-prescription medications of any kind in their possession on the school grounds. This includes cough drops, eye drops, etc. If medication of any kind is found on the student, administration will take disciplinary action.

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, the parent is responsible for notifying the school of any abnormalities in the health of their children. When such a condition exists, the following policies will be followed.

- A. Any student who is required to take medication during the regular school day must comply with school regulations.

These regulations include at least the following:

1. Written statement from physician and/or parent detailing the name of drug, dosage, and time intervals medication is to be taken.
2. Written request and permission from the parent or guardian of the student requesting that the school district comply with the physician's order.
3. Medication must be brought to school by the parent in a container appropriately labeled by the pharmacy or physician.
4. Over-the-counter medications (non-prescription medications) are to be handled in the same manner as prescription medications.

- B. For the well-being of the child, effective communication among the school, parents, school nurse, and physician is very important. Parents are urged to maintain close contact with the school **during** the child's illness.

MESSAGES: Parent calls to students are forwarded only in emergencies. Students will not be called out of class to speak on the telephone without permission of an administrator
MOVE AWAY FROM ZEROS EVERYDAY (MAZE): This is a support program designed to address expectations of students who fail to complete and turn in assignments on time. It is designed to teach personal responsibility and to reinforce the expectation of high academic standards for all students. MAZE clearly emphasizes the belief that assignments/projects are important and must be completed.

WHAT ARE OUR MAIN OBJECTIVES?

- Improved academic performance
- Increased sense of responsibility
- Better study habits and higher quality of work
- Increased communication between school and parents
- Working together to ensure student success

This program will guide students to develop self-discipline/work habits that will serve them in an educational setting and in the future when they enter their next educational environment or workplace. The MAZE program is not a form of punishment, rather a program to reinforce the message that choosing not to complete work/assignments is unacceptable.

HOW DOES THE PROGRAM WORK?

- Failure by the student to turn in completed work will result in a MAZE ticket.
- Student turns in the completed assignment for 80% credit the next day or attends MAZE study hall from 2:40 - 4:15 p.m. on the upcoming Wednesday.
- Parent(s) must sign the MAZE Ticket
- If a student does not attend the MAZE Study Hall, consequences will be given.

PARENTAL INVOLVEMENT: It is the philosophy of Mandeville Middle School that we are partners, along with all of our stakeholders, in the education of our students. We encourage and expect parents to be an active part of the school culture and to maintain frequent, ongoing communication with teachers and administration. Numerous opportunities are available to assist teachers and staff as a volunteer, serve on school committees, serve as resource speakers or otherwise be actively involved in the everyday function of MMS.

PETS: Students are not allowed to bring pets or other animals to school. Permission may be granted by the school principal for an animal/pet to be brought to the classroom by the parent for a demonstration or sharing activity. In such cases, the parent must remain in the classroom and take the animal home at the end of the activity. The parent accepts responsibility for the pet or animal while in the classroom. All animals brought must have current immunization papers from a veterinarian.

STUDENT RESPONSIBILITIES: We at Mandeville Middle School feel that our students must learn to be responsible for their own belongings. Any class assignments, materials and textbooks are to be brought to class on time. Make up work must be completed when returning from the absence. Students will be allowed three days following their return to school to turn in make-up work.

TEXTBOOKS: All textbooks at Mandeville Middle School are the property of the State of Louisiana. Any loss or damage will result in a monetary fine. If a textbook is lost, the student must pay the original price for it before a new textbook is issued. Writing in a textbook constitutes damage to it. Most new textbooks cost in excess of \$50.00, so extra care should be taken. The student should check the textbook for damage when received and make the teacher aware of any damage found.

VISITOR AUTHORIZATION POLICY: Mandeville Middle School welcomes parents and others to visit our school campus. The procedures below are intended to ensure that such visitations not interfere with the smooth operation of the school and the safety of students and personnel, and that visitors comply with state laws governing visitors on school grounds.

- **No one** is allowed on school grounds without authority of the principal or designee.
- **All** visitors must report to the administrative office immediately upon arrival. The purpose of the visit and destination within the building must be stated to the principal or designee. The principal or designee may/may not grant permission to visit within the school building.
- **All** visitors will be asked to show identification and will be given an official visitor identification badge.
- Visitors will report only to those areas of the school for which permission has been granted. This includes grandparent's day, awards nights, etc.
- **All** visitors must return the official visitor identification badge to the administrative office upon leaving.
- **All** visitors must depart the building and grounds as soon as their official business is completed.
- Because of the high priority we place on school security, we ask that all visitor procedures be followed. Failure to comply with these procedures may result in the penalties provided by the La. Ref. State. 17:416.8

WEAPONS POLICY: Students found using, processing and/or concealing a knife (including pocket knives), a firearm, a weapon which may discharge a projectile or other dangerous instruments which may cause bodily harm **shall be immediately suspended and recommended for expulsion. We will notify police immediately. Students using, possessing, and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument will be immediately suspended from school and recommended for expulsion.** Upon the recommendation for the expulsion, the Superintendent or his designee will conduct a hearing. Students in grade five or lower who are found, in the hearing process, to have used, possessed, and/or concealed a weapon or look-alike weapon shall be disciplined according to the decision made by the Superintendent or his designee. The Superintendent will refer any case involving a student in grade five or lower found in possession of a firearm on school property to the School Board with a recommendation for action. Students in grades six or higher who are found, in the hearing process, to have used, possessed, and/or concealed a weapon, or look-alike weapon will be expelled from the school system for a period of not less than 12 calendar months.

WEBSITE: Our school website can be found at <http://mandevillemiddle.stpsb.org>. Important dates, events, lunch menus, etc. may be found here. You will also find a

website for your child's teacher. Teachers post overviews, assignments and other information weekly on his/her webpage. Links to other educational sites can also be found on our webpage.

Please refer to the STPSB District Handbook for Students and Parents for additional information on policies and procedures.

