

**MANDEVILLE MIDDLE SCHOOL
STUDENT HANDBOOK
SCHOOL-WIDE DISCIPLINE PLAN**

Each student receives **The St. Tammany Parish Handbook on Attendance, Discipline, and Student Records**. Attached is our school-wide discipline plan written by the school faculty and administration. Based upon the principles of *Positive Behavior Intervention Support (PBIS)*, the school-wide discipline plan is a dynamic plan which students, teachers, and administrators can jointly review and modify as the school year progresses.

Positive Behavior Intervention Support at Mandeville Middle School is implemented through incorporating the *FISH! For Schools* philosophy in our school-wide discipline plan. The *FISH!* philosophy aims to help create a safe, supportive, and effective school culture and learning environment. *FISH!* has four basic principles – *Be There, Choose Your Attitude, Make Their Day, and Play*. Through shared ownership and a common language, *FISH!* helps teach children life skills about building strong relationships and living life more fully. It also helps teachers lead students to own and manage their behavior.

As common practice, the administration, faculty, and staff will encourage appropriate student conduct through the use of positive, assertive discipline policies and reteaching. As part of our policy, we always seek active parental input and support. Behavior is a key factor regarding student participation during school-wide and grade level activities. A current school year behavior record is maintained for each student. Parents are informed of consequences through copies of the discipline forms and/or by phone.

We encourage you to sit down with your child and read the school-wide discipline plan together. An in-depth awareness of the plan will help to ensure the most productive learning environment. In addition, teachers have in-class PBS plans which will be sent home with each student. Please review with your child, as well, these individual letters regarding classroom management, and sign and return the appropriate page.

SCHOOL RULES/EXPECTATIONS

I. BEFORE SCHOOL

To support good order and positive conduct, the following procedures are in place for morning arrival:

- Fourth and fifth grade students enter through the bus area or the doors by the gym. Sixth grade students use the main hallway to the yard near the library.
- Students should use the restroom in the hall near the gym.
- Students may only enter the building with a pass from a teacher.
- This is a walk and talk recess. Ball playing, throwing games, and running are allowed at other times during the day.
- All 4th and 5th grade students remain in the quiet area outside between the cafeteria and the 4th grade wings.
- All 6th grade students stay in the yard between the library and the sixth grade hallway.
- Students may go to the library before school according to the daily grade level schedule until the library reaches capacity.
- At the bell, students will proceed in an orderly manner through the hall to their classrooms.

II. HALLWAYS

To help keep our hallways safe and accessible:

- Walk in an orderly manner, using the dark tiles as a guide, keeping hands, feet, and objects to oneself.
- Remain silent to keep from disturbing others.
- Walk with a teacher or have a hall pass.

III. RECESS

Recess is designed to be a safe, enjoyable time for students. These policies help us best use recess and school instructional time:

- Recess is the appropriate time to use the restrooms and get water.
- PE equipment should be carried until the student reaches the playground.
- No running or playing with PE equipment is allowed in the quiet area.
- All food and drinks consumed at recess should be eaten outside only, and trash must be put into the garbage barrels.

- When the recess dismissal bell rings, students are to return to class via the assigned hallway. After the bell rings, no further playing is permitted. Students may not get drinks or use the restroom after the bell rings
- Make appropriate use of the fitness equipment on the playground. No hanging or turning upside down, climbing on top of the equipment, or pushing. Students are to await their turn to use the equipment. Tackle football or other rough play is not allowed. These are safety issues. If necessary, playground equipment privileges may be removed.

IV. CAFETERIA

We strive to maintain an atmosphere which allows students to experience an orderly, safe, and enjoyable lunch. Students are responsible for immediately and respectfully complying with our cafeteria monitors. Rules for cafeteria conduct are:

- Keep voices low.
- Remain quiet during dismissal.
- Use good table manners.
- Remain seated. Raise your hand for assistance.
- Keep your area clean.
- Relax and enjoy your time.

V. RESTROOM

Because instructional time is highly valued, students are encouraged to use the restroom at recess. When leaving the classroom, students sign in and out. **If your child has a physical problem which necessitates more frequent restroom usage, please send a written note.**

- Go directly to and from the restroom without extra stops.
- Be sure to flush the toilet after use.
- Wash your hands with soap and water.
- Remember that the restroom is not a play area.
- Respect the privacy of others.
- Respect school property.

VI. ASSEMBLIES

- Sit as directed and remain quiet during the program.
- Pay attention to the speaker or performing artist.
- Raise hand to be called upon before speaking out.
- Inappropriate gestures, comments, or actions are unacceptable.
- Keep hands and feet to oneself.

BEHAVIOR INFRACTIONS

Within the first week of school, the teachers will thoroughly discuss behavior policies with all students. Our expectations are for all students to follow school rules. If students choose not to follow expectations, the repercussions outlined below are implemented:

- The student is spoken to by the teacher and the desired behavior is retaught.
- The student is assigned for a *recess detention** for the *first* written Infraction Notification. Failure to attend detention results in an additional day of detention. If a student repeatedly fails to report to an assigned detention, the student may be assigned to *After School Support*, *In-School Support* or the next *Saturday Support*.
- With the *second* written Infraction Notification during each nine weeks of the year, the student will be assigned *After School Support* and the parent will be contacted.
- With the *third* written Infraction Notification, the student and his or her parent will have a conference with an administrator.
- With the *fourth* written Infraction Notification, the student is assigned by an administrator to *In-School Support*.
- With the *fifth* Infraction Notification, the student is assigned by an administrator to *Saturday Support*.
- *After the fifth* written Infraction Notification within nine weeks, the student is sent to the administration for each incident.

Students begin each nine weeks with a clean slate. All Infraction Notifications are handled by the administration.

NOTE: Individual teachers use discretion to keep students in class during recess for In-class misbehavior, incomplete work, tutoring, etc., and these are not written as discipline offenses.

***RECESS DETENTION:** These procedures are to be followed by students assigned detention:

- All students who are serving detention will sit at a specific table in the cafeteria to eat lunch.
- After their lunch, students will be escorted by the teacher to the detention classroom.

PHYSICAL EDUCATION POLICIES

A. DRESS CODE

For the safety of each student, appropriate dress is required for P.E.:

- Socks
- Tennis shoes with a full back

If a student cannot be dressed appropriately due to extenuating circumstances, please send a note to the Physical Education teacher, so the student will not lose participation points from his/her grade.

B. ALTERNATE ACTIVITIES

A student without a written excuse who is dressed inappropriately will lose participation points from his/her grade and will not be allowed to participate in the planned activities. The student still may earn effort points toward his/her grade if he/she successfully completes one of the following alternate activities:

- If class is held inside, the student will complete an alternate activity.
- If class is held outside, the student will complete other assigned physical activity.

C. ILLNESS AND INJURIES

If a student is ill or injured, he/she must bring a note from a doctor, parents, or guardian stating the limitations of participation or the exclusion from the activity. If the student is limited or excluded from activities for an extended period of time, please send a note when he/she may resume normal activity.

If any type of student injury above the neck occurs, the parent will be given a courtesy call.

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Acknowledgment Form

Attached is the *Mandeville Middle School Student Handbook/School-wide Discipline Plan* for the 2012-2013 school year. This handbook includes important and helpful information concerning our *Positive Behavior Intervention Support Program (PBIS)* and the current discipline policies and procedures which support *PBIS* throughout our school.

To ensure you have received and reviewed this handbook with your child, we ask that you sign, tear out, and return this sheet to your child's teacher by Friday, August 10, 2012.

Please keep your handbook for 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 *Mandeville Middle School Student Handbook/School-wide Discipline Plan* with my child.

Parent/Guardian Signature

Student Signature

Date

Homeroom Teacher /Grade Level