



Tchefuncte Middle Parent/Student Handbook 2015-2016

MESSAGE FROM THE PRINCIPAL

Welcome to Tchefuncte Middle School, home of the Gators. We have an outstanding school where caring, dedicated educators provide a strong instructional program in a nurturing environment. An active PTA and an extensive group of volunteers support and enhance the school program. Tchefuncte Middle has a tradition of excellence, producing students well prepared for their junior high school years. This standard of excellence continues to be our focus. All of us at Tchefuncte Middle look forward to your time here and invite you to become an active member of our school family.

CONFERENCES WITH THE PRINCIPAL

My goal is to create a school where children come to learn and play, parents choose to send their children, and educators invest their careers.

The principal welcomes parents and students for conferences. However, it is requested, whenever possible, that an appointment be made through the school office at 626-7118.

Absenteeism:

- All students are required to attend school regularly. Students in the elementary grades are allowed only 10 "cumulative" absences per school year.
- Absences due to "extenuating circumstances" do not count toward the 10 day absence limit and require a note from a physician, nurse practitioner, or dentist. There are certain other circumstances that qualify such as a death in the family. Educational field trips, absences due to artistic expression or due to military deployment of a parent to a combat zone require prior permission from the principal to be counted as "extenuating."
- A computer generated letter is automatically sent by the school board when absences are a matter of concern. If parents have contacted the school and documented excused absences as required, no other action is necessary.
- Cumulative absences are excused for student illness, doctor's appointments, and family emergency.
- Absences of two or fewer consecutive days incurred due to physical illness may be validated by a parent or caregiver written excuse note and count toward the 10 day cumulative absence limit.
- Absences of three or more consecutive days of absences incurred due to illness or other type of absences require a note from a physician, nurse practitioner, or dentist to be excused.
- Excuses for absences must be presented in writing to the school office within two (2) days of day or days missed. Excuses will not be accepted after two (2) days of the student's return to school. (See St. Tammany Parish Student Handbook).
- If a student's absence is excused, he/she will be allowed to make up the work missed. The student is responsible upon his/her return to make arrangements with the teachers to make-up all assignments that are due.
- If a student will be out two or more days, please contact the school and assignments can be made available for pick up. Please give the office 24 hours' notice so that teachers will have an opportunity to gather the appropriate materials and write out the assignments.

Arrival (morning): School starts at 8:05 a.m.

Teachers are on duty 1/2 hour prior to the start of school (7:35 a.m.). Fourth grade students who arrive before 8:05 by bus or car will be supervised on the nature area (next to the administrative offices and to the right of the car circle). During this time students may walk around and visit with friends. Ball games or active games will not be allowed.

Fifth and sixth grade students who arrive by bus or by car before 8:05 will walk from the bus loop to the playground around the outside of the 300 wing. Fifth graders will be supervised on the playground area from the slab to the building. Sixth graders will be supervised on the playground area from behind the slab to the fence. During this time students will be able to walk around and talk to friends in their assigned area. Use of playground equipment, ball games, or active games will not be allowed during this time.

Students in fourth, fifth, and sixth grades who arrive prior to 7:50 AM and who wish to eat breakfast will not go the nature area or the playground. They will line up by the breezeway entrance near the cafeteria and remain there until breakfast is served at 7:50 AM. Students who arrive after 7:50 AM and wish to eat breakfast will report directly to the cafeteria. Breakfast ends at 8:05 AM.

After School Care Programs:

- After School Care will be offered beginning on the first day of school.
- A flyer with more specific information will be sent home the first day of school.
- Students not picked up in carline by 3:25 PM will be brought to aftercare and parents will be charged the "drop in" fee.
- Parents are required to come into the building to sign their child out of After Care.

Birthdays:

Birthday parties and invitation distribution by students or parents are not allowed at school. In order to maximize instruction and minimize disruption to the learning process, please do not send a birthday cake, balloons, or any type of birthday treat to your child at school on his/her birthday.

Bicycle Riders and Walkers:

The administration strongly discourages students from walking or riding bicycles to school due to traffic concerns. Tchefuncte Middle is not responsible for bicycle theft or damage. **Parents who wish to have their students walk or ride a bike to and from school must first schedule an appointment with an administrator and complete an application which, when approved, will be kept on file for one year and must be renewed each year.** During the meeting with the administrator, in addition to completing the application, the administrator will review the procedures, expectations, and entrance and exit routes with the parent. Once students are approved to walk or ride bikes to school, they are not to arrive on campus prior to 7:50 a.m., and must wait in the cafeteria at the end of the day until 3:25 PM when all buses and cars have cleared the access road.

Book Bag:

We encourage our students to keep unnecessary books at school so that the weight of their book bag is not excessive. Please share the responsibility for school-home communication by sitting down with your child and going through his/her book bag at least once a week and preferably on the day the weekly overview and graded papers are scheduled to be sent home.

Bullying:

Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending himself or herself. Usually, bullying happens over and over.

Bullying can also happen online or electronically. Cyber bullying is when children or teens bully each other using the Internet, mobile phones or other cyber technology.

Tchefuncte takes all reports of bullying seriously and will investigate all reports. St. Tammany Parish School Board lists, in detail, the types of bullying in their handbook. We ask that parents discuss with their children the importance of reporting any bullying they may see or hear to a teacher or administrator immediately. Often students are hesitant to report an incident, because they think they will be "tattling" - therefore, Tchefuncte Middle School works diligently to educate our students on the difference of tattling versus reporting:

Tattling - Wanting to get someone else in trouble or to get attention
(Inappropriate/False Report)

Reporting - Helping yourself or others to stay safe (Appropriate/True Report)

Bus:

Transportation to and from school by school bus is available to all students who reside in the Tchefuncte Middle School district. In order to help insure the safety of all students, parents are strongly encouraged to discuss with their child the following basic expectations:

- Always follow the instructions of the driver.
- Remain completely seated and face the front.
- Keep hands and feet to one's self.
- Talk in a low tone of voice and always use acceptable language.
- Wait for and get off the bus at your designated bus stop.

Students who fail to follow the bus safety rules will be subject to disciplinary action.

Bus Request

Students who desire to ride another bus must present a note for approval to the office by lunch time which is dated and signed by a parent or legal guardian. This note must state the driver'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, try-outs or the like.

Bus Transportation Changes:

No transportation changes will be allowed over the telephone due to legal liability and the safety of your children. We must receive a handwritten note by the parent or legal guardian in order for a change to be made. Your understanding is appreciated.

Carpool Circle in the Morning and Afternoon:

- The first car in line should always drop off/pick up at the brick columns.
- We try to empty/fill eight cars at a time, so please pull up as far as possible in the circle before your child exits/enters your car.
- Please see to it that your child always exits/enters the vehicle on the right side onto/from the sidewalk area. This is for safety reasons.

- Cars should never pass in the circle area to the left of cars letting out/picking up students.
- School begins at **8:05 AM**. A parent must come into the office to sign a student in after the 8:10 tardy bell rings.
- Students must be accompanied by a parent/guardian through the parking lot, including the grass walkway along the wall.
- Please do not park in the service area between Tchefuncte and Pontchartrain. "Hopping the wall" is not allowed for safety reasons.

Thank you for your patience as we maintain a safe school environment.

Car Rider:

Parents must send a note with their child if they wish for him/her to leave school with anyone other than the parent. This is very important because without proper authorization, students will not be allowed to leave school with other people (be sure all persons, brother/sister, grandparents, neighbors, etc. are listed on the emergency card for authorization to check your child out of school.) If students belong to certain organizations (such as Scouts) and attend on a regular basis, one note will suffice for the year.

Classroom Visitations:

Visitors are welcome at Tchefuncte Middle. The administration, faculty, and staff feel that classroom visitation can improve the parent-school relationship, as well as help to give parents insight into the instructional focus of the classroom. We request that parents schedule classroom observations 24 hours in advance through the administration and limit visits to one hour at a time. We welcome volunteers and credit them with making Tchefuncte Middle School the wonderful school it is.

Conferences:

- Good parent/teacher communication is an essential ingredient to student achievement. Parent-teacher conferences can be beneficial to the student. Teachers and parents see the student from different perspectives and working together, they can form a strong partnership to promote the student's success.
- Parents are strongly encouraged to meet with the teacher to discuss questions and concerns, prior to contacting an administrator.
- The principal and assistant principal are available to all parents and are willing to meet with them. Please call the school office at 626 - 7118 to set up conferences.

Computer Use Policy:

- Students are required to sign the St. Tammany Parish Computer Use Policy, and to follow its rules or face the possibility of being denied the opportunity to use the school's computers and face further disciplinary action should a violation occur. The Parish Policy will be sent home for all parents to sign, if they desire.
- Tchefuncte Middle School expects that student use of computers provided in this school will be ethical and reflect academic honesty. Students must use school hardware and software responsibly and demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights to privacy.
- Electronic communication with teachers should occur between parent and teacher. Students should not contact teachers directly through e-mail, text message, phone, etc.

Copies of Records:

Transfer of student records has no charge connected to it, but all other forms of copying will be assessed \$.05 per copy.

D.A.R.E.:

Drug Abuse Resistance Education is provided to the 5th grade during the 2nd semester by Officer Kindler of the Mandeville Police Department. Before the start of the DARE Program, there will be an informational meeting for parents and students. The date of the meeting will be announced prior to the scheduled time.

Education of Children and Youth in Homeless Situations

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; or
- 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.

Emergency and Severe Weather Drills:

Emergency and Severe Weather Drills are routinely conducted in accordance with St. Tammany Parish School Board Policy to ensure that everyone is prepared in the event a real situation should arise. Emergency evacuation routes are posted in each classroom. Drills are conducted in a safe and non-threatening manner for the students and are usually completed in a matter of minutes. During a drill, normal office check-in/check-out procedures are suspended until students return to their classrooms.

Field Trips:

Field trips provide valuable learning experience for students away from the school grounds.

- In order for a student to attend any activity off campus, the parent must sign and return the permission slip with the cost of the trip to school by 4:00 PM on the deadline stated in the letter. Handwritten notes are not acceptable.
- If it is not possible for you to pay the fee due by the deadline, an extension may be granted if you return the permission slip by the deadline and make arrangements with the teacher to send the cost of the trip at a later date.

- All school rules are enforced regardless of the location or type of activity.
- Uniforms are to be worn unless stated otherwise in the permission slip.
- Bag lunches are available from the school cafeteria.
- Instructional supervision will be provided at school for students not taking part in the off- campus activity.

Fund Raising:

Because we do not believe in children going door to door to sell things, the annual school initiated fund raiser is a "tax deductible donation". Parents will have the opportunity to contribute in August and September. A drawing for a \$500 savings bond will be held at the end of the first nine weeks for those students whose parents participated in the donation fundraising. Parents are welcome to donate at any time.

The PTA sponsors one fund raiser. It is called "Gator Fest" and is held at the Mandeville High Track in the fall. Students collect money from sponsors for laps walked at the event. There are also activities, a silent auction, refreshments, and much more. It is a family event and one of the best days of the year. Look for more information from the PTA.

Graded Papers:

Every teacher sends home graded papers on a specific day of the week. The teacher communicates this day in an introductory letter and at Open House. It is the parents' responsibility to ask the child for the papers if they are not given voluntarily. The papers go home in a folder with a sheet which names the number of papers, and a place for the parent to sign, indicating they have received the papers. A place for the teacher to acknowledge appropriate behavior or concerns is also included. The folder should be returned to the teacher on the next school day. Parents should make the time to review the papers with their child.

Homework:

Homework is the extension to the lessons of the school day. We attempt to provide a positive balanced approach to homework. Homework is to reinforce a skill which has been taught. It should be reasonable in length; checked for accuracy; and should not be graded as a test grade. Each teacher will review his/her homework policy in an introductory letter sent home the first day of school and also at Open House.

Inclusion:

Tchefuncte Middle School has an inclusive education program for the placement of special education students. Through this program, the regular education teacher provides services for the special education students in the regular classroom with the support of the special education teacher and paraprofessionals as appropriate. While the curriculum and instruction remains the same as in other classes, modifications are made to accommodate the needs of the special education students.

Interims:

Interims are sent home during the 5th week of each nine weeks. This is an academic and behavioral report on each student's progress at about the midpoint of the nine weeks' grading period. The Interim should be returned back to the homeroom teacher signed by the parent within the week.

Library:

- Classes attend the Library for 40 minutes, once per week.
- In addition, we have adopted an open Library concept where students, with their teacher's permission, may visit the Library during other class times.
- If a student has an overdue book, he may not check-out additional books from the library until the book is returned.
- Payment for lost books shall be based on the current list price, if the book is in print. If the book is out of print, an average current replacement cost for a comparable book, as suggested by the selection catalogs or recommendations by the American Library Association, will determine replacement costs.
- The librarian will notify, in writing, the parents of students regarding overdue or lost books. Written notifications will be given at least once each nine weeks before report cards are sent home.

Lunch/Breakfast:

A hot well-balanced breakfast and lunch will be offered.

- Extra milk is available at an additional cost.
- We are asking that you prepay for the lunches on the first of each month. If this is not possible, you may pay on a weekly basis.

- Parents are responsible for seeing that their child's bill is kept current.
- Parents are welcome to eat with their child. Please send a note to the homeroom teacher indicating the day you will be eating so the proper amount of food is prepared.
- If you feel your child is eligible for free or reduced lunch/breakfast, please submit the free or reduced lunch application sent home with every child the first day of school or ask for one at any time during the school year.
- A light breakfast will be offered to students beginning the first day of school. Serving times are 7:50 a.m. - 8:05 a.m. The same charge policy as lunches will be enforced.

Student Lunches Brought by Parents after the Start of the School Day:

This policy is to minimize class disruptions and maximize educational opportunities. A white board is mounted on the wall immediately outside the cafeteria, just past the student entrance. The parent is to write the student's name on the board. Parents bringing a student lunch should put the lunch in the bin in the visitor reception area in the front office. The bag or container should be clearly marked with the student's name. It is the responsibility of the student to check, prior to entering the cafeteria, the board and bin for their lunch. Parents are requested not to bring fast food lunches for their children, as few fast food meals follow the nutrition guidelines promoted by the Federal School Lunch Program.

Medication in School:

In May of 1993, the Louisiana Legislature enacted Act 87 (LA R.S. 17436.1) relative to the administration of medication in schools. This act covers all prescription and non-prescription drugs. In accordance with Act 87, the St. Tammany Parish School Board has formulated the following guidelines to be used when a child has to receive medication during school hours.

- No medication shall be administered to, or self-administered by any student without an order from a Louisiana or adjacent state licensed physician or dentist and a letter of request and authorization from the student's parent or guardian.
- No medication shall be administered to, or self-administered by any student unless it is provided to the school in a container properly labeled by a registered pharmacist.

- A registered nurse employed by the St. Tammany Parish School Board will review the physician's order and the parent's request. The registered nurse will then assess the specific child in the education setting to determine if delegation of administration of the medication by a trained non-licensed health professional is acceptable.
- In order to ensure proper identification of students receiving medication we are requesting the parent to submit a recent photo of the student to attach to the medication folder.
- Medication must be brought to school and retrieved when completed, by a responsible adult. NO MEDICATION will be received at school or sent home via a student. If your child requires medication for an acute illness, we encourage you to work with your physician to schedule doses that can be given at home. Long-term illness and medication may require administration during school hours.

Messages:

Please do not call to give your child a message unless it is an emergency. Messages delivered to the classroom, whether in person or over the intercom, disrupt the education process. Unless an emergency, messages will be delivered only 1/2 hour before lunch or 1/2 hour before the end of the school day.

Overview:

Every teacher sends home an overview for the coming week and makes a conscientious effort to be consistent. Most teachers also post their overview on their website. The overview covers projects, field trips, special events, and assignments for the coming week. Some teachers send it home on Friday, and some on Monday. This will be conveyed at the Open House, and in material sent home the first day of school. As with graded papers, if your child does not voluntarily give you the overview, it is your responsibility to ask for it. Parents should make time to review the overview with their child. Parental consistency in this process helps to insure positive communication between school and home.

Parties:

To maximize instructional time, we allow only two parties, winter and spring. These parties are held in the classroom. Teachers and the PTA room mothers work together to plan and conduct these parties. Snacks or party treats on other occasions are not allowed to be brought in by parents without proper permission from the administration. The teacher is responsible for all incentives that are

associated with behavior plans within the classrooms. No other parties are allowed (Halloween, King Cake, Birthdays, End of the Year, etc.).

Pets/Animals at School:

Parents may bring pets/animals to school for instructional purposes. First, obtain permission from the teacher. The animal must have a certificate from a veterinarian stating that it is free of disease and current on all required vaccinations. Parents bringing pets/animals to school must keep the pet/animal in a cage or on a leash at all times. The pet/animal must be brought only for the specific time the pet/animal is to be used for instruction. Students may not transport pets/animals on the school bus.

Physical Education:

There is a dress code requirement for all P.E. classes.

- Students should wear athletic shoes.
- Girls should wear shorts under their skirts or dresses.
- Students wearing medical appliances such as casts, bandages for sprains, etc. must present a doctor's written permission slip before they will be allowed to participate in Physical Education activities.
- If a student is on restriction for any medical (Doctor's note) reason, they will be given an alternate assignment related to current lessons.

Picking Up/Dropping off Students:

- The school day at TMS will begin at 8:05 a.m. and end at 3:11 p.m.
- Students may not arrive on campus prior to 7:35 a.m. or remain after 3:25 p.m.
- Parents who bring children to school must drop them off and pick them up in the circular driveway in the front of the school.
- Parents are to wait for children in their car and for safety reasons refrain from entering the school building.
- No students may be picked up or dropped off in the bus loading zone. For safety reason, no parent should be in the bus loading area to pick up a student.
- Students arriving after 8:10 must be accompanied by a parent to the office and signed in (see TARDY).
- Students remaining after 3:25 p.m. will be sent to After Care and charged the daily rate, and parents must come to After Care to receive their child.

- Except for emergencies, students will not be checked out after 2:30 p.m. This reduces potential end-of-day confusion in the office. Your cooperation and understanding are appreciated.
- When students are checked out early they miss vital classroom instruction. This affects student learning.

Positive Behavior Support (PBS):

Discipline Philosophy: At Tchefuncte Middle School, we believe that all disciplinary practices and interactions must teach and promote responsibility, enhance the safety and educational environment of the school, foster respect, and maintain the dignity of one's self and others. The goal of TMS's discipline policy is to foster within students the essential internal controls that are needed to achieve success both in school and in life. To support this goal TMS uses the "3 strike" motto. A student will receive an after school detention after receiving 3 classroom behavior timeouts (this is for minor behavior issues) per nine weeks and major discipline offenses will be handled according to STPSB policy.

School-Wide Positive Behavior Support Discipline Plan: Students who attend TMS deserve an educational environment that promotes success. With this goal in mind, our administration, faculty and staff believe that appropriate behavior is essential. Positive Behavior Support, better known as PBS, is the system that TMS routinely utilizes to promote positive behavior. PBS is based on a system that teaches social behaviors and reinforces them on a frequent basis. It is our hope that this system of positive reinforcements will promote responsible decision-making by our students.

In conjunction with PBS, TMS embraces the **FISH** philosophy. The **FISH** philosophy aims to help create a safe, supportive, and effective school culture and learning environment. **FISH** helps teach children life skills by building strong relationships. **FISH** also helps teachers lead students to better manage their own behaviors. These expectations are as follows:

- **Be There** - tune in to the moment. This includes being fully prepared for the task at hand and being in touch with the emotional needs of others.
- **Choose Your Attitude** - take personal responsibility for one's actions. Sometimes that means behaving differently than you feel.
- **Make their Day** - seek opportunities to make someone's day by acknowledging them, not only for what they achieve but for who they are

- **Have Fun** - recognize that learning and interacting with others can be fun. Celebrate learning everyday...

Student Expectations : Tchefuncte Middle School has developed a set of Gator Rules. The Gator Rules ensure that our students learn without disruption and our teachers instruct free from interference. Gator Rules are posted in each classroom and reviewed and rehearsed regularly. We do our best to reward appropriate behavior and correct inappropriate behavior. We administer timely, fair, and consistent consequences for inappropriate behavior.

Restroom Rules:

1. Keep Clean
2. Keep water off floor; avoid playing around
3. Flush; wash hands
4. Report any problems

Hallway Rules:

Students

- 1) Display your hall pass
- 2) Walk quietly and quickly on the side
- 3) Be aware of others personal space
- 4) Be courteous
- 5) Smile

Adults

- 1) Display your visitor pass
- 2) Keep voices low
- 3) Be courteous
- 4) Model respectful behavior
- 5) Smile

Cafeteria Rules:

Students

- 1) Keep voices low;
Quiet during dismissal
- 2) Use good table manners
- 3) Remain seated, raise your hand for assistance
- 4) Keep your area clean
- 5) Relax and enjoy your time

Adults

- 1) Be punctual, report to lunch at assigned time
- 2) Sit with your child at assigned table
- 3) Keep voices low; Quiet during dismissal
- 4) Model respectful behavior
- 5) Enjoy your lunch experience

Playground Rules:

1. Be a good sport and use equipment properly
2. Use kindness in play; avoid rough playing
3. Line up when the bell rings; pick up trash
4. Include others in play and use appropriate language

Bus Zone:

1. Sit/Stand in an orderly line
2. Walk to assigned area
3. Board quickly; keep belongings with you
4. Be polite to adults and students

PTA:

All parents are strongly encouraged to join the PTA. The PTA holds three general meetings per year and supports numerous school functions. PTA is a great vehicle for communication between school and home. Membership in PTA is a positive way you actively demonstrate to your child that you understand and promote excellence in education. Please join and participate!

PTA Newsletter:

The PTA Newsletter will be published monthly. It will be posted online and emailed to those who sign up for it (see the TMS website @ <http://tchefunctemiddle.stpsb.org> to sign up) The PTA Newsletter is full of information you will need to know throughout the school year. The PTA Board Members and their telephone numbers, and a school calendar are printed on the front page of each edition. Making the time to read the newsletter enhances communication between school and home, and allows you to better understand the activities taking place at your child's school.

Section 504/School Assistance Team (S.A.T.):

Students who struggle with learning, have physical/behavior problems, have been retained, have attendance problems, or have discrepancies between test scores and performance may be referred to the School Assistance Team (S.A.T). The team is composed of a guidance counselor, speech therapist, pupil appraisal representative, the classroom and special education teachers of the child under consideration, and the parent. Initially, different strategies may be considered to help the student be successful in the classroom. If difficulties persist, the student may be referred for 504 or special education evaluation. Determination of

eligibility under Section 504 for regular education placement and modifications (IAP) is made through the school's 504 Committee, following the regulations of Section 504. Eligibility for evaluation for Special Education placement is made by the S.A.T. Committee as well, based on state guidelines. Parents will be notified and invited to participate in this decision-making process. If you feel your child has a problem that affects his/her ability to learn, please contact your child's teacher for a conference. If you believe additional assistance is required to make your child successful, you may request an SAT meeting.

Sexual Abuse:

During the school year your child will receive a St. Tammany Parish School Board mandated child sexual abuse prevention, education and reporting program. You may call the school counselor (Ms. Brocato) to find out more about this program.

Sexual Harassment:

The purpose of the St. Tammany Parish School Board is to provide public education for the school aged children of St. Tammany Parish, Louisiana. Sexual harassment is a violation of the law and School Board policy and will not be tolerated, condoned, or overlooked. The Board requests and encourages persons associated with the School System who believe there are acts of harassment to be reported to the school principal or designee.

"The Board through the school principal shall promptly, thoroughly, and fairly investigate reports of sexual harassment and take appropriate action that is consistent with the results of the investigation and the legal requirements afforded by law. Inappropriate behavior will be handled according to the school's discipline procedures."

"The School System and Board will not tolerate retaliation by anyone associated with the School System against one who files a complaint of sexual harassment."

"Some acts of sexual harassment are considered criminal and are subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses."

Reporting of incidents need to be made to the Principal at your child's school. A copy of the policy is available in every school's library.

Student Insurance:

Optional student insurance is available. A brochure will be sent home with each child at the beginning of the school year. The school will collect the form, with payment, if you wish to utilize this service. Neither the school nor the School Board accepts responsibility for filing or honoring claims.

Student Responsibility:

Together, parents and teachers must insist that students be accountable for their actions. If he/she forgets something at home, the student will not be allowed to phone home to have someone bring the item to school. Parents will be notified if their child consistently fails to turn in assignments, comes to class without supplies, etc. If your child still does not complete assignments, it may be necessary for a parent to call for a conference.

Tardiness:

State law requires that you have your child in attendance on time. Students who arrive after 8:10 a.m. will be marked unexcused tardy without proper documentation of the excuse reason for their tardiness to school. If you bring your child and arrive after 8:10 a.m., you must escort him/her to the office, sign him/her in and get an admission slip. If a child is excessively tardy (five or more times within a nine week period), the Supervisor of Child Welfare and Attendance will be notified and disciplinary action may be taken if deemed necessary. On the sixth unexcused tardy during a nine weeks period occurs, a student may be assigned to an After School Detention. As per the policy, the administration will complete an ACT 103 Documentation Form for the Supervisor of Child Attendance and Welfare when excessive tardiness and/or absenteeism have become a concern.

TGIF Socials:

A TGIF Social is held for each grade level sometime during the school year. These events are held on a designated Friday from 6 - 8:30 PM. There is a small fee to cover expenses such as inflatable rentals and cost of a DJ. Refreshments are on sale during the event also. During the event, students participate in games and activities and have the opportunity to participate in age-appropriate group dances. It is a fun time for students, teachers, and chaperones.

This evening activity is for Tchefucnte Middle School students only. While attending the event, students are not required to wear their school uniforms but are required to abide by the STPSB dress code (i.e. -proper length requirement)

and STPSB policy of no cell phones. Also, in order to attend, a student must meet the following requirements:

- 1) The students has not acquired 3 after school detentions (during the corresponding nine weeks)
- 2) The students has not acquired 2 Saturday detentions (during the corresponding nine weeks)
- 3) The student has not been suspended during the corresponding nine weeks and no more than 2 suspensions for the year

Threats of Violence or Self-Injurious Behavior Policy:

With the rise in school violence nation wise, all threats of violence or to self-injure will be taken seriously and the Parish policy will be followed.

Uniforms:

All students are required to wear a school uniform.

Yearbooks:

Yearbooks can be preordered for the following year starting in the fall @ www.JostensYearbooks.com. Special options are available through the company. Yearbooks are delivered to students in the fall of the next school year.

**Tchefuncte Middle School
Student Uniform Guidelines
2015-2016**

GIRLS

Solid Tan Khaki Long Pants
Solid Tan Khaki Capri Pants
Solid Tan Khaki Walking Shorts
Solid Tan Khaki Skorts or Skirt
Solid Tan Khaki Jumper

Long or short sleeve solid Navy
or solid White Polo style shirt
TMS logo T-shirt or solid Navy shirt
TMS logo Sweatshirt or solid Navy
or solid White Sweatshirt

Reminders:

Shorts, skorts, and skirts must adhere to fingertip length as stated in the STPSB student dress code policy.

Solid, tan khaki only (no stripes or designs in pants or shirts).

Outerwear worn inside the building must be TMS outerwear or solid navy or solid white outerwear with no logos.

All shirts worn under the uniform must be plain white.

No leggings are allowed.

Athletic shoes are recommended due to recess and P.E. classes. No flip flops or thong sandals are allowed to be worn.

Belts are recommended to assist in pants/shorts mandated to be secured at the waist.

School "spirit" shirts of clubs and activities may be worn **ONLY** on designated "Spirit Days" at Tchefuncte Middle School.

BOYS

Solid Tan Khaki Long Pants
Solid Tan Khaki Walking Shorts

Long or short sleeve solid Navy or
solid White Polo style shirt
TMS logo T-shirt or solid Navy T shirt
TMS logo Sweatshirt or solid Navy or
or solid White Sweatshirt

TCHEFUNCTE MIDDLE SCHOOL

2015-2016 Student/Parent Handbook and School-Wide Discipline Plan

Student / Parent / Administrator / Teacher / Staff Contract

_____ The undersigned parties acknowledge that they have read, discussed and understand the policies and procedures of the Tchefuncte Middle School Parent Handbook and Student Handbook School-Wide Discipline Plan. It is understood that ALL administrators, teachers, and staff are responsible for consistently and fairly enforcing the operating procedures contained in each plan. Likewise, parents are to support the school by setting expectations for their children which require adherence to the plans. **The contents of the plans are in accordance with St. Tammany Parish Guidelines. Persons choosing not to sign this contract will be held accountable for their actions as set forth in Louisiana Revised Status 17.416.**

_____ Student Signature	_____ Date
_____ Parent Signature	_____ Date
_____ Teacher/Staff Signature	_____ Date
_____ Administrator Signature	_____ Date

PARENTS, PLEASE DETACH THIS SHEET AND HAVE YOUR CHILD RETURN IT TO THEIR HOMEROOM TEACHER NO LATER THAN FRIDAY, AUGUST 21st, 2015.