



## **Tchefuncte Middle Parent/Student Handbook 2021-2022**

Through high expectations, TMS students will be joyful, successful, and independent learners.

### **MESSAGE FROM THE PRINCIPAL**

Welcome to Tchefuncte Middle School, home of the Gators. We have an outstanding school where caring and dedicated educators provide a solid 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 ten-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 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 emergencies.
- Absences of two or fewer consecutive days incurred due to physical illness may be validated by a parent or caregiver's written excuse note and count toward the ten-day cumulative absence limit.
- Absences of three or more consecutive days of absences incurred due to illness or other types 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 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 due assignments.
- If a student is 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 before the start of school (7:35 AM). All students who arrive by bus or car before 8:05 will walk to the playground outside the 300 wing. 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 should be seated in classrooms by 8:05. Students will be marked tardy if they arrive after 8:05. Students who wish to eat breakfast will go directly to the cafeteria and then dismiss to play after eating. Breakfast ends at 8:00 AM.

### **Birthdays:**

Birthday parties and invitation distribution by students or parents are not allowed at school. To maximize instruction and minimize disruption to the learning process, please do not send a birthday cake, balloons, or any 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 and 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 before 7:50 AM and must wait in the cafeteria at the end of the day until 3:30 PM when all buses and cars have cleared the access road.

### **Book Bag:**

We encourage our students to keep unnecessary books at school and to use the online books at <https://moodle.stpsb.org> so that the weight of their book bag is not excessive. A link for Moodle can be found on the TMS website, and the students will sign in using their school username and password. 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. Cyberbullying is when children or teens bully each other using the Internet, cell 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 between 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 a school bus is available to all students who reside in the Tchefuncte Middle School district. Parents are strongly encouraged to discuss with their child the following basic expectations to help ensure the safety of all students:

- Always follow the instructions of the driver.
- Remain seated entirely 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 lunchtime, 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 transport children to team practices, lessons, try-outs, or the like.

### **Bus Transportation Changes:**

Transportation changes will not be conducted over the telephone due to legal liability and the safety of your children. We must receive a handwritten note from the parent or legal guardian to make a change. Classes will not be interrupted by transportation changes. Your understanding is appreciated.

### **Carpool Circle in the Morning and Afternoon:**

- **Students will only be released to cars with a school-provided carline ID number. If the vehicle does not have the ID, you will be asked to pull aside and wait until the end of the carline to receive your student. If you need more than 1 ID card, please contact the school.**
  - The first car in line should always drop off/pick up at the 1<sup>st</sup> brick column.
  - 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.

- Parents are to drop off/wait for children in their car and refrain from walking up to the building for safety reasons. Students will only be released to parents or guardians waiting in a car in the car circle.
- Please see that your child always exits/enters the vehicle on the right side onto/from the sidewalk area for safety reasons.
- Cars should never pass in the circle area to the left of vehicles 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 **8:05** bell rings.
- A parent/guardian must accompany students through the parking lot, including the grass walkway along the wall.
- **Please do not park in the service area between Tchefuncte and Pontchartrain. This area is reserved for employees.**

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. 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 specific organizations (such as Scouts) and attend regularly, one note will suffice for the year.

#### **Cell Phone Policy:**

School board policy is that students are allowed to have cell phones or other wireless devices such as watches at school and on the school bus, provided the device is turned off, stowed away, and not in use. Suppose a student is found using or displaying a cell phone or other wireless device or in possession of a ringing cell phone during the instructional day or on the school bus. In that case, proper disciplinary procedures will occur. Wireless devices found in use will be placed in the office for parents to pick up at their convenience. The first offense is a warning, the second offense is detention, and the third is an administrative decision. Cell phones may be used in the event of a life-threatening emergency or injury only. The School System is not responsible for lost or stolen cell phones.

#### **Classroom Visitations:**

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 excellent 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 must sign the St. Tammany Parish Chromebook User Agreement and 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. 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, data ownership, system security mechanisms, and privacy rights. Electronic communication with teachers should occur between parent and teacher. Students should not contact teachers directly through e-mail, text message, phone, etc.

**At TMS we believe in a behavioral education program centered on positive relationships, rooted in restorative practices, and promoting responsibility to serve the individual needs of the whole child.**

## **Discipline Plan and Procedures**

### **I. Progressive Discipline**

The goal of the Discipline Plan is to support the vision of TMS, where children come to learn and play, where parents choose to send their children, and educators invest in their careers. We aim to provide a conducive learning experience for every child and create a safe school. The school embraces a partnership between teachers and parents to fulfill the obligation to teach students the role of responsible citizenship in a school community.

### **II. Level One: Discipline Begins with Parents and Students**

The first level of discipline begins with parents and students themselves. Appropriate language, dress, attendance, and actions are the first step toward avoiding the discipline process that the school must provide. The school wants to support parents and families in their desire to educate their children.

**We believe parents:**

- Value and support their child's education
- Ensure their child arrives at school on time and prepared to learn every day
- Recognize they are a partner in learning
- Should engage in regular and open communication with the school community

**We believe students:**

- Complete work on time and to the best of their ability
- Are accountable for their actions
- Learn from their mistakes
- Make safe, responsible, and respectful choices
- Recognize their role in contributing to their classroom and school community

**III. Level Two: Teachers and Staff**

Teachers and staff are responsible for discipline in their classrooms, in the halls, and on school property or school functions. Teachers and staff thought out personal discipline philosophy, classroom rules, and procedures that reflect that philosophy.

**We believe teachers:**

- Honor the individual needs of each student providing a safe learning environment, recognizing that fairness is not always equal
- Are committed to high standards of academic achievement for all students
- Model and explicitly teach behavioral expectations
- Treat students with kindness and compassion
- Establish consistent communication with parents

**A. Difference between Punishment and Discipline**

1. Punishment is an Emotional Response:
  - a. It requires judgment.
  - b. It imposes an outside power.
  - c. It arouses resentment and anger.
  - d. It invites more conflict.
2. Discipline is a Planned Response:
  - a. It allows the student to recognize what he or she has done wrong.
  - b. ownership of the problem stays with the student.
  - c. The student learns how to solve the problem.
  - d. It leaves the dignity of both the student and the teacher intact.
3. Discipline is **NOT**:
  - a. Ridicule
  - b. Sarcasm
  - c. Embarrassment

## **B. Desired Behaviors**

1. All the teacher's behaviors would like to see exhibited by their students should be written in the classroom. (Classroom Rules)
2. Behaviors are actions we can see or hear.
3. Classroom management of these behavioral expectations may result in campus-based consequences. (See item D below)

## **C. Differences between Rules and Procedures**

1. Rules: Target undesirable behavior. Rules are hard and fast. Rules are severe and, if broken, must be followed with a consequence. Rules need to be written proactively, when possible.
2. Procedures: Expected routines with no set consequence. Procedures are followed because of teacher expectations. We hold high expectations, but there is flexibility.
3. The TMS approach emphasizes procedures rather than rules.
4. Tchefuncte Middle School has developed a set of Gator Expectations. These ensure that our students learn without disruption, and our teachers instruct free from interference. Gator Expectations are posted in each classroom and reviewed and rehearsed regularly.

### **Restroom Expectations:**

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

### **Hallway Expectations:**

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

### **Cafeteria Expectations:**

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

### **Playground Expectations:**

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

### **D. Campus-Based Consequences**

1. Consequences will be campus-based and must follow a progression of these steps:
  - a. classroom management strategies with documented interventions
  - b. student/teacher conferences,
  - c. 1<sup>st</sup> communication with the parent via written notification conferences with possible loss of privilege
  - d. 2<sup>nd</sup> communication with the parent via phone conversation possible loss of privilege
  - e. 3<sup>rd</sup> communication with the parent via parent/teacher conference with possible loss of privilege
  - f. office referral
2. Consequences will be explained to the students.
3. It is not the severity of the consequence but the consistency that causes behavioral change.
4. Some behaviors may result in an immediate loss of privilege or an office referral.

### **E. The Use of Rewards**

1. Teachers will use care when using external rewards (objects). Based on current research, reinforcement is positive or negative only as seen by the student. Rewards can be different for each student according to his or her needs and desires. (Tracy Mercier, *Teaching Without Using Rewards/Responsive Classroom*, 2015)
2. Teachers will encourage students to reward themselves. In addition to classroom management techniques, teachers will utilize the TMS positive behavior intervention strategies (PBIS).
3. TMS believes that genuine and authentic acts of kindness, gratitude, and appreciation, given consistently or as part of the classroom routine, are more effective rewards than external objects.

### **IV. Level Three: Referral to Assistant Principal**

Referral to the Assistant Principal is the last consequence in a classroom management plan. The Assistant Principal, depending upon the offense, has several levels of discipline that may be utilized.

### **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 or electricity; abandoned building; substandard housing; bus/train station;
- Awaiting foster care placement; or
- Left 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 to ensure that everyone is prepared if an actual 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 minutes. During a drill, routine office check-in/check-out procedures are suspended until students return to their classrooms.

### **Field Trips:**

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

- For a student to attend any activity off-campus, the parent must sign and return the permission slip and send payment online using [mypaymentsplus.com](https://mypaymentsplus.com); by 4:00 PM on the deadline stated in the letter. Handwritten notes are not acceptable.

- If you can't 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.

### **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. This folder is an excellent source of communication for both academic and behavior progress between the teacher and the parents. The folder should be returned to the teacher on the next school day. Parents should make the time to review the papers with their children.

### **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 that 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 on the first day of school and 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 traditional classroom with the support of the special education teacher and paraprofessionals as appropriate. While the curriculum and instruction remain the same as in other classes, modifications are made to accommodate the needs of the special education students.

### **Library:**

- Classes attend the library for 45 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 weekly. Payments may also be made online at any time at MyPaymentsPlus, through the link on the TMS webpage.
- Parents are responsible for seeing that their child's bill is kept current.
- Parents are welcome to eat lunch with their children. Please check-in at the office with your driver's license before going to the cafeteria. Anyone joining a student for lunch must be on the child's emergency card. All parents/visitors are asked to sit with their student at the "Visitor" table closest to the windows.
- 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 on the first day of school or ask for one at any time during the school year.
- 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.
- If students forget their lunch, they will be provided a school lunch. Parents should not bring fast food 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 RS 17436.1) relative to medication administration in schools. This act covers all prescription and non-prescription drugs. Per 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 provided to the school in a container appropriately 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

- administering the medication by a trained non-licensed health professional is acceptable.
- To ensure proper identification of students receiving medication, we request 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 not be delivered. This includes transportation changes.

### **Overview:**

Every teacher sends home and posts an overview for the coming week and makes a conscientious effort to be consistent. In addition, the overview is posted on the teacher's webpage. 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 the 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 ensure positive communication between school and home.

### **Parties:**

To maximize instructional time, we allow only two parties, winter and the end of the year. These parties are held in the classroom. Teachers and the PTA room mothers work together to plan and conduct these parties. On other occasions, snacks or party treats 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, 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 PE 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 AM and end at 3:11 PM.
- No students may be picked up or dropped off in the bus loading zone. For safety reasons, no parent should be in the bus loading area to pick up a student.
- Students arriving after 8:05 must be accompanied by a parent to the office and signed in (see TARDY).
- Except for emergencies, students will not be checked out after 2:30 PM. This reduces potential end-of-day confusion in the office and missing vital classroom instruction. Your cooperation and understanding are appreciated.

### **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!

### **Section 504/School Building Level Committee (SBLC):**

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 Building Level Committee (SBLC). 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 SBLC 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 SBLC meeting.

**Sexual Abuse:**

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

**Sexual Harassment:**

The St. Tammany Parish School Board aims 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 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 needs 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.

**Tardiness:**

State law requires that you have your child in attendance on time. Students who arrive after **8:05 AM** will be marked unexcused tardy without proper documentation of the excuse for their tardiness to school. If you bring your child and arrive after **8:05 AM**, you must escort him/her to the office, sign him/her in and get an admission slip. Suppose a child is excessively tardy (five or more times within nine weeks). In that case, the Supervisor of Child Welfare and Attendance will be notified, and disciplinary action may

be taken if deemed necessary. A student may be assigned to an After School Detention on the sixth unexcused tardy during nine weeks. 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 absenteeism have become a concern.

**Threats of Violence or Self-Injurious Behavior Policy:**

With the rise in school violence nationwide, all threats of violence or self-injure will be taken seriously, and district policy and state laws 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](http://www.JostensYearbooks.com). Unique 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  
2021 - 2022**

Students must wear khaki bottoms. Shirts can be a long or short sleeve. They must be solid navy or white polo style. Students may also wear TMS logo T-Shirts or Sweatshirts.

**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. Outerwear displaying local schools other than TMS will not be permitted.

- All shirts worn under the uniform must be plain white.
- Athletic shoes are recommended due to recess and PE classes. No flip-flops or thong sandals are allowed to be worn.
- School "spirit" shirts of clubs and activities may be worn on Fridays.
- Students are not allowed to wear uniforms denoting names or mascots from other schools.

