



PINE VIEW
MIDDLE SCHOOL

Student/Parent Handbook
2019-2020

1200 W. 27th Ave.
Covington, LA 70433
985-892-6204

<http://pineviewmiddle.stpsb.org/>

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Dear Parents/Guardians and Students,

Welcome to a brand new school year full of exciting new opportunities to enhance the whole child working on both academic and affective needs. I am extremely excited to serve as your new Principal! I will be working diligently with the faculty and staff at Pine View Middle to increase partnerships with our parents, families, and community while striving for excellence in education with highly qualified teachers, rigorous and challenging curriculum, and a faculty and staff who truly care about our students and school.

Along with high quality and rigorous Louisiana State Standards, academics are balanced with extra-curricular activities and clubs that enhance the middle school experience. Students have an opportunity to participate in a multitude and variety of students clubs and committees. This year, we will be offering: Student Council, National Elementary Honor Society, National Junior Honor Society, National Jr. Beta Club, Tigerettes Spirit Squad, Girls on the Run, 4-H, Band, Jazz Band, Yoga, Literature Club, Helping Hands Student Volunteer Club, Robotics, Yearbook Club, Drama Club, and Chorus. I hope you have the chance to talk with your child to trying out for different clubs to enhance their middle school experiences here at Pine View.

Educational experiences are enhanced and supported with technology. All 4th and 5th grade students will have one to one Chromebooks starting this school year. Students will complete all of their math learning tasks on their Chromebooks with other core subjects' tasks, along with an option to be take their Chromebooks home to continue their learning.

Communication is key to staying connected to our school and to your child's teachers. All 5th and 6th grader students will have agendas to serve as a valuable tool in teaching students organizational skills as well as a communication tool. Stay informed with all of the events happening at school by connecting to our school's website and teachers' webpages. Occasionally, important information will be shared through RoboCalls on your phones throughout the school year.

As we are planning many family involvement activities this year to bring the school community together, please continue to support our school in our quest to better the quality of your child's middle school years. We cannot do this journey without the support of our parents/guardians. I thank you in advance for all you have done and will continue to do to work with your child.

Please feel free to contact the school with any concerns or questions at (985) 892-6204.

Sincerely,

Seu Hee Ledet, Ph.D.

Dr. Seu Hee Ledet, Principal

VISION

To connect with all students by means of a clear understanding of each student's strengths, areas of need, background and culture.

To use data to guide instruction that will impact student achievement.

To leave a positive imprint on each student's life, creating eagerness and appreciation for learning.

MISSION

Partnership in learning

Visualizing and

Motivating All

Students to succeed

Pine View Middle actively promotes and participates in the Positive Behavior Support initiatives. The basic principles of P.A.W Pride are introduced, modeled, taught, reinforced, and rewarded by all persons on campus each and every day:

Pactice safety

Act Respectfully

Work Responsibly

School Mascot: Tiger

School Colors: Navy and Gold

School Slogan: "Let our Paw Pride Shine"

Pine View Middle School Philosophy

BELIEFS

1. Students' learning needs are the primary focus of the school.
2. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning and accommodate differences in their learning styles.
3. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
4. Students can produce quality work that demonstrates their understanding of essential knowledge.
5. A safe and physically comfortable environment promotes student learning.
6. The commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, lifelong learners.
7. Each student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.

SCHOOL INFORMATION

School Office Hours:

Pine View Middle: LOUD & PROUD

8:15 a.m. – 4:15 p.m.

Contacts

Pine View Middle Contact Numbers:

Office Phone	(985) 892-6204
Fax Number	(985) 893-3736
Cafeteria Phone	(985) 892-7094
21 st Century Phone	(985) 893-9069 or (985) 893-9051
School website-	http://pineviewmiddle.stpsb.org

St. Tammany Parish School Board Contact Numbers:

Central Office	(985)892-2276
Transportation	(985) 898-3373
Food Services	(985) 898-3371
Child Welfare & Attendance	(985) 898-3370

Registration

An August registration will be held for new students.

A newly registered student will begin classes on the day after registration.

The following documents are required for school registration:

- certified birth certificate
- social security card
- (3) proofs of residency or assignment letter
- Louisiana State Health Card stating proof of Immunizations
- student transfer letter if the student is transferring from another St. Tammany Parish School
- legal custodial papers (if applicable)

Emergency Cards

Emergency cards must be completed and returned to school immediately. At least two local phone numbers need to be provided throughout the school year in case of emergency.

Full Bell Schedule

8:15	Early Bell
8:41	School Begins
11:45	6 th grade Lunch begins
12:30	6 th grade Lunch ends
12:10	5 th Grade Lunch begins
12:55	5 th Grade Lunch ends
12:35	4 th Grade Lunch begins
1:25	4 th Grade Lunch ends
3:41	Dismissal Bell

Half Day Bell Schedule

8:15	Early Bell
8:41	School Begins
10:35	6 th grade Lunch begins
10:55	6 th grade Lunch ends
10:45	5 th grade Lunch begins
11:25	5 th grade Lunch ends
11:15	4 th grade Lunch begins
11:55	4 th grade Lunch ends
12:41	Dismissal Bell

Attendance

School Instructional Hours 8:41-3:41

Absences:

There are four types of absences a student may obtain: Type One: Exempted, Excused; Type Two: Non-Exempted Excused; Type Three: Unexcused; and Type Four: Suspensions. These absence types are explained in the District Handbook for Students and Parents.

Excuses for all absences must be presented in writing to the main office within two (2) days of the absence. The note must include the student’s full name, days of absence, reason for absence and/or doctor’s verification, parent/guardian signature and date of signature. Failure to send the note will result in the student not being able to make up missed work, and zeros for missed work will be given.

In elementary through junior high school, when a student accumulates seven (7) absences which include non-exempted excused, unexcused, and/or suspensions, notification will be made to the parents/guardians. After the tenth (10) absence which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians of the seat time recovery requirements.

Arrival Procedures for Students

8:15 a.m. - Students may begin to enter campus.

Students eating breakfast at school, proceed directly to cafeteria. School bags are dropped off in designated grade level areas before students enter cafeteria.

All other students report directly to their designated area. Quiet conversation and socializing are permissible.

- 4th grade will report to their hallway – Boys “B” Hall, Girls “A” Hall
- 5th grade will report to their hallway – Boys “D” Hall, Girls “C” Hall
- 6th grade will have a designated area: Boys in GYM, Girls “E” Hall

8:41 a.m. (1st bell) – Teachers meet their classes at their designated areas. Students are lined up by homeroom in an orderly fashion and moved to classrooms under teacher supervision.

8:45 a.m. (2nd bell) – Students are settling into homerooms and promptly preparing for morning announcements.

Arrival- Rainy Days:

Upon arrival, all students will report to the designated grade level space. A voice level of “1” will be maintained. At the discretion of duty teachers, if level exceeds “1”, conversation level will move to “0”.

- 4th grade will report same as above
- 5th grade will report same as above
- 6th grade will report same as above

Tardiness:

Students are tardy after the 8:45. Any student arriving after 8:45 must report to the office with an adult in order to be marked present for the day. Tardies are recorded daily on the JPAMS system. You will be notified of excessive tardiness. Students are considered tardy if they are not in the building when the bell rings.

Please note that there may be discipline consequences for excessive, unexcused tardiness or check-in/check-out. Refer to the St. Tammany Parish District Handbook for Students and Parents.

Dismissal

Early Check- Out:

The front office will not be able to check- out students between 3:10 p.m. and 3:41 p.m.

Please note that early check- out or coming to school tardy will affect a perfect attendance record.

Student Check- Out:

If a student is to be picked up, the person picking up the child **must** be listed on the emergency card. **This person must be able to show identification upon arrival (Valid I.D.).** Students being checked out early must be picked up no later than 3:10 or they must wait until the bell rings at 3:41.

Dismissal Procedures for Students:

3:41 p.m. – Dismissal bells rings. Car-line and first load of buses are dismissed from classrooms and proceed to the loading areas. Car students are to sit at the front of the building quietly, watching and listening for their names to be called. Students will stand and move to the directed place for pick up by the duty teacher.

All cars should have a car-line card posted in the passenger side/front window to expedite pick up. This expedites the car-line to ensure a shorter wait time. Cards will be passed out at Meet and Greet, as well as the first days of school. Extras will be available in the office after the first week of school. **Students should exit and enter the vehicle on the passenger side only for safety reasons.** Cars should proceed down Buchanan Street when exiting the school driveway. If the parent doesn't have the car-line card please report to the office for identification purposes and another card.

Transportation

We encourage you to use bus transportation provided by the St. Tammany Parish School System. Often, the car line "backs up" causing your child to be tardy so make sure you allow enough time for prompt arrival.

Changes in Transportation:

Changes in student transportation must be sent in writing to the school with the **Parent/Guardian Name**, a copy of **Parent/Guardian Driver's License**, **phone number**, and **date** included. Students must submit this information to the main office in the A.M. so that the change may be verified and approved. **Changes in transportation cannot be accepted via telephone. Any changes to transportation must be emailed to the PVMS Secretaries with all information from above no later than 3:00 p.m.**

Bus Conduct:

Transportation by bus is a privilege, not a right. Specific student behavior expectations are established for the safe and effective operation of the school district transportation system in accordance with state laws and regulations. Transportation is considered an extension of the regular school program, and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or all other penalties established for misbehavior while students are not on school premises.

Students are also expected to use appropriate behaviors at the school bus stops while waiting for the bus. If inappropriate behavior continues, a child can be removed permanently off the bus.

Car Riders:

- Students may not be dropped off before the 8:15 bell for any reason. We do not have personnel on duty before this time.
- The car-line begins in the right lane on 27th Ave. and extends down Pierce Street. The first car will stop at the bridge and wait for the bell to ring or a signal to be given by the duty teachers in the circle. **Please do not park in the circle before the 8:15 bell.**
- Duty teachers will facilitate students exiting vehicles in a safe manner. **Please have your student(s) exit and enter vehicles on the passenger side of the car only.**

- **Parents may not drop children off across the street or in the parking lot.** We feel the safety of your child is worth the short wait you may have with this policy.

Uniform Policy

St. Tammany Parish School Board Dress and Personal Grooming Policy:

The Dress and Personal Grooming Code provides an effective learning environment for all students and includes expectations that students are dressed and groomed in a manner that permits them to actively participate in school and that does not distract from the educational process.

Pine View Middle follows the policies of the St. Tammany Parish School Board. Information and specific guidelines regarding student dress and personal grooming may be found in the *St. Tammany Parish District Handbook for Students and Parents*.

School Dress Code and Uniform Policy:

BOTTOMS:

- Tan, Khaki Pants, Shorts, Skirts, Skorts, Jumpers
- Solid Tan Khaki Bottoms with No Designs
- Must be secured at the waist, with no undergarments revealed
- Garments must be at the fingertip length or below when arms are down at the side
- Garments should not be tight fitting (yoga/stretch type)
- Leggings worn under skirts or shorts (in cold weather only) should be **solid black or navy with no designs or patterns** [school policy- subject to disciplinary action]
- Solid color (**black or navy**) socks are preferred.

SHIRTS:

- Navy Blue polo style shirt (short or long sleeve)
- Navy Blue PTA Uniform T-shirt
- Navy Blue sweatshirt (with or without the school logo, with or without a hood)
- No skin should show between the pants and the shirt while in any sitting or standing position
- School spirit shirts may be worn on Fridays, with the Khaki uniform bottom
- Undershirts that show at the neck should be white or navy blue. No undershirt should be visible at the waist [school policy- subject to disciplinary action].

OUTERWEAR:

- PVMS does not designate outerwear for cold weather- zip and button front coats, jackets, and sweaters. **Hoods are not to be worn on campus during school hours** except outdoors in inclement weather.
- Shoes must have a back or back strap, **no flip flop style shoes** should be worn for safety reasons. **Students may not wear beach sandals, athletic slides, crocs, or flip-flop type sandals at school.** Tennis shoes are preferred.
- All caps, hats, and bandannas are banned from school campus.

Grooming:

- Facial piercing is prohibited.
- Drawing/writing on one's exposed skin or clothing is prohibited.

Media

Media Release:

Media release forms are sent home to newly enrolled students. Students may only be photographed, videotaped, etc. for publication **if this form is signed and on file in the school office**. If for any reason you do not want your child photographed, please call this to our attention verbally as well.

Internet Access Release:

Internet access forms are also sent home to newly enrolled students. If a form is not signed or returned, the student will be denied internet access.

School Pictures:

Individual pictures are made by a professional photographer twice a year. Fall pictures are Uniform for Yearbook (all students), Spring pictures are “free dress” within STPSB dress code guidelines and purchase of picture. The purchase of pictures is optional.

Library:

Students will go to the library with their classes each week to check out books. These need to be returned within a two-week period. In order to continue checkout privileges, students **must return all books in a timely manner**. Students are responsible for what is checked out in their name. They will need to pay for lost/unreturned books, fines, or damaged books **before checking out another book**.

General School Fees

We are requesting a \$10.00 student fee per student to purchase instructional materials. These materials support and enrich our basic textbooks and curricular activities. This fee does not cover the cost of field trips. **Please note your child’s name on any checks written**. For your convenience, you may pay for your child’s instructional fee at: <https://www.mypaymentsplus.com/default.aspx>.

Food Services

Mission Statement of Food Services:

St. Tammany’s Child Nutrition Program’s mission is to provide good nutrition that fuels successful learning. We provide a variety of healthy food choices using USDA standards. In addition, we educate our students regarding proper nutrition necessary for a healthy lifestyle and wellness.

Breakfast Times:

Breakfast is served daily as students exit from the buses or cars, from 8:15 a.m. – 8:41 a.m. **Car riders need to arrive at school by 8:15 in order for those students to have time to get to the cafeteria and eat.**

Prices: Breakfast	\$0.75	Reduced Breakfast	\$0.30		
Lunch	\$1.30	Reduced Lunch	\$0.40	Visitors Lunch	\$4.75

Application for Free & Reduced Lunches:

On the first day of school ALL students will receive a flier for free or reduced priced meals. Please request an application if you do not have access to the online form and return it to school. If you are eligible for free or reduced meals, you will be notified. You can apply for free or reduced meals online at: <https://cafefr.stpsb.org/>. Any application completed incorrectly or incomplete will be returned to the parent and will cause unnecessary delays in your child being considered for a free or reduced status. Applications must be renewed every year.

Payments:

Payment should be made on a monthly basis. If this is not possible, you must pay weekly on Monday mornings. Payment must be enclosed in an envelope, labeled with the student's name, the amount of money sent, and homeroom teacher. For your convenience, you may pay for your child's meals at: <https://www.mypaymentsplus.com/default.aspx>.

Menus:

A monthly calendar of lunch and breakfast menus and monthly fees can be found on the school website at: <http://pineviewmiddle.stpsb.org/>. Lunch prices do include milk, but milk (\$0.50) must be purchased daily for children choosing to bring a "bag lunch" from home.

Lunch Restrictions:

No fast food lunches, glass containers, large bags of snacks or canned drinks may be brought into the cafeteria.

Eating with Your Child:

Parents & grandparents are welcome to eat lunch with their child during their assigned lunch period only. If space permits in the cafeteria, visitors may sit at a separate table.

Visitors & Volunteers

Identification:

- All visitors/volunteers are required to sign in and secure a visitor's pass. To receive a visitor's pass, you must present a picture ID in the office. If you do not have a visitor's pass, you will be asked to return to the office. All visitors need to leave through the main office doors. **Visitors will not be allowed into classrooms during instructional times.** All volunteers will be asked to sign a "confidentiality agreement" with the school.
- When visiting the school campus, visitors are not allowed to take photographs of any students other than their own child.

Field Trips & Chaperones:

Children will not be allowed to go on a field trip without a signed permission slip. Ample time is given for permission slips to be signed and returned to school along with any fees. **All field trip money and permission slips MUST be returned at least two days before the field trip (by the deadline). If chaperoning for a fieldtrip, you must check into the main office the morning of the field trip to receive a visitor's pass.** Parents may be asked to help chaperone. Many factors will decide the number of chaperones needed.

Chaperone Restrictions:

- May not bring siblings on field trips. The purpose of a chaperone is to supervise a class group of 4-6 students. We ask that chaperones give their total attention to the students.
- May not take your child from the field trip location. School policy is that students leave for field trips together and return together on the bus. Parents may check the student out upon returning to school.
- May not smoke while on school grounds or while chaperoning on a school related field trip.
- May not take photographs of any students other than your own child.
- Students will not be allowed to visit gift shops or spend money on a field trip. Parents should not purchase any souvenirs or refreshments for students they are chaperoning.

Health

Student Illness:

Students will be sent home from school for the following conditions:

- Temperature above 100 °f, 24 hours without medication to return to school
- Vomiting, 24 hours without medication to return to school
- Diarrhea
- Suspected Communicable Disease
- Unexplained Rash
- Head Lice

If any of these conditions occur, the parent is notified and asked to remove the child from school to seek medical attention.

Counselors & Mental Health Providers:

The need for expanding school counseling programs has become more acute due to the teaching profession's increased understanding of how non-academic forces impact the school's learning environment.

Pine View Middle School offers services of a full-time guidance counselor (Mrs. Nicole Clark) **AND** full-time guidance services through a mental health provider (Ms. Megan Timm). We have these services available as needed or requested by parents for individual, small group, and large group activities.

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention and Education.

All materials used in the instruction may be previewed by contacting the school administration. We would also like to encourage you to talk to your child about this topic as well as other general safety issues.

Behavioral Health Resources for Parents provided by St. Tammany Parish School Board:
<http://stpsb.org/PDFFiles/BehavioralHealthResourcesforParents.pdf>

Medication:

The St. Tammany Parish School Board has imposed strict guidelines for administering medications at school. If your child is taking long term medications, or emergency medication, you may request a St. Tammany Parish medication form from the school nurse and have it completed by your physician. You can find a copy of this form and the official St. Tammany Parish School Board guidelines at:
<http://stpsb.org/PDFFiles/Medicationforms.pdf> or through the office

The medication will then be administered through the office. If there are any changes in medication, a new form must be completed by the parent and doctor before a new medicine or dosage is given.

School Board policy states that cough syrup, cough drops, aspirin, hand sanitizer or any other over the counter medication to not be given at school to any child. Students should not have any medications in their possession on the school grounds at any time, including lip balm and chap stick.

Parents may come to school, sign in, and administer medicine if necessary.

Health Conditions:

If your child has any health conditions that require additional information or special directions, you **MUST** have a doctor's note indicating the condition and the procedure to be followed. Oftentimes, parents tell us that their child has allergies, and we have no doctor's note indicating such. In order for us to be prepared, give medication, and keep your child safe, we must have official doctors' orders on file.

School Nurse:

A nurse is assigned to Pine View Middle School. She conducts vision and hearing screenings annually for fifth graders. She monitors health records and informs parents if medical attention is needed.

Head Lice:

The school nurse conducts periodic lice checks. If a child is found to have lice, parish policy requires that they be excluded from school. They may not return until they have been cleared by the school nurse or trained personnel. **An excused absence will be issued for 2 days only for head lice.**

Homework

Homework should be a priority. It is important in the learning process because it extends active involvement beyond the classroom. The time a student spends in class is not enough to ensure good learning. Homework is an 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. Each teacher will review his/her homework policy at Meet and Greet, as well as at Parent Conference Night.

Homework is a way for parents to keep abreast of a child's progress.

Good communication between home and school and mutual cooperation are imperative in fostering the full development of the student's potential. Please check with your child's teacher throughout the year concerning homework. If your child is having trouble with homework or spends an inordinate amount of time on it, please consult your child's teacher.

Student Responsibilities:

- To bring home assignments, materials, and forms of communication.
- To return completed assignments on time.

Teacher Responsibilities:

- To provide appropriate and meaningful assignments and to ensure students' understanding of the work.
- To explain homework policy and procedures to students and parents at the beginning of the year.
- To place value on completed work by checking, discussing, and giving feedback.
- Use completed assignments to monitor individual students' learning and attend to potential problems in a timely manner.

Parent Responsibilities:

- Set aside a regular time and place for completing homework assignments without distractions.
- Provide necessary materials for completing school and homework assignments.
- Check over completed assignments to see that it has been completed and the concept is understood.
- Sign or initial completed assignments and graded papers so the teacher is aware that it has been seen.

Communication

Parent/Teacher Conferences:

Only when a child feels there is understanding, appreciation, and active cooperation between home and school, they can do their best in school work. Through conferences, parents and teachers gain a better insight into the child's needs, interests, potential, and growth, as well as any particular difficulties he/she may have.

If at any time a child would benefit from a parent / teacher conference, the faculty is available immediately before school or after school by appointment. Please call the office to make an appointment. Please do not ask teachers to conference with you on a "drop-in" basis, before or after school without an appointment, or during parties or other school functions.

The administration asks that if you have concerns regarding your child, please conference with the teacher first before contacting an administrator. You may contact your child's teacher by calling the school office, sending a note with your child, or going to the school website and making contact through e-mail.

Home/School Communication:

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.

Student agendas should be signed by the parent each night to ensure effective communication between home and school. Together, we can ensure the success of every student.

Please contact the classroom teacher right away with any concern or problem you wish to discuss. Often a misunderstanding may be cleared up with a simple conversation.

Pine View Middle School maintains a school website which provides 24-hour access to important school related activities and teacher webpages.

Parent Teacher Association (PTA):

The purpose of Pine View Middle's Parent Teacher Association is to provide an excellent opportunity for establishing better communication between parents and teachers. This is one of the best opportunities for a parent to learn about school life. We encourage and appreciate parent participation. All volunteers must sign in at the office for security reasons. Membership information is available in our front office lobby.

Reporting to Parents – Report Cards:

Formal report cards containing an evaluation of pupil progress are sent home each 9 (nine) weeks. Interim reports, if needed, are sent home in the middle of the grading period.

Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. The report card provides a means of communication between you and your child's teacher which is very important to his/her success and happiness in school. You are encouraged to request conferences as needed.

Promotion and Retention:

According to the St. Tammany Parish policy for promotion and retention, a child will be promoted if all the following criteria have been satisfied.

Fourth Grade, Fifth Grade, and Sixth Grade Promotion Requirements-

A student shall not be promoted in grades 4, 5, and 6 if s/he fails the following:

Reading

or

Math

or

Any two major subjects: Language, Science, Social Studies

or

A combination of any one major subject and two minor subjects: Health/Physical Education, Music, Art, or other electives.

Pine View Middle: LOUD & PROUD

Students with characteristics of dyslexia, who are served in a multisensory structured language program, follow the same criteria for promotion as all other students.

Students shall have participated in the state mandated assessments, if enrolled at the time of the assessments.

Please refer to the St. Tammany Parish Pupil Progression Plan for a more detailed description. <http://stpsb.org/files/pupilprogressionplan.pdf>

STTPS Information on the Go App:

The official St Tammany Parish Public Schools app gives you a personalized window into what is happening at the district and schools. Get the news and information that you care about and get involved. <http://www.stpsb.org/app/>

Grading Policy

Uniform Grading Scale (per Act 701) :

A = 93-100

B = 85-92

C = 75-84

D = 67-74

F = 0-66

Graded Papers:

Every teacher sends home graded papers on Wednesday each 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.

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) are

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 as 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 a S.A.T. meeting.

Education of Children & 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 because of economic hardship or loss of home;
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter;
- Living in a vehicle of any kind; a 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.

Complete the form sent home on the first day of school and return.

Positive Behavior Intervention Support (PBIS)

Pine View Middle's school wide behavior plan is called PAW Pride. The goal of our program is to set clear expectations that will support our students as they learn to make appropriate choices in a variety of settings which will promote a positive and supportive learning environment for all students. There are three components to PAW Pride which guide our school behavioral expectations. We ask for your cooperation in helping us to help all students accept responsibility for their actions and develop self-discipline by discussing these three expectations.

"PAW Pride":

Practice Safety

Act Respectfully

Work Responsibly

Positive Reinforcement Plan:

- **PAW Tickets** – Students may receive a "PAW" ticket when "caught" following school-wide expectations. These tickets may be given by any employee. Students will place their "PAW" ticket stubs in a designated spot in the school and their name may be pulled for a special surprise.
- **PAW Pride Days** – PAW Pride Days will take place towards the end of each month. The day before a scheduled PAW Pride Day, students will be able to cash in PAW tickets for special privileges from a menu.
- **PBIS Privilege Days** – Students that have zero minor or major discipline referrals will be invited to a special privilege at the end of each grading period.
- **Classroom Rewards** – Each teacher has their own individual classroom reward program.
- **Proud About Post Cards** – Post cards are mailed home to parents of students that have been observed doing an exceptional job following school expectations.
- **Specific Verbal Feedback** – When employees see student(s) following schoolwide expectations, they acknowledge the student(s) by giving specific positive verbal feedback.
- **"PAW" Focus** – Each month the PBIS committee analyzes the discipline data and identifies an area of need. Teachers incorporate this focus need into their instruction throughout the month.

Discipline Policy

Major Infraction – (Office Managed):

Behavior	Definition
Abusive language, Profanity Inappropriate language	High Intensity instance of inappropriate language including swearing, name calling, or use of other inappropriate language.
Alcohol	Student in possession of or is using alcohol, alcohol containers or imitations.
Combustibles	Student in possession of substance/object readily capable of causing bodily harm and/or damage (lighters, matches, firecrackers, gasoline).
Willful Disobedience: Defiance/disrespect Insubordination Non-compliance	High Intensity: refusal to follow directions, talking back, and/or socially rude interactions.
Fighting/physical Aggression	Actions involving serious physical contact where injury occur (hitting, punching, kicking, pulling hair, scratching, etc.).
Other Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property.
Tobacco	Student is in possession of or is using tobacco.
Violation of Bus Rules	See Safe Procedures for School Bus Riders
Bullying	Physical, verbal, emotional, and or sexual (See Parish Discipline Handbook)
Sexual	Student subjects an individual to lewd sexual gestures or exposing private parts.

Minor Infraction – (Classroom Managed):

Behavior	Definition
Abusive language Inappropriate language Profanity	Low Intensity instance of inappropriate language including swearing, name calling, or use of other inappropriate language.
Willful Disobedience: Defiance/disrespect Insubordination/ Non-compliance	Brief or Low intensity failure to respond to adult requests
Disruption	Low intensity, but inappropriate disruption
Dress code violation	Student wears clothing that does not fit within Dress code guidelines practiced by the school District.
Fighting/physical Aggression	Not serious, but inappropriate physical contact
Property Damage	Low intensity misuse of property
Theft	Student in possession of, having passed on, or being responsible for removing someone else's property.
Violation of Bus Rules	See Safe Procedures for School Bus Riders Bus Rules
Tease/Taunt	Student delivers disrespectful message (verbal, gesture, or text) to or about

	another person.
Other	Any other minor behaviors that do not fall within the above categories.

Emergency/Crisis Incident:

Behavior	Definition
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat	Student delivers a message of possible explosive materials being on campus, near campus, near campus, and/or pending explosion
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Leaving School Grounds (runaway)	Student leaves campus without permission.

Weapons Policy:

Students found using, possessing and/or concealing a knife, a firearm or a weapon which may discharge a projectile, or other dangerous instrument which may cause bodily harm shall be immediately suspended and recommended for expulsion. Police notification shall be made immediately. Students using, possessing and/or concealing any look-alike object that may have the principle appearance of a weapon or dangerous instrument shall be immediately suspended from school or recommended for expulsion. Upon the recommendation for the expulsion, a hearing shall be conducted by the Superintendent or his designee. Students in grade five or lower who have been found in the hearing process, of using, possessing and/or concealing a weapon, or look-alike weapon shall be disciplined in accordance with the decision made by the Superintendent or his/her designee. Any case involving a student grade five or lower found in possession of a firearm on school property shall be referred to the School Board through a recommendation for action from the Superintendent. Students in grade six or higher have been found, in the hearing process of using, possessing and/or concealing a weapon, or look- alike weapon shall be expelled from the School System for a period of not less than 12 calendar months.

Discipline for Minor Infractions:

1. Teacher will move closer to student and provide verbal or nonverbal warnings.
2. Brief student/teacher conference away from peers.
3. Time Out
4. Removed from classroom to a Buddy Teacher
5. Parent conference (Face to Face and/or Phone Conference)
6. Campus Restriction
7. Repeat Violators will meet with administration

Discipline for School Bus Riders:

Please refer to the "Safe Procedures for School Bus Riders" pamphlet for specific safe riding practices. This pamphlet is given to parents at the beginning of each school year.

1. First Offense – Warning, student conference, bus referral
2. Second Offense – Warning, student conference, parental contact, and bus referral
3. Third Offense – Conference, parental contact, and bus suspension for up to three days.

****Administration reserves the right to suspend a student from riding the bus on any offense depending on severity.****

Discipline for Major Infractions:

Any major infraction will result in documentation on the Louisiana Department of Education Discipline Form. Depending on the nature of the infraction, one or more of the following disciplinary actions may occur:

1. Student Reprimand Campus Restriction
2. Teacher-Student-Parent-Administrative Conference
3. Referral to Counselor, MHP, SAT
4. In School Suspension (Second Chance)
5. Exclusion
6. Recommendation for Expulsion

Anti-Bullying Policy:

Bullying - A form of aggression that occurs when a person(s) willfully subjects another person (victim) to an intentional, unwanted, unprovoked, hurtful verbal and/or physical action(s) at any school site or School Board sponsored activity or event. Bullying also may occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team.

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

Pine View 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, we work 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)

Bullying is considered a major behavior offense. It will be handled as defined in the discipline procedure below.

1. Student reports an incident of bullying to an adult.
2. Adult assesses the situation and determines if the incident is a major or minor offense.
3. If minor, the teacher provides coaching and/or replacement behaviors.
4. If major, adult fills out top section of reporting form and refers it to the counselor/administrator.

5. Appropriate action is then taken.

Threats of Violence or Self-Injurious Behavior:

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

Inclusion Classroom Setting

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

Classroom Environment

Items (trading cards, toys, puffy key chains, spinners, etc;) which distract the learning environment and prevent students from participating, will not be permitted in class.

Classroom Parties:

A birthday may be celebrated in the classroom by sending cupcakes or small treats to be shared with students in the class at the end of the school day. Balloons or other party decorations are not permitted. Unless giving party invitations to ALL students in a class, we ask that invitations to private parties be mailed from home.

St. Tammany Parish Public Schools Title I Parents' Right to Know Parent and Family Engagement Best Practices

PARENTS' RIGHT TO KNOW

The **Every Student Succeeds Act (ESSA)** requires school districts to inform parents and families about their right to receive information on the professional qualifications of their children's teachers.

Parents and families have the right to know:

- Whether all employed personnel have met state qualification and licensing criteria for the position they hold within the school
- If any personnel is employed under provisional status where state qualification or licensing criteria have been waived
- All college degrees and general areas of certification held by teachers, and qualifications of the paraprofessionals
- Whether their child receives services by paraprofessionals and their qualifications

Teacher Certification/Degree Information can be verified at www.teachlouisiana.net

PARENT AND FAMILY ENGAGEMENT BEST PRACTICES

St. Tammany Parish Public School System believes that **Parent and Family Engagement (PFE)** is important for children to achieve success. Parents and families are key partners with the schools. PFE includes programs, services, and activities at the school and district level.

District Responsibilities	School Responsibilities
<ul style="list-style-type: none"> • Involve families in developing and reviewing the district's PFE Plan • Hold yearly Federal Programs, PFE Stakeholders', and PFE activity planning meetings • Support STPPS Title I schools in planning and carrying out their PFE activities • Annually review and monitor PFE activities and school-wide programs outlined in the School Improvement Plans • Provide a Title I PFE resource page and presentations for school personnel use • Develop Title I PFE survey to evaluate PFE plans and use results to plan future PFE programs and adjust PFE policies and procedures 	<ul style="list-style-type: none"> • Invite parents to a school meeting highlighting their school's educational programs, curriculum, and PFE opportunities • Offer PFE activities at various times which support learning goals at home • Involve parents in the planning, review, and implementation of PFE programs • Provide parents with timely information about the school PFE policy • Provide families with opportunities to volunteer, participate, and observe in the school and classroom • Maintain 2-way communication with families • Provide each student with the Compact for Student Success outlining responsibilities of students, parents, and teachers in the educational process • Support all students in their effort to achieve success