



Student/Parent Handbook 2025-2026

1200 W. 27th Ave.
Covington, LA 70433

(985) 892-6204 main
(985) 893-3736 fax

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Principal's message:

Dear Parents/Guardians and Students,

Welcome to a brand new school year full of exciting new opportunities to enhance and support students working on both academic and affective needs. I am extremely excited to serve as your 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 student clubs and committees. This year, we will offer: Art Club, National Elementary Honor Society, National Junior Honor Society, National Jr. Beta Club, Tigerettes Spirit Squad, Girls on the Run, 4-H, Band, Yoga, Kiwanis Builders Club, FLL Robotics, Yearbook Club, Drama Club, Sign Language Club, Chess Club, ESL Morning Club, Soccer, and Chorus. I hope you have the chance to talk with your child about signing up for different clubs to enhance their middle school experiences here at Pine View.

Educational experiences are enhanced and supported with technology. All 4th - 6th grade students will have one to one Chromebooks that will follow them through 12th grade. Students will complete learning tasks on their Chromebooks or desktop computers. Parents may opt to have chromebooks remain at school or go home daily with students. Communication is key to staying connected to our school and to your child's teachers. All 4th -6th grade 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. Important information will be shared through weekly RoboCalls, emails, fliers, teacher websites- within the parent portal, our school website, emails, and SMS text messages on your phones throughout the school year. Please update your contact information regularly in order to receive these valuable updates.

We are planning monthly family involvement activities this year to bring the school community together. We ask that you please join our PTA and volunteer regularly. All volunteers must complete our district background check. 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.

WELCOME TO PINE VIEW MIDDLE: A GREAT PLACE TO LEARN!

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

Sincerely,

Melanie G. White

Our Vision

Mission Statement:

School Mascot: Tiger

School Colors: Navy and Gold

School Moto: "Pine View Middle: A Great Place to Learn"

School Philosophy:

- EVERY student can and will learn.
- Students' learning needs are the primary focus of the school.
- 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.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Students can produce quality work that demonstrates their understanding of essential knowledge.
- A safe and physically comfortable environment promotes student learning.
- The commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, lifelong learners.
- Each student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.

Administration

Melanie White- Principal

Christian Hahn- Assistant Principal

Tammy Stiebing- TRT

Alisha Williams- Administrative Assistant

Felicia Sollberger- SWEDL

Contacts

Contact Numbers:

Office Phone (985) 892-6204
Fax Number (985) 893-3736
Cafeteria Phone (985) 892-7094
Sunrise Scholars Academic Focused Morning Tutoring (985) 502-3440
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 and Attendance (985) 898-3370

Registration

Summer registration will be held for new students prior to the new school year. A newly registered student will begin classes 2 days after registration if registered after summer 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 STP School
- ☐ legal custodial papers (if applicable) (no provisional custody)

Emergency Cards:

Emergency cards must be completed immediately. Parents/Guardians may complete the forms online or request a paper copy. At least two local phone numbers need to be provided throughout the school year in case of emergency. It is imperative parents/guardians list cell phone numbers under the cell phone number field and home phone numbers under the home cell phone field. Phone numbers must be changed with the front office as soon as possible. The back of the emergency cards will be used for student check-outs and check-ins throughout the school year.

Bell Schedule

Full Bell Schedule

8:15	Intake Bell
8:40	School Begins
11:20-11:40	4th gradeSci/SS Lunch
11:30-11:50	5th grade ELA/Sci/SS Lunch
11:40-12:00	5th grade Math/Sci/SS Lunch
12:00-12:20	6th grade ELA/Sci/SS Lunch
12:10-12:30	6th grade Math/Sci/SS Lunch
12:40-1:00	4th grade ELA Lunch
12:50-1:10	4th grade Math Lunch
3:40	Dismissal Bell

Attendance

School Hours:

School Instructional Hours: 8:40AM - 3:40PM

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 five (5) school days of the absence. The note must include the student's full name, days of absence(s), reason for absence(s), and/or doctor's verification, parent/guardian signature, and date of signature. Failure to send notes may result in the student being truant and/or meet grade level attendance requirements.

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.

Compulsory Attendance Changes for the 25-26 school year

The State of Louisiana requires that all children from their **fifth** ~~seventh~~ to their eighteenth birthdays must attend a public school, nonpublic day school, or must participate in an approved home study program. Any student above the compulsory attendance age who has excessive absences may be dropped from school with principal recommendation.

School attendance is imperative, not only to satisfy requirements of the law but to help ensure student achievement and success. Every missed day of school is a missed opportunity to learn. As per State policy, St. Tammany Parish Public schools are responsible for enforcing the following requirements:

- Students are expected to be in attendance every student activity day scheduled by the St. Tammany Parish School Board.
- Schools must administer attendance regulations in accordance with State and locally adopted policies.
- In order to be eligible to receive credit for courses passed, high school students may not have more than five (5) days of ~~excused absences~~ unexcused absences and/or suspensions/expulsions **per full credit course**.
- Elementary students may not have more than ten (10) days of unexcused absences, and/or suspensions/expulsions per year. Students in grades K-8 who miss more than three (3) hours of instructional time during the school day will be considered absent for the entire day.
- Students participating in school sponsored activities/field trips that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

Arrival

8:15 AM (1st bell)— Students may begin to enter campus and report to their homeroom classrooms after picking up breakfast. Students will eat breakfast in the classroom with their teacher and peers.

8:35 AM (2nd bell)— Students are settling into homerooms and promptly preparing for morning announcements and the instructional day.

8:40 AM (3rd bell) (TARDY BELL)- Instruction begins.

Tardiness:

Students are tardy after 8:40 AM. Any student arriving after 8:40 AM 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. Parents/guardians 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 such as Saturday detention/seat time. 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 3:10PM and 3:40PM. 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.) and be at least 18 years old.** Students being checked out early must be picked up no later than 3:10PM or they must wait until the bell rings at 3:40PM and go to car line for pick up.

Dismissal Procedures for Students:

3:40PM – Dismissal bells rings. Car-line, walkers, 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 office 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 pick up 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 tag 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 morning 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 3:00PM**

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 8:15AM 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 south down Pierce Street. The first car will stop at the bridge and wait for the bell to ring or a signal will be given by the duty teachers in the circle.

Please do not park in the circle before the 8:15AM 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.

Act 263: Safe Path from School Act:

Per Act 362 ("Safe Path from School Act") of the 2023 Legislative Session, schools who have students in K 5 are required to:

1. Have students remain a safe distance from the pick-up area behind something material or immaterial intended to block passage, as deemed appropriate for a particular school building. (red line)
2. Students shall wait in the pick-up area and wait for vehicles to come to a complete stop.
3. A student being dropped off shall remain in the appropriate passenger restraint until the vehicle in which he/she is a passenger comes to a complete stop.

Please note this new act will be enforced fully.

School Payment

MY PAYMENTS PLUS is used to pay for any fees due to school: ex: club fees, field trips fees, chromebook insurances, chromebook repairs, library fees, etc. Checks will NOT be accepted at any time. Cash may be accepted for items in the cafeteria only.

<https://www.mypaymentsplus.com/default.aspx>.

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:

Please note there are some clarifications on the dress code for the 25-26 school year that will be strictly enforced.

SHIRTS:

- ❖ **Navy blue polo style shirt**, short, or long sleeve, with or without school logo
- ❖ **Navy blue PTA school uniform T-shirt**, short or long sleeve with the school logo
- ❖ **Solid and plain colored navy blue, gray, or black sweatshirt**, with or without the school logo, with or without a hood
- ❖ Skin should not be showing between the bottoms and the shirt while in any sitting or standing position
- ❖ **School spirit shirts or club shirts** can be worn on Fridays and club meeting days with tan khaki uniform bottoms
- ❖ Undershirts that show at the neck **should be** white, black, or navy blue and should not be visible at the waist

BOTTOMS:

- ❖ **Solid, plain tan khaki** bottoms without designs
- ❖ **Solid, tan khaki** pants, shorts, skirts, or skorts or **tan khaki** or **navy blue** jumpers
- ❖ Must be secured at the waist, with no undergarments revealed
- ❖ Must be at the **fingertip or below length** when arms are down at the side
- ❖ Garments **should not** be tight fitting (yoga/stretch/legging/jeggings/sweats type of material)
- ❖ Leggings worn under skirts or shorts are **solid black, gray, navy, or white with no designs or patterns, and only** during inclement weather
- ❖ Socks are **solid black, gray, navy, or white**; socks with designs will not be allowed

OUTERWEAR:

- ❖ PVMS does not designate any specific guidelines for outerwear during inclement weather
- ❖ **Hoods/hoodies are not to be worn in the classrooms**, except outdoors during inclement weather; **solid and plain colored navy blue, gray, black, or** feeder schools logos are welcomed.
- ❖ **Blankets or other blanket wraps** are not considered an outerwear and are not school appropriate

OTHERS:

- ❖ **Tennis shoes** are preferred, but mandatory during PE classes
- ❖ **Beach sandals, athletic slides, or “flip flop” type sandals** are not school appropriate shoes and must not be worn for safety reasons
- ❖ All shoes must have a heel strap to prevent the foot from sliding out
- ❖ **Hats, baseball caps, bandanas, or other head coverings** must be removed upon entering school grounds during school hours or during school functions
- ❖ **Sculptured hair styles** that include pictures, symbols, letters, numbers, or hair in curlers, rollers, etc., will not be permitted
- ❖ Any article of clothing with **suggestive symbols, words, or advertisements** of products or substances prohibited by the St. Tammany Parish School Board is prohibited
- ❖ Minimum length of dresses, culottes, skirts, and shorts must be at the fingertip or below when standing erect with arms extended down the sides or not more than 5" above the knee
- ❖ Styles of dress and grooming never should be such that they **represent a collective or individual protest**

Media

Media Release:

Media release forms are sent home online to all 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 online to enrolled students. If a form is not signed or returned, the student will be denied internet access.

School Pictures:

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

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:

Breakfast is served daily as students exit from the buses or cars, from 8:15AM-8:40AM.

Prices: Breakfast- Free	Reduced Breakfast- Free	At cost-\$2.75
Lunch- Free	Reduced Lunch-Free	At cost-\$5.50

Application for Free and 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.

Cafeteria 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.

Eating with Your Child:

Parents, guardians, and 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. Parents may not share outside food with children other than their own.

Prices for visiting adults: Breakfast \$2.575 Lunch \$5.500 b

Lunch Restrictions:

No glass containers may be brought on campus. There is no sharing of any food between and among students at any time. Breakfasts and lunches packed from home will not be stored in school’s or teacher’s refrigerators nor heated in microwaves.

Visitors and 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 state 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 and complete a background check with central office.

When visiting the school campus, visitors are not allowed to take photographs or videos of any student other than their own child. At no time will a visitor address a child other than their own. Any concerns should be addressed to Administration.

Field Trips and 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 five days before the field trip or by the deadline. If chaperoning for a fieldtrip, you must first complete a volunteer background check then check into the main office the morning of the field trip to receive a visitor’s pass. Parents may not ride the school bus or transportation to the field trip and must take their own personal vehicle meeting us at the field trip location. 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 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, vape, or consume alcohol while on school grounds or while chaperoning on a school related field trip.

- May not take photographs or videos 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

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

Counselors and 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 **AND** full-time guidance services through a mental health provider. 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 our full time school nurse. 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 will 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 full time school nurse is employed at every school in the school system. Our school nurse administers daily medication, conducts general student health screening when a student presents with concerns, and contacts parents as needed. She conducts vision and hearing screenings annually for fifth graders. She monitors health records and informs parents if medical attention is needed.

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 grade level and teacher teams will review his/her homework policy via teacher website.

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.

Thanks to one to one chromebooks, all students are equipped to practice individual skills needed to be successful daily, through online programs such as iREADY, Reflex/Frax, and LEXIA. All students have accounts and login information. We strongly encourage our students to log in nightly and complete these valuable practices.

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.

*****To communicate with parents regularly via email, phone, text, robocall, or in person*****

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, can they 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.

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. All teachers maintain his/her individual teacher webpages that may be access via JPAMS.

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 through PTA.

Reporting to Parents – Report Cards:

Formal report cards containing an evaluation of pupil progress are available for parents/students through the parent portal each 9 (nine) weeks. Interim reports, if needed, can be printed and sent home in the middle of the grading period by written request, as live, real time grades are available on JPAMS/parent portal.

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:

- English Language Arts **and**
- Math **and**
- One of these subjects: Science **or** Social Studies.

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, as well as have access to your child's grades at your fingertips.

<http://www.stpsb.org/app/>

Grading Policy

Uniform Grading Scale (per Act 701):

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

Graded Papers:

Teachers will communicate his/her graded paper policy via teacher website and posted on Parent Portal in a timely manner. It is the parents' responsibility to ask the child for the papers if they are not given voluntarily. Parents should make the time to review the papers with their child frequently and periodically and communicate with your teacher as needed.

Section 504/School Based Level Committee (S.B.L.C.)

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 Based Level Committee (SBLC). The team is composed of the SBLC chair, a guidance counselor, TRT, speech therapist, pupil appraisal representative, the classroom teacher 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 SBLC, 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 SBLC meeting.

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 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 online on the first day of school and return it to the front office. Parents may request a paper copy from the front office.

Possession and Use of Electronic Communication Devices (see district handbook)

The student is governed by the Student Use of Instructional Technology Policy which can be found on www.stpsb.org under Policies.

The St. Tammany Parish School Board desires to promote an environment that is conducive to instruction and learning. Wireless devices used by students to communicate with others inhibit the creation of such an environment and is disruptive to the learning process. The Board also desires to protect students' personal

privacy, while on school property and at school events. The emergence of camera wireless device technology has created a new set of privacy and data protection challenges for school officials. Thus, the use of any type of photographic equipment to take images or sound recordings that are in violation of law or otherwise invade the privacy of other individuals is prohibited and will result in discipline according to policy. Any exception to the prohibition of wireless devices requires the advance permission of the school principal. This prohibition shall be strictly construed in favor of protecting the privacy of all individuals.

Under this policy, the term "wireless devices" includes, but is not limited to, cellular phones (whether analog or digital), smart watch, camera phones, beepers, pagers, text messaging devices, electronic eyeglass frames and PDA's that are used as telecommunication devices or to transmit text messages, as well as any other wireless electronic telecommunication devices.

Students shall be allowed to possess an electronic communication device on a school campus during the instructional day or on the bus to and from school provided the device is turned to the off position, completely stowed away, and not in use. Stowing of electronic communication devices is defined as being placed in the student's locker, school bag or purse and shall not be displayed in view using any type of clip or other device. Electronic communication devices cannot be stowed in a pocket. If a student is found using an electronic communication device, displaying an electronic telecommunication device, or in possession of an electronic communication device on their person during the instructional day or on the school bus, the disciplinary procedures as outlined in the District Handbook for Students and Parents shall be utilized as a consequence. The Superintendent or his/her designee may authorize exceptions to this policy on an individual, case by case basis. Nothing in this policy shall prohibit the emergency use of electronic telecommunication devices by any student or person. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life or injury. Use or operation of an electronic communication device shall mean the device is either visible or turned to the on position for receiving or transmitting signals. Possession and/or use of other electronic devices by students shall be prohibited unless authorized by the Superintendent or his/her designee. The School System will not be responsible for lost or stolen electronic devices.

Any student found using an electronic communication device, displaying an electronic telecommunication device, or in possession of a ringing electronic communication device during the instructional day, may have the electronic communication device confiscated by the principal/designee and have disciplinary consequences. The parent/guardian will be required to retrieve the electronic communication device from the school principal/designee.

Progressive consequences will be followed as outlined below:

Use or Related Disruption

- Warning or Administrative Detention
- Administrative Detention or Saturday Detention or In School Suspension
- Saturday Detention or In School Suspension or Suspension
- Suspension and/or Expulsion

Related disruption and/or refusal to hand over an electronic communication device when directed by a school system employee may result in more severe disciplinary action such as suspension and/ or expulsion

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. 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 Fighting/physical Aggression

High Intensity: refusal to follow directions, talking back, and/or socially rude interactions.

Actions involving serious physical contact where injury occurs (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)

Student subjects an individual to lewd sexual gestures or exposing private parts.

Minor Infraction – (Classroom Teacher Managed):

Behavior Definition

Abusive language Inappropriate language Profanity

Willful Disobedience: Defiance/disrespect

Insubordination/

Non-compliance

Low Intensity instance of inappropriate language including swearing, name calling, or use of other inappropriate language. 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

Leaving School Grounds (runaway)- Student leaves campus without permission

Arson Student plans and/or participates in malicious burning of property. Bomb Threat- Student delivers 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.

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 twelve (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
8. Restorative Practice Conferences and Conflict Resolution

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

****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, SBLC
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. (further investigation and communication to necessary individuals)

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 students with exceptionalities. Through this program, the regular education teacher provides services for students with exceptionalities in a regular classroom setting, with the support of a students with exceptionalities teacher and paraprofessionals, as appropriate. While curriculum and instruction remain the same, accommodations may be placed to meet the needs of the students with exceptionalities.

Classroom Environment

Items/toys (trading cards, toys, stuffed animals, puffy key chains, spinners, fidgets, 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 individually wrapped, store bought cupcakes, or small treats to be shared with students in the class at the end of the school day and must be prearranged and communicated with the teacher first. 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.

Student Badges

All students will have school issued ID badges. The students will use their student badges to check out library books, scan for breakfasts/lunches, scan to enter our exterior doors for access to the buildings, and/or scan to board the school bus. Replacement badges for lost or misplaced badges may be paid on your child's mypaymentplus account. Replacement badges will not be reprinted unless lost/misplaced badge fees are paid. Replacement student badges are \$5 per card.

Student Supplies

School supply listed are found on the school website. We ask parents/guardians to replace supplies as they are needed. We suggest parents/guardians readily provide supplies in the beginning of the school year and at the beginning of the third quarter.

Hand-held pencil sharpeners are not allowed on campus. Teachers have pencil sharpeners available for student use.

Water bottles and beverages

Students may bring refillable water bottles to school, provided that it has a screw on lid. No glass bottles are allowed. Only water will be allowed in all areas of the school, other than in the cafeteria. Soft drinks, energy drinks, coffee, and loaded teas are not permitted in classrooms or in the cafeteria.

St. Tammany Parish Public Schools Title I Parents' Right to Know

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

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
• 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	• 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 two 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.

