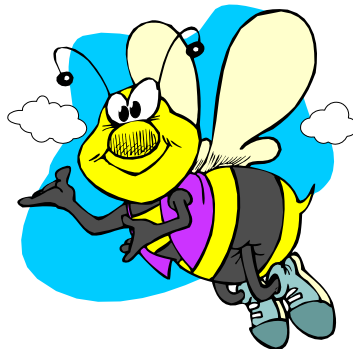


**Judge Lionel Collins Montessori SCHOOL**  
**STUDENT-PARENT HANDBOOK**  
**2013 – 2014**



**This student-parent handbook belongs to:**

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**Student**

**We do hereby acknowledge that we have read the Judge Lionel Collins Montessori School Student-Parent Handbook. We agree that we should be held accountable for these rules and procedures.**

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**Parent Signature**

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**Date**

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**Student Signature**

---

**Date**

**\*\*NOTE: Failure to return this form does not exempt a student from being held responsible for upholding all rules.**

**Cut along this line**

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## **WELCOME**

The *Judge Lionel Collins Montessori School Student-Parent Handbook* is designed to supplement the *Jefferson Parish Public School System's Procedures and Policies for Parents and Students* publication distributed every year. It covers the policies that govern student related matters in a comprehensive manner. We ask that you review it and the *Judge Lionel Collins Montessori School Student-Parent Handbook* with your child and return both acknowledgment pages to your child's homeroom teacher.

We encourage parental involvement at Collins Montessori and invite you to volunteer at the school. If you have any concerns about any aspects of the school, feel free to contact us at 347-0254

## **MISSION STATEMENT**

**Collins Montessori Community believes that all students will learn and reach their academic potential through enegaged learning**

### **Vision Statement**

To achieve the vision of Collins' students, all staff members will:

Respect the uniqueness and individuality of every student.

Provide an orderly, secure, and nurturing environment that fosters partnerships among students, parents, staff, and the community.

Establish a supportive, stimulating climate that facilitates academic growth, including problem solving, critical thinking, literacy development, and engaged learning

Teach social skills that support the effective functioning of individuals in a group or community.

Facilitate the acquisition of ancillary services to students, parents, and staff members.  
Create an atmosphere that supports students in goal-setting and creating a vision of themselves so that they can become lifelong learners

## **ARRIVAL/DISMISSAL**

Students may arrive at 8:00 a.m. No student is to be on campus before 8:00 a.m. as the duty teachers do not report until that time. The first bell rings at 8:20 am. Homeroom begins at 8:30 a.m.

Dismissal is at 3:20 p.m. Walkers and car riders are dismissed first. Bus riders must sit in their designated areas and walk to their buses when called by the duty teacher.

Students who arrive before 8:00 a.m. or parents who come after 3:20 p.m. to pick up their child (ren) will be given a warning letter and/or administrative conference. Three or more violations will result in a) bus assignment, b) referral to TASC, and/or c) revocation of permit.

Scheduled early dismissal (1/2 day) is at 12:00 a.m.

Parent Conference/Staff Development Day - Dismissal 1:20 p.m.

## **ATTENDANCE**

Students in grades K-8 must be in attendance a minimum of 160 days per year to receive credit for the year's work. Students who have more than twelve (12) unexcused absences during the school year shall not receive credit for the year's work. Students are expected to be in school, except in cases of emergency, illness, or school-approved absences.

Absences may be excused for the following (with proper documentation): doctor appointments, physical/emotional illness, hospital stays, court appearances, and death in the family. A doctor's statement is required for extended illness. Documentation is due within five (5) days of absence.

A student who has twelve (12) or more unexcused absences for the year may not be promoted to the next grade.

Makeup work is required when applicable. Sufficient notice must be given to the teacher when makeup work is required. It is the student's and parent's responsibility to obtain all makeup work from teachers immediately when student return to school.

Perfect attendance certificates are not issued to students with tardies or students who are checked out early.

Attendance letters are sent home for 6, 9, & 12 accumulative unexcused absences. Students are also referred to TASC for excessive unexcused absences and tardies.

## **BUS REGULATIONS**

Students who come to school on the bus should return home on the bus unless they have a note from the parents and it is signed by the principal.

Rules and regulations of the school also apply while waiting for and riding the bus.

ALL regularly scheduled bus students are to ride the school buses to which they are assigned. Students who ride a bus **may not** walk home.

## **CAFETERIA**

A well-balanced meal is provided at breakfast and lunch. In order to qualify for free or reduced meals, federal regulations require that the proper forms be completed.

Student behavior in the dining room should be based on courtesy and cleanliness. Students are not permitted to bring any snack foods into the cafeteria. No carbonated drinks are allowed. Students are to remain in the cafeteria until they are dismissed. At no time are pupils allowed to take food outside of the cafeteria.

### **Cafeteria Charges:**

JPPSS policy allows student to charge up to \$2.50 before a student will be offered a cheese sandwich meal. Attempts will be made to notify parents on the first day that a charge occurs.

## **CHECK-OUT PROCEDURES:**

If a student leaves during the school day, parents must check him/her out in the office. The child will then be summoned to the office via the intercom.

Parents are encouraged to make dental and medical appointments after school hours.

Students are not to be checked out after **2:30** p.m. unless an emergency arises.

ALTHOUGH WE TRY TO RECOGNIZE ALL OF OUR PARENTS, WE WILL ASK FOR IDENTIFICATION WHEN STUDENTS ARE BEING CHECKED OUT.

STUDENTS WILL NOT BE RELEASED TO PERSONS NOT DESIGNATED ON THE EMERGENCY CARD.

## **CHILD CUSTODY**

**ANY SPECIAL CONDITIONS CONCERNING CHILD CUSTODY THAT ARE COURT ORDERED MUST BE ON FILE IN THE STUDENT'S RECORDS. PRECAUTIONS WILL BE TAKEN TO ADHERE TO THE PROCEDURES LISTED IN THE CUSTODY PAPERS.**

## **CONFERENCES**

### **Parent/Teacher Conferences**

Parents should discuss their child's progress with their teachers. **CONFERENCES MAY BE SCHEDULED BEFORE SCHOOL/AFTER SCHOOL, OR DURING THE TEACHER'S PLANNING PERIOD.** Parents may also see teachers during scheduled Parent Conference days. Parents should go directly to the office to meet the teacher for a scheduled conference. If you have any questions or concerns involving your child, please call the school at 347-0254 between 8:00 a.m. and 3:30 p.m. A message will be given to the appropriate person. Please discuss any problems with the appropriate teacher prior to meeting with the administrator.

### **Administrative Conferences**

Due to the demanding responsibilities of the principal, parents who want a conference with the principal must schedule an appointment with the school secretary. UPCs and suspension conference times must be adhered to unless prior arrangements have been made.

### **CONTRABAND**

Weapons or any object that can be used as a weapon, drugs, alcohol, or cigarettes are prohibited. Possession of these objects will result in the enforcement of JPPSS policies and procedures.

Toys and electronic devices (including cell phones, beepers, or games) of any kind are prohibited. Pop guns and spinners are not allowed anywhere in school. These items will be confiscated and disciplinary action will be taken.

### **CROSSING GUARD**

Students must cross Ames Boulevard at the intersection of Salome Street where the crossing guard is located.

### **DETENTION**

Students may be required to serve a morning detention as a disciplinary action. Detentions will be held from **7:45 a.m. to 8:30 a.m.** Twenty-four hour parental/guardian notice is required. It is the responsibility of the parent/guardian to provide transportation for the child on the scheduled day of the detention. Students reporting for detention after 7:50 a.m. will not be permitted to serve and will be given the same consequence as NOT serving. Failure to serve a scheduled detention will result in a suspension. *If the student cannot serve the detention due to an extenuating circumstance, it is the parent's responsibility to contact the teacher and request that the detention be rescheduled.*

### **DISTURBANCES ON CAMPUS**

Any individual who physically assaults or threatens harm to any teacher, staff member, or employee of the Jefferson Parish Public School System will not be allowed to enter the campus or the grounds of any facility owned and operated by the school system. When such a disturbance occurs at Collins, the Sheriff's Office will be called immediately.

### **DRESS CODE**

It is the obligation of J.P.P.S.S. and Collins Montessori to provide an educational atmosphere that shall be conducive to the learning process. Students, teachers and administrators have the right to be free from distracting influences that hinder the learning process. **NO ARTIFICIAL FINGERNAILS, BOYS CANNOT WEAR EARRING'S, NO PERFUMES, BATH/BODY LOTIONS OR ANY OTHER COSMETIC PRODUCTS ALLOWED!** It is also the obligation of the school to enforce the attributes of personal hygiene, neatness and safety. See *Procedures and Policies for Parents and Students* for complete dress code policy.

## **EMERGENCY CARDS**

**EVERY STUDENT MUST HAVE TWO (2) EMERGENCY CARDS ON FILE IN THE SCHOOL OFFICE LISTING WORKING TELEPHONE NUMBERS OF THOSE PERSONS THAT CAN BE REACHED DURING SCHOOL HOURS.**

**ONLY THOSE PERSONS LISTED ON THE EMERGENCY CARDS ARE ALLOWED TO CHECK A STUDENT OUT OF SCHOOL. IDENTIFICATION MUST BE PRESENTED.**

**IT IS VERY IMPORTANT THAT PARENTS NOTIFY SCHOOL OF ANY CHANGES IN ADDRESS, TELEPHONE NUMBERS OR ANY OTHER PERTINENT INFORMATION.**

## **EMERGENCY SCHOOL CLOSING**

WWL Radio and TV are the official public notification stations for Jefferson Parish Schools. Emergency school closings due to weather conditions will be announced on 87.0 AM Radio and Channel 4 TV.

## **FIELD TRIPS**

Field trips are organized by the teachers with the approval of the principal. A field trip is a firsthand experience that supplements classroom learning. Students pay for the price of the field trip and bus transportation. It is necessary to have a full bus in order to keep the costs of the field trip reasonable. Parents are informed by letter in advance of each trip and must sign permission slips for their children to attend a field trip. The cost of a field trip is determined by the number of students attending; therefore, it is extremely difficult to refund a student's money if he/she is unable to attend. If this occurs, an effort will be made to refund money, but may not always be possible. Students who consistently disobey school rules can be excluded from going on field trips.

Field trip money must be collected 48 hours prior to the date of the trip. No money will be collected after the 48-hour deadline.

A student must have a signed permission slip in order to attend the field trip. A hand written permission slip will NOT be accepted. Students attending school field trips MUST be in uniform.

Students who owe financial obligations to the school may not be permitted to attend a field trip.

## **FINANCIAL OBLIGATIONS**

It is the responsibility of the parent and student to pay any and all financial obligations to the school. Students may be excluded from extracurricular activities and field trips if they owe money to the school.

## **FOOD AND DRINK/CAFETERIA**

Students may bring lunch from home. By Federal regulations, milk, juice and malts are the only beverages allowed in the cafeteria.

Food may not be ordered from outside of school for delivery to school during lunch.

Soft drink are not permitted in the cafeteria. Students are not allowed to purchase a can drink from the teacher's lounge.

Gum, Ramen (Chinese) noodles, and sunflower seeds are absolutely prohibited in school. These items will be confiscated.

Students are expected to behave appropriately and help keep the cafeteria clean.

## **FUNDRAISERS**

All fundraisers must have the approval of the principal. No student or parent may sell any items on school grounds without the permission of the principal.

## **HOMEWORK**

- A. Homework will be assigned Monday through Thursday
- B. Kindergarten and First Grade teachers will give a weekly homework ditto to each student on Monday's.
- C. Second through Fifth Grade teachers will write homework assignments on the board to be copied by students.
- D. Teachers will go over assignments, explaining procedures, purposes, requirements and date due.
- E. Homework will be checked on the date due. Homework will be counted in the 1/4 participation grade unless otherwise stated by teachers. This would apply to long term assignments such as Social Studies or Science projects.
- F. Each teacher will maintain a system to be used for students who are absent to make-up missed assignments.
- G. Teachers will inform parents when students repeatedly fail to return or complete homework assignments.

## **ILLNESSES**

If a student becomes too ill to remain in class, we will reach the parent/guardian by phone and recommend that he/she come to school and pick up his/her child. That is why it is so important that we have **THREE UPDATED WORKING TELEPHONE NUMBERS** on the emergency card. If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition such as pink eye, chicken pox, ringworm, impetigo (Indian fire), or pediculosis (head lice) will be sent home and must remain home until cleared by a physician to return to school.

## **LOST AND FOUND**

Please label all outerwear with your child's first and last name. The lost and found is located in the office. Report lost valuables to the teacher.

## **MEDICATION**

School employees may not administer medicine to any student unless the school has the appropriate forms signed by the doctor and parent. School employees are not permitted to give aspirins or apply ointment for cuts or abrasions. Students are not to have in their possession any type of drug and/or prescribed medication. In the event of an injury at school, parents will be notified. All medications must be check and approved by a JPPSS nurse. The office is located at 2300 Barataria Blvd., Marrero. The telephone number is 340-1377. The hours are 7:30 a.m. to 12 noon and 1:00 p.m. to 3:00 p.m.



## **PEER MEDIATION**

Collins Montessori has implemented a Peer Mediation Program. Mediation is a form of conflict resolution that enables those who are in conflict to work a resolution with the help of trained Peer Mediators. Mediation is voluntary, confidential, and generally results in agreements that are honored by all parties. Interested students should see the Social Worker.

## **REPORT CARDS**

Report cards are distributed every nine (9) weeks. Children are graded against grade level objectives. Letter grades of A, B, C, D, and F reflect their performances against grade level requirements. Students are retained if they do not pass basic skill objectives at their grade levels.

In Grades 1-3, students must pass Reading, English, and Math to be promoted. In grades 4-6, students must pass all subjects to be promoted. Fourth grade students must reach a certain level of proficiency on the LEAP21 test to be promoted.

Interim Progress Reports will be issued during the grading period. It is the school's desire that every student work to the best of his/her ability at all times. Occasionally, however, it is desirable to inform parents or guardians of a student's unsatisfactory progress in time for the student to improve his/her work before the end of the grading period. The Interim Report is to be signed by the parent or guardian and returned to the issuing teacher.

## **REQUEST FOR COPIES OF RECORDS**

Request for copies of records (birth certificates, immunization records, report cards, etc.) must be in writing and submitted 48 hours in advance. Requests will only be granted to parents or legal guardians.

## **SCHOOL BAGS**

No wheeled luggage or school bags are allowed. No exceptions and no doctor's note will be accepted. Wheeled book bags are a safety hazard.

## **SCHOOL MESSAGES**

**STUDENTS SHOULD BE GIVEN DIRECTIONS/INFORMATION PRIOR TO LEAVING HOME EACH DAY. TELEPHONE MESSAGES CANNOT BE GIVEN TO STUDENTS CONCERNING HOW THEY WILL GET HOME OR WHERE THEY SHOULD GO. OFFICE PERSONNEL HAS NO WAY OF KNOWING WHO IS CALLING AND IF THE INFORMATION IS ACCURATE.**

**STUDENTS WILL NOT BE ALLOWED TO CALL HOME EXCEPT IN CASES OF ILLNESS AND ONLY WITH THE PERMISSION OF AND IN THE PRESENCE OF, AN ADMINISTRATOR, TEACHER OR SECRETARIAL**

## **STAFF. STUDENTS WHO USE THE PHONE WITHOUT PERMISSION WILL BE REPRIMANDED ACCORDINGLY.**

### **SCHOOL POLICIES**

All Collins Montessori students are required to comply with the policies established by the Jefferson Parish School Board with regard to student discipline (refer to Discipline Section in Parish-wide Policies and Procedures for Students and Parents). In addition to those policies, students will be held accountable for ALL rules and policies specified in the handbook and the school discipline plan.

For the protection of all students, it is required that any person entering the building come directly to the office. No visitor will be allowed in the classroom or on campus without an office pass in his or her possession.

If anyone needs to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instructional time. Also, standing in the hall while waiting may be disruptive to learning.

Students from other schools are not permitted to visit during the instructional day.

### **SUSPENSION**

Any student who is suspended from school and comes on campus during the suspension will be written a referral as a "TRESPASSER."

### **TARDINESS**

A student is tardy after 8:30 a.m.

A student who is tardy **MUST** report to the office and receive a tardy slip before going to class. Parents or guardians must sign child in.

Excessive tardiness will result in disciplinary action including detention, UPC suspension, and referral to TASC.

### **TEXTBOOKS**

Textbooks are on loan to students. **They must be covered and kept clean.** If textbooks, library books, etc. are lost or damaged, parents or guardians will be charged the full replacement price.

## **UNIFORMS;**

### **Shirts**

PRE-K: All JPPSS Pre-K students will wear a purple golf shirt or T Shirt with the JPPSS and school logo. This is the only uniform shirt that will be accepted.

K-5th Grade Boys: Light Blue Oxford Shirt with School Logo

K- 5th Grade Girls: Light Blue Peter Pan Blouses with the School Logo.

## **Bottoms**

Pre-K – 2nd Grade Boys: Navy Blue Pants OR Shorts

3rd ,4th and 5th Grade Boys Navy Blue Long Pants. NO BLUE JEANS OR SHORTS

Pre-K – 2nd Grade Girls: Navy Blue Pants, Jumper, Skirts or Skorts. NO BLUE JEANS NO LEGGINGS

3rd, 4th and 5th Grade Girls: Navy Blue Pants, Jumper or Skirts to the Knee or Below. NO SKORTS, SHORTS, NO BLUE JEANS, NO LEGGINGS

## **Shoes**

Girls: Solid Black Tennis Shoes Only!

Boys: Solid Black Tennis Shoes Only!

Belts: BLACK BELTS MUST BE WORN AT ALL TIMES ON ITEMS WITH BELT LOOPS.

## **Ties**

Boys: Navy Blue Tie

Girls: Navy Blue Crisscross Tie

**Sweatshirts:** Navy Blue with the school logo NO HOODIES

**Sweaters:** Navy Blue with the school logo

YOU MAY PUT YOUR UNIFORMS ON LAYAWAY AT JOHNSON UNIFORM SHOP ONLY

NO MORE GREEN UNIFORMS

Students who habitually violate the uniform policy will be subject to disciplinary action at the discretion of the principal.

## **VISITORS/ VOLUNTEERS**

**FOR THE SAFETY AND SECURITY OF OUR STUDENTS, ALL VISITORS MUST REPORT TO THE OFFICE AND OBTAIN A VISITOR'S PASS BEFORE GOING ANYWHERE ON THE SCHOOL CAMPUS.**

## **SPECIAL PROGRAMS**

### **TASC**

**\*What is TASC?** The Truancy Assessment and Service Center is a cooperative program among Jefferson Parish's Juvenile Court, Criminal Justice Agency, Public School System, Human Service Authority, District Attorney, and Sheriff's Office to combat truancy-related problems among elementary school students in the Parish.

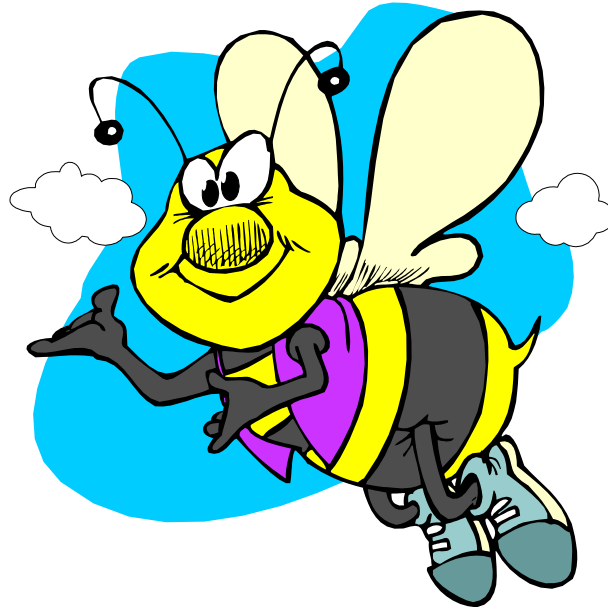
The goal of TASC is to assure that elementary school students attend school by assuring compliance with Louisiana State Law and assisting caregivers with problems that prevent them from fulfilling their responsibility under these statutes.

The first step of TASC is an informal conference with the student, parent or guardian, and school officials to determine the cause of the unexcused absences and to develop a plan of corrective action.

In cases where unexcused absences or behavior problems continue a hearing will be convened through the auspices of the Jefferson Parish Juvenile Court, to formally address problems associated with the problems the student is experiencing in attending school.

An integral part of the process will involve the development of a contract for corrective action, agreed to by the student, caregiver, and the TASC hearing officer. The contract will outline specific courses of action that will be undertaken to correct problems identified in the assessment.

# Collins Bees



## School-Wide Positive Behavior and Intervention Support

### Characteristics:

- PBIS is based on a belief that behavior is learned and can be taught.
- PBIS emphasizes the use of proactive, educative, and reinforcement-based strategies to achieve desired behavior.
- PBIS aims to build environments in which positive behavior is more effective than problem behavior.
- PBIS uses assessment results to develop effective interventions for problem behavior.
- PBIS may be individualized as necessary.
- PBIS requires collaborative efforts of all students, family members, faculty, staff, and administrators.

# School-Wide Expected Behaviors

In all environments, Collins Bees must be:

**Be Safe**

**Be Respectful**

**Be Responsible**

## Expected Behaviors

### **Arrival - Arrival time is 8:00**

1. If you arrive after 8:30 – report to the office.

### **Entering Campus Rules**

1. Students will arrive in a proper uniform (Maintained all Day!) shirts tucked in, belts buckled, shoes tied, pants on hips.
2. Each student will enter the school campus in an orderly manner.
  - a. Students will walk quietly to their class line and put their school bags down.
  - b. Students will walk quietly to the cafeteria for breakfast
  - c. Students will sit in class lines after breakfast.
  - d. Students will walk quietly into the school Building

### **Hallway**

1. Students will walk in line in the halls, at all times.
2. Students will be quiet in the halls at all times.
3. Students will respect all objects in the halls and on the walls at all times.

### **Cafeteria**

1. Students will sit quietly in class lines while waiting to go into the cafeteria.
2. Students will walk quietly in and out of the cafeteria.
3. Students will eat their lunch quietly.
4. Students will walk quietly to restroom while in the cafeteria.
5. Students will use the restroom quickly and quietly

### **Classroom Restroom Rules**

1. Students will quietly use restroom so as not to disturb class.
2. Students will use the restroom quickly and will maintain a clean restroom.

### **Classroom Rules**

1. Students will listen carefully to instruction.
2. Students will follow all directions
3. Students will complete work quietly.
4. Students will raise hand before speaking
5. Students will respect self, others, and school property at all times
6. Students will keep hands and feet to themselves at all times

### **Water Fountain Rules**

1. Students will get water quickly and quietly.
2. Students will wait in line quietly without touching others.
3. Students will return to class quickly and quietly.

### **Exiting Campus Rules**

1. Students will be dismissed in an orderly manner.
2. Students will walk quietly to their appropriate line: walker, car rider, or bus
3. Students will sit quietly in their lines facing forward.
4. Students who walk home will walk quietly on the yellow line (one behind the other) out of the Salome gate.
5. Students who walk home will promptly leave the campus.

## **Rewards**

<p><b>GOOD BEHAVIOR TICKET</b></p> <p>NAME: _____</p> <p>GIVEN BY: _____</p>
--

- All students have the opportunity to earn good behavior tickets from the faculty and staff for behaving appropriately.
- Once a month the students with no behavior reports or suspensions will receive a charm.
- Once a month the bee store will go to the classrooms and the students can turn in their good behavior tickets to purchase goods.

# Behavioral Infractions & Procedures for Reporting

Behavior infractions have been defined as major and minor as follows:

Minor Infractions	Major Infractions	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Abusive language</li> <li><input type="checkbox"/> Defiance/Disrespect</li> <li><input type="checkbox"/> Disruption</li> <li><input type="checkbox"/> Physical contact</li> <li><input type="checkbox"/> Property damage/misuse</li> <li><input type="checkbox"/> Other (dress code, gum...)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Abusive language/obscene picture (Verbal – 04, Written – 12, Actions)</li> <li><input type="checkbox"/> Defiance/Disrespect (01, 02)</li> <li><input type="checkbox"/> Fights/Physical Aggression/Injurious to Others (16, 06)</li> <li><input type="checkbox"/> Lying/Cheating (03, 05)</li> <li><input type="checkbox"/> Property damage (11)</li> <li><input type="checkbox"/> Tardy(Habitual) (19)</li> <li><input type="checkbox"/> Theft/Forgery (20)</li> <li><input type="checkbox"/> Three or more minor infractions</li> <li><input type="checkbox"/> Truant/leaves school/Class/ w/out permission (18)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use/possess alcohol/Drugs (09)</li> <li><input type="checkbox"/> Possesses Weapons/Knives/Guns</li> </ul>

Minor behavior infractions should be handled by the classroom teacher and/or the staff member on duty. The teacher and/or staff member who witnesses a student engaging in a minor behavior infraction should intervene. He or she should use his/her discretion with regard to completing a “Behavior Incident Report.” One advantage to documenting the behavior incident is the ability to track the behavioral incidents of each student. Another advantage is to report the incident to the parents or caregivers at home.

Major behavior infractions can be summarized as behavior that causes harm or has the potential to cause harm to the student engaged in the behavior and/or others. The teacher and/or staff member who witnesses a student engaging in a major behavior infraction should intervene. He or she must complete the “Collins Montessori School Behavioral Incident Report” and the Jefferson Parish Public School “Student Referral Form” and send the completed forms to the principal’s office immediately.

In the event that the student engaged in the major behavior is causing harm to himself or others, the teacher witnessing the incident should seek assistance from the emergency response team on campus.

All major behavior infractions must be reported to the parents.

## Consequences

Students who are observed engaging in minor behavioral infractions will suffer consequences as deemed necessary by the teacher who observes the behavior. Consequences may include one or more of the following:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Conference with student</li> <li><input type="checkbox"/> Detention</li> <li><input type="checkbox"/> Loss of Privileges</li> <li><input type="checkbox"/> Parent Contact (circle Phone, Letter, Conference, Behavior Report)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Remedial Work</li> <li><input type="checkbox"/> Refer to Social Worker</li> <li><input type="checkbox"/> Other (specify)</li> </ul> |
|--|---|



Students who are observed engaging in major behavioral infractions will be referred to the office by the teacher who witnesses the behavior. The administration will determine the appropriate consequence. Consequences may include one or more of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Conference with student                                      | <input type="checkbox"/> Suspension (in-school) 1-3 days     |
| <input type="checkbox"/> Detention  | <input type="checkbox"/> Suspension (out-of-school) 1-3 days |
| <input type="checkbox"/> Loss of Privileges   | <input type="checkbox"/> Bus Suspension 1-3 days             |
| <input type="checkbox"/> Parent Contact (Phone, Letter, Conference, Behavior Report,) | <input type="checkbox"/> Expulsion                           |
| <input type="checkbox"/> Refer to Social Worker                                       | <input type="checkbox"/> Other                               |
| <input type="checkbox"/> Time in Office   |  |

## **Responsibilities**

### **Students**

- Students must follow all school-wide expected behaviors and rules.
- Students who receive a “Behavior Incident Report” must return the report on the designated date or suffer additional consequences.
- Students must sign the Collins Montessori School PBIS Acknowledgement form.

### **Family Members**

- Family members must review the school-wide expected behaviors and rules with their child(ren).
- Family members should encourage children to follow the school rules daily.
- Family members should verbally reward their children for earning good behavior tickets.
- In the event that a student receives a “Behavior Incident Report” the family member must sign the behavior report and encourage the child(ren) to return the report promptly.
- Family members must sign the Collins Montessori School PBIS Acknowledgement form.

### **Faculty/Staff**

#### **Home Room Teachers**

- Issue “Good Behavior Tickets” to students behaving appropriately.
- Collect good behavior tickets from homeroom students daily.
- Sign the Collins Montessori School PBIS Acknowledgement form.

#### **All Faculty/Staff**

- Issue “Good Behavior Tickets” to students behaving appropriately.
- Sign the Collins Montessori School PBS Acknowledgement form.

### **Administrators**

- Issue “Good Behavior Tickets” to students behaving appropriately.
- Support weekly and monthly reward program as cited within this document.
- Issue or removal of good behavior charms.
- Process “Behavior Infraction Reports” promptly and provide teachers and family members with information regarding the consequences issued.
- Collect and file all signed Collins Montessori School PBIS Acknowledgement forms.
- Served as a member of the PBIS team.

**PBIS Team Members**

- Monitor the implementation of the PBIS Handbook.
- Designate a member of the PBIS team to enter major behavioral infraction as documented on the “Behavior Infraction Reports” daily.
- Run reports of behavioral infractions monthly.
- Meet weekly and/or monthly to implement and monitor the PBIS program.
- Adjust the school-wide PBIS program as necessary.
- Implement group PBIS strategies as necessary.
- Assist teachers, social workers, and family members in writing individual PBIS plans as necessary.
- Provide support to Collins staff and family members as necessary.
- Provide faculty/staff with “Good Behavior Tickets.”



## Collins Montessori School PBIS Acknowledgement form

### Students

- Students must follow all school-wide expected behaviors and rules.
- Students who receive a “Behavior Incident Report” must return the report on the designated date or suffer additional consequences.
- Students must sign the Collins Montessori School PBIS Acknowledgement form.

### Family Members

- Family members must review the school-wide expected behaviors and rules with their child(ren).
- Family members should encourage children to follow the school rules daily.
- Family members should verbally reward their children for earning good behavior tickets.
- In the event that a student receives a “Behavior Incident Report” the family member must sign the behavior report and encourage the child(ren) to return the report promptly.
- Family members must sign the Collins Montessori School PBIS Acknowledgement form.

*Monthly charms may be removed at any time at the discretion of the administrator.*

I have read the Collins Montessori School-Wide Positive Behavior and Intervention Support Acknowledgement form and agree to uphold my responsibilities.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent of: \_\_\_\_\_ Grade: \_\_\_\_\_

*(Sign and return this page to school)*