

2022-23 MMS Addendum

CLASS PLACEMENT :

Class lists undergo a thorough, thoughtful and intentional process by teachers, counselors and administrators prior to finalizing. Additionally, class numbers are balanced by the number of sections per grade level. Class placement may not be switched throughout the school year. Requests regarding class placement will not be accepted by the school.

TARDY POLICY :

Students are expected to arrive at school on time each day. If a student is tardy, a parent must walk them to the Main Office and sign them in. The student will then be given a tardy slip to be admitted to class. After five tardy slips, the parent will be called into a meeting by the School Administration. Probation will likely follow if tardiness persists.

EARLY DISMISSAL :

Early dismissal should be requested through School Pass providing the school with at least 24 hour notice. If we do not have sufficient notice, the parent will have to wait until it is a convenient time during the class for the student to be dismissed.

ABSENT POLICY :

If a student is absent for three or more days due to an illness, a doctor's note clearing the student to return will be required upon entry.

DISCIPLINARY POLICY :

The Disciplinary Committee will meet on a monthly basis to discuss student behavior and adjust the below agreed upon plan accordingly. There will be two branches of the plan: Informal and Formal.

INFORMAL OFFENSES : These are minor offenses (inside and outside of the classroom) behaviors. These include (but not limited to):

- Repeatedly disrupting the class and/or teacher
- Repeatedly not following directions
- Disrespecting other people's rights and property
- Repeatedly using foul language

Initially, the teacher will inform the student of the misbehavior and guide them to making better choices in a student led conference. If behavior offenses persist, the student will lose recess time and the teacher will inform the parents via email.

FORMAL OFFENSES:

These include but are not limited to:

- Three informal offenses
- Inappropriate physical contact/gestures
- Inappropriate use of property
- Repeated disruptive behavior
- Inappropriate items brought to school

Formal offenses will result in an **Infraction** issued by the Principal.

The consequences are as follows:

- Loss of privileges
- Reflection Form
- Parent Meeting

After multiple infractions have been issued, the following will occur:

- After 3 infractions, the student will be placed on probation,
- After 4 infractions, the student will be placed on a 1-day in-school suspension,
- After 5 infractions, the student will be placed on a 3-day in-school suspension. As soon as possible, a meeting will be called with the Disciplinary Committee to determine the student's enrollment and plan of action.

Parent cooperation is expected at all times. All informal and formal offenses will be documented and communicated with the student's parents. Students are expected to behave according to the policies outlined in the Student Handbook.