

# MANDEVILLE JUNIOR HIGH

## 2018-2019

This planner belongs to:

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Hour	Subject	Teacher	Room Number
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			
6 <sup>th</sup>			
7 <sup>th</sup>			

**STPSB Student Computer Password Log In**

As stated on page 8 of this handbook, STUDENTS ARE REQUIRED TO CHANGE THEIR STPSB PASSWORD EACH MONTH. IT IS THE STUDENTS' RESPONSIBILITY TO DO SO.

To change a password, visit <https://identity.stpsb.org/>

Passwords must have at least 8 characters AND at least three of the following:  
uppercase letter , lowercase letter, number , special character

It is highly recommended that students pick a favorite word, capitalize it and then use the month and year as the number. For example, School 816

Students who habitually need a password reset may face disciplinary action.

Forgot your password? Log in to the computer using the following credentials:

Username: onboard

Password: School1234

(You must know the answers to your challenge questions to use this feature)

Use this page to record your password each month:

MONTH	NEW PASSWORD	DATE CHANGED
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		

Locker Number \_\_\_\_\_

Locker Combination \_\_\_\_\_

PE Locker Number \_\_\_\_\_

PE Locker Combination \_\_\_\_\_

Other Usernames and Passwords:

Account	Username	Password

## MANDEVILLE JUNIOR HIGH SCHOOL STUDENT HANDBOOK

Mandeville Junior High  
639 Carondelet Street  
Mandeville, LA 70448

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

Main Office (985) 626-4428  
Fax (985) 674-0401  
Athletic Office (985) 674-0004  
Cafeteria Office (985) 626-4059  
Library (985) 674-1025

Mary Ann Cucchiara, Principal  
Gina DuRapau, Assistant Principal  
Trish Picone, TRT  
Adam Stefanias, Guidance Counselor  
Janice Evans, Athletic Director

Karen Corales, Secretary  
Anna Porte, Student Services  
Pat Ross, Bookkeeper  
Stacey Milsted, Librarian  
Liz Johnson, Cafeteria Manager

MJH Expectations:

**BE THERE\*CHOOSE YOUR ATTITUDE\*MAKE SOMEONE'S DAY\*PLAY**

### MISSION STATEMENT

MJH strives to provide a well-rounded, nurturing environment and appropriate education for all, which will enable our students to achieve their fullest potential.

### PHILOSOPHY

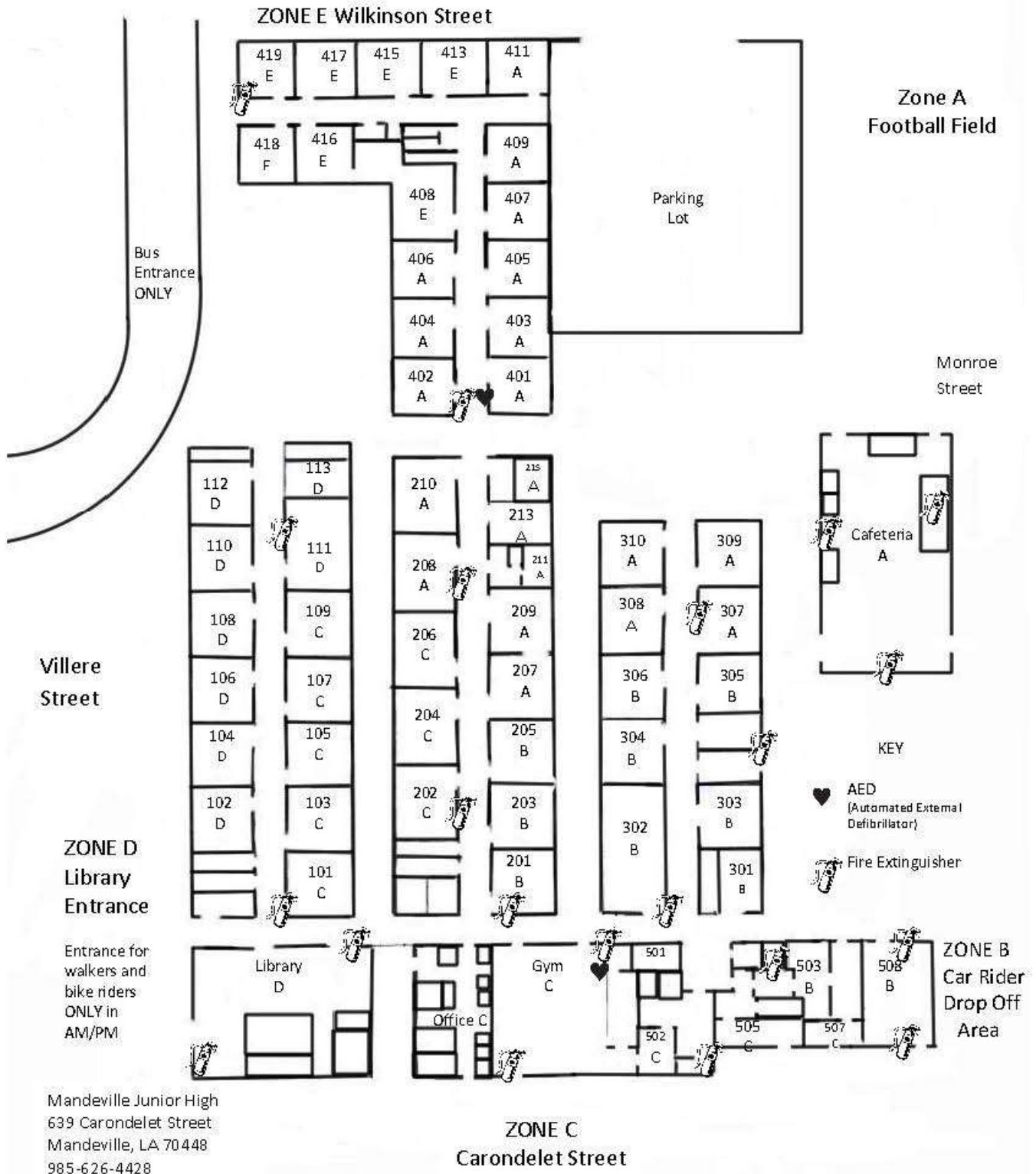
Mandeville Junior High School's philosophy is based on the belief that cooperation is essential among students, faculty, administration, parents, and community. Additionally, we believe wholeheartedly in the FISH Philosophy expectations for staff and students: Be There, Make Their Day, Choose Your Attitude, and Play.

Each student is entitled to a safe and orderly learning atmosphere, both physical and emotional. The school community and the home must share responsibility in providing an environment for educational growth. By following the policies, rules and regulations set forth by the St. Tammany Parish School Board and by MJH, all students will have the opportunity to achieve their fullest potential.

We endeavor to create an atmosphere in which every child can enjoy success and to present the opportunity for each individual to acquire a feeling of self-worth. We strive diligently for mutual respect and understanding among faculty, students, and parents so that our primary goal, educating all students, can be met.



# Mandeville Junior High Safety Map



## **ABSENCES**

### **Compulsory Attendance**

The State of Louisiana requires that all children from their seventh to their eighteenth birthdays must attend a public school, private 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, students enrolled in classes for Carnegie Units may not miss more than five (5) days of non-exempted excused absences, unexcused absences, and/or suspensions PER SEMESTER days of non-exempted excused absences, unexcused absences, and/or suspensions 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.

The following policy reflects the current state law regarding attendance. Students are allowed ten absences.

Absences are in four distinct categories:

**Type One: Exempted, excused.** Make-up work should be provided.

Example: doctor/dentist note

**Type Two: Non-exempted, excused.** Make-up work should be provided.

Example: parent note

**Type Three: Non-exempted, Unexcused** Make-up work should not be provided.

Examples: no note, note turned in after two days of return, or skipping

**Type Four: Non-exempted, suspension** Make-up work should be provided.

Example: disciplinary consequence

For all absences with the exception of Type One, students must make up seat time for absences over the 10 day limit for grades (K-8). Students who exceed the attendance regulation at the end of the year/semester by virtue of noncompliance either by absences or failure to make up seat time should be denied credit/retained.

Summer school can be used in K-8 to make up seat time. Excessive absences of Types Two, Three, and Four count in Denial of Credit/Retention. Type Three constitutes truancy. Excused absences include, extended personal physical or emotion illness as verified by physician or nurse practitioner, extended hospital stay as verified by physician or dentist, extended recuperation from an accident as verified by a physician, dentist or nurse practitioner, extended contagious disease with the immediate family as verified by a physician or dentist, visitation with an Armed Forces parent who has been deployed to a combat zone, observance of special and recognized holidays of the student's own faith, educational travel approved prior to trip, death in the immediate family, court mandated orders. Documentation is required for all excused absences. Extenuating circumstances will be considered but must be approved by the Supervisor of Child Welfare and Attendance.

- A parent note is to contain the following: The student's full name, the date the excuse was written, the date(s) of absence, the reason for the absence, the parent's signature.
- Students will not be excused for vacations or other family trips.
- Students who are participating in school-approved field trips and other instructional activities will be considered present at school.
- It is the student's responsibility to check with his/her teachers to set up a schedule for completion of all work missed. Parents are encouraged to call the school on the second day of absence to request missed assignments when their children have missed school. If parents call before 8 a.m., assignments may be available by 2:00 p.m. the same day. Many teachers have web pages that be utilized to receive missed

assignments. Visit <http://mandevillejunior.stpsb.org/> for a faculty directory of e-mail addresses and teacher Websites.

- If a student is absent more than three periods, he/she must refrain from participating in extracurricular events that day regardless of absence type.
- Students enrolled in a class for Carnegie Units must make up seat time after 5 absences that are not Type One: Exempted, excused after 5 absences within the same semester.
- Students with Type Four Absences, may make up work, but will earn 67% of the grade earned.

The current school calendar may be accessed at <http://www.stpsb.org> as well as on page 21 of this handbook.

### LATE CHECK IN POLICY

Student punctuality is essential to educational success. Students who enter class late miss instructional minutes and disrupt other students' learning experience. Every effort should be made for students to arrive promptly to school.

- The only excused late to school tardy is with a doctor's note or parental note explaining sickness of the student. The school bell rings at 7:25 a.m. for students to enter the building. All students should be in their classrooms by 7:30 a.m. ready for instruction.
- ALL to school tardies are added together to determine consequences. To school tardies run from the beginning to the end of each grading period and starts over again. Students with excessive to school tardies will be assigned Saturday School Support or In-School Support (ISS).
- Students who have excessive to school tardies will be referred to the Child Attendance and Welfare Supervisor and possibly Families In Need of Services FINS (Court System).

### ACADEMIC AWARDS

The PTA sponsors an Honor Breakfast for students having a 3.5 or higher for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grading periods. For the end of the year Academic Achievement Awards Ceremony, MJH recognizes students maintaining a 3.5 GPA or higher each nine weeks, citizenship and organization awards.

### BELL SCHEDULE

School opens at 7:00 a.m. Students report to the picnic area. The school bell rings at 7:25 a.m. for students to go to class, and they should be seated and ready for instruction by 7:30 a.m.

#### 7<sup>th</sup> grade

1 <sup>st</sup> period	7:30 a.m. – 8:24 a.m.
2 <sup>nd</sup> period	8:27 a.m. – 9:21 a.m.
3 <sup>rd</sup> period	9:24 a.m. – 10:18 a.m.
Lunch	10:18 a.m. – 10:43 a.m.
4 <sup>th</sup> period	10:46 a.m. – 11:39 a.m.
5 <sup>th</sup> period	11:43 a.m. – 12:37 p.m.
6 <sup>th</sup> period	12:40 p.m. – 1:34 p.m.
7 <sup>th</sup> period	1:38 p.m. – 2:31 p.m.

#### 8<sup>th</sup> grade

1 <sup>st</sup> period	7:30 a.m. – 8:24 a.m.
2 <sup>nd</sup> period	8:27 a.m. – 9:21 a.m.
3 <sup>rd</sup> period	9:24 a.m. – 10:18 a.m.
4 <sup>th</sup> period	10:21 a.m. – 11:14 a.m.
Lunch	11:14 a.m. – 11:39 a.m.
5 <sup>th</sup> period	11:43 a.m. – 12:37 p.m.
6 <sup>th</sup> period	12:40 p.m. – 1:34 p.m.
7 <sup>th</sup> period	1:38 p.m. – 2:31 p.m.

### BULLYING/HARRASSMENT

As defined by Act 861 of 2012, bullying is a pattern of one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces;
- Written, electronic, or verbal communications, including, but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- Electronic communication including but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- Physical acts including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;

- Repeatedly and purposefully shunning or excluding from activities; where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by a student while on school property, at a school-sponsored or school related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school. Personnel at all levels are responsible for taking corrective action to prevent bullying at any school sites or activities. Allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged victim and/or any individual(s) who report incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Retaliation is defined as meaning "to pay back (an injury) in kind." When a person is accused of having behaved in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the "alleged victim" back (retaliate). Retaliation must not occur and will not be tolerated. Proven allegations of bullying can have serious consequences for the person deemed guilty, including verbal or written reprimand, in-school or out-of-school suspension, disciplinary reassignment, and/or expulsion. Victims of bullying have responsibilities. Victims should clearly tell the bullies to stop. If bullying persists, victims should not ignore the incident(s) but should report immediately the incident to someone at school. Students should tell their parent(s). If the bullying continues after having clearly told the bullies to stop, students should make a written record of the incident including dates, times, witness or witnesses, and parties involved in the incident. The incident should be reported immediately to an adult who has authority over the bullies, for example, a teacher, guidance counselor, assistant principal, or principal. Victims should avoid being alone with the person(s) who attempted to bully them in the past. Victims of bullying who feel uncomfortable reporting this fact to adult personnel at school should contact another appropriate adult or friend who will report on their behalf. To minimize the risk of being accused of bullying, students should keep their hands to themselves, remember that no one has the right to harm another person in any way, think before speaking, immediately apologize for accidentally saying or doing anything that has made another person feel oppressed, and report all incidents of bullying behavior they have witnessed to appropriate school personnel. Students should not touch anyone without his or her permission. Students should not interact with a person after that person has perceived their behavior toward them as "inappropriate" and has clearly told them to "stop". Nor should they make remarks that may cause another person to feel "oppressed" (stressful, scared, intimidated).

A student should report bullying to their parents, the school counselor, the assistant principal, principal, or any of the faculty or staff. Students are encouraged to complete a Patriot Safety Report (at the end of this handbook) which can be completed using the online form by visiting <http://moourl.com/mjhsafe> Forms and collection boxes are found outside of the library, the main hallway near the 300 wing, and the 400 wing. Proven allegations of bullying can have serious consequences. MJH strives to maintain a safe and orderly environment in which all students can learn.

### **CHEATING/ACADEMIC DISHONESTY**

Any student caught being academically dishonest will be handled by the individual teacher based on the teacher's policy. Types of academic dishonesty includes, but is not limited to, borrowing/giving/ copying answers, plagiarism, falsifying work, incorrectly citing work, looking over someone's shoulder, talking during tests, etc. The teacher will notify the parents/guardians and possibly administration. Consequences may include, but are not limited to receiving zero credit or a reduction in grade, reflective learning assignment, minor or major infraction report, etc. Individual teachers reserve the right to determine whether acts of academic dishonesty are to be considered minor or major infractions.

### **CHECK OUT PROCEDURE**

Unless a student is seriously ill they should remain in school. Every effort should be made to schedule appointments outside of school hours. In the event that a student is checked out the following procedures must be followed:

- Any student who needs to leave school due to illness or any other reason **MUST** check out through the office.
- After securing a pass from his/her teacher, the student should come to the office if too ill to remain in class.
- In order to check out a student, a parent or guardian must come to the front office to sign out the student and will be required to present a driver's license in order to verify identification.
- The person checking out the student **MUST** be listed on the student's emergency card and show picture ID.
- Students must bring a written excuse to the office for any class missed due to checking out.
- We ask that students be checked out **BEFORE 2:00 p.m.** when possible.

### **CHILD SEXUAL ABUSE PREVENTION AND EDUCATION PROGRAM**

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, Education, and Reporting. All materials that will be used in the instruction may be previewed by contacting the school administration. We would also like to encourage you to talk with your child about this topic as well as other general safety issues. A student may approach the administration, counselor, or any faculty or staff member with any concern.

### **COMPUTER AND TECHNOLOGY USE**

MJH has four computer labs for student and teacher use as well as computers in the library. The rules and regulations are clearly posted in every area. Computer accessibility gives students the opportunity to do technology-rich assignments that enhance classroom lessons and increase student engagement. The purpose of the computers is to provide instruction in curriculum and technology.

- Students and parents will have a technology use agreement and permission form on file before using school technology.
- The use of the Internet at MJH is for instructional purposes only. Students are not to change settings.
- Flash drives or external hard drives are not to be used.
- Failure to use equipment properly or breaking the technology use agreement, may result in disciplinary action and/or loss of use of technological equipment on campus.

**STUDENTS WILL BE REQUIRED TO CHANGE THEIR STPSB PASSWORD EACH MONTH. IT IS THE STUDENTS' RESPONSIBILITY TO DO SO.** Use page 2 of this handbook to write down account numbers and passwords. Students who do not use the required format or who habitually need a password reset may face disciplinary action. To change a password, visit

Passwords must have at least 8 characters **AND** at least three of the following:  
uppercase letter , lowercase letter, number , special character

It is highly recommended that students pick a favorite word, capitalize it and then use the month and year as the number. For example, School 816

### **CREDIT-HIGH SCHOOL (CARNEGIE UNIT)**

7<sup>th</sup> and 8<sup>th</sup> grade students have the option to be enrolled in a course that has the opportunity to earn a high school credit. The curriculum presented in these courses is equivalent to what is offered on the high school campus. Since the high school curriculum is taught, the student will be earning a Carnegie Unit for this course. Even though the student is enrolled at Mandeville Junior High, his/her course is a high school course and all rules and guidelines of high school classes must be followed.

- **Grades-** The grade earned from the first and second semester will be placed on the students' high school transcript. In determining the grade for the high school transcript, the average of the 1<sup>st</sup> and 2<sup>nd</sup> nine weeks grading periods will be used to calculate the first semester grade. The average of the 3<sup>rd</sup> and 4<sup>th</sup> nine weeks grading periods will be used to calculate the second semester average. *Each semester average will be placed on the high school transcript and will be calculated in your student's high school GPA.* At the eighth grade level, no weighted credit is given.
- **Attendance-** Instructional minutes are important in all courses. Because this course is for high school credit, it must therefore follow the current guidelines concerning compulsory attendance that applies to all high school courses. According to Bulletin 741 §907, a minimum of 9,103 minutes of instructional time must be



met for one Carnegie credit to be earned. This means that a student may not miss more than the equivalent of five (5) class periods in one semester.

- **Seat Time-** The current guidelines concerning compulsory attendance states that students who have more than the equivalent of five days of school absences that are not Type One Exempted, Excused with a medical note or documentation detailing the extenuating circumstance must make up the seat time of each class period missed. Type One Exempted, Excused absences are not included as part of the five absences. Students who do not make up the seat time will be denied credit for the class regardless of academic progress. A grade of 60/F will be placed on the student's report card and credit will be denied for the course. More information about the absence policy and high school credit courses can be found in the Mandeville Junior High Student Handbook in the student planner and page 6 and 7 of the District Handbook for Students and Parents.
- Students enrolled in Algebra I, Geometry or any high school level class that requires a LEAP 2025 test will take a different standardized test and that score will be their fourth nine week exam grade.
- Students enrolled in Carnegie Unit classes will have exams at the end of each semester (2<sup>nd</sup> and 4<sup>th</sup> nine weeks). The exam is 20% of the nine week grade.

## **CURRICULUM**

The teachers at Mandeville Junior High are instructed to follow St. Tammany Parish's Guaranteed Curriculum. Higher order thinking skills as well as fundamentals are stressed to all students at MJH. National achievement test percentiles and previous classroom performance are used to determine placement in mathematics and the English/language arts block. All seventh and eighth grade students take science. American history is offered in the seventh grade and Louisiana history is taught in the eighth grade. Students also take physical education and an elective. Available electives may include: piano keyboarding, chorus, band, French, Spanish, computer, art, study skills, Family and Consumer Science, Gateway to Technology, Test Prep, World Geography, Keyboard Apps, and Basic Career Readiness. Talented Art, Talented Drama, and Talented Music are also offered, and time is divided between the selected class and P.E. Students must complete the testing process as determined by the St. Tammany Parish School System and state to qualify for these programs.

Gifted classes are available for students who meet the requirements for placement in those classes. Students must complete a rigorous testing process as determined by the St. Tammany Parish School System.

MJH also offers special education and YES (Youth Education Success) classes for students that meet the criteria set by those programs. Please contact the guidance counselor for more information.

In compliance with ACT 436, parents have access to view the Guaranteed Curriculum. Visit the STPSB website's Parent Section and click on "Curriculum" in the side menu or visit [http://stpsb.org/parents\\_curriculum.php](http://stpsb.org/parents_curriculum.php)

## **DANCES**

- It is the parent's responsibility to make sure students go directly into the school. Dances are on Fridays, with doors opening at 7 p.m. and the dance ending at 9:00 p.m.
- Chaperones for the dances are faculty members and parents. Parents are always encouraged to chaperone.
- MJH students are the only students allowed at school dances. A list of students is kept at the door for check in and reviewed by teachers as students enter.

## **DISCIPLINE PROCEDURES**

### **Philosophy**

We feel that all students must behave in such a manner that these two objectives – learning and teaching – may be met. Discipline should be fair, consistent, and reasonable. Students are responsible for their behavior. The school will provide Positive Behavior Support, guidance, and incentives.

### **School Wide Behavior Rules**

Any student in violation of any of the following will be disciplined in accordance with the MJH policy and the St. Tammany Parish School Board's policy:

- Recognize the authority of all teachers and school personnel. Students must follow directions of school personnel. Always be respectful to everyone on campus.

- Students must refrain from possessing and using electronic devices of any kind.
- Students are to be in correct uniform with current ID with picture visible above the waist at all times.
- Students are expected to arrive to school and all classes on time.
- Students must stay in designated areas before, during, and after school.
- Students must have permission and a pass to leave the classroom for any reason.
- Students are to sign out of classrooms before leaving and sign in upon re-entering.
- Students must keep the campus free of litter and graffiti.
- Students must obey all duty teachers before school, at lunch, and after school.
- Horseplay is an unacceptable school behavior.
- Appropriate language must be used at all times.
- Public display of affection in any form, including body contact, must be avoided on school premises.
- Students are expected to dress appropriately for school in the school's designated complete uniform.
- Bullying is unacceptable at our school.
- Food and drink allowed only in designated areas. Leave gum, sunflower seeds, peanuts, and glass at home.
- When speaking to any School System employee while on school property or at a school-sponsored event, address and respond to such employees by using respectful terms such as, "Yes, Ma'am", "No, Ma'am", etc. \*As stated in RS 17:416.12.
- Comply with rules and regulations of the St. Tammany Parish School Board while attending any activities sponsored by the school.

The policies and administrative procedures apply to actions of students during school hours, before and after school, while on school property, while traveling in vehicles operated on behalf of the School Board, at all school-sponsored events and otherwise when the actions affect the goals or operations of the St. Tammany Parish Public School System. The principal is expected to report serious, disruptive, or criminal actions to law enforcement officials.

#### **Second Chance Program**

Second Chance is an In-School Support Program used as an intervention for major infractions prior to an out of school suspension. All work that is normally assigned in class, graded, or completed in class will be administered in the ISS classroom. Students receive grades and credit for classroom work completed. Each student's assignment to ISS will be dealt with on an individual, case by case basis. The principal will determine whether the offense warrants an ISS. The principal will determine how many times a student will serve ISS.

#### **Infractions in the Classroom and on Campus**

Based on the FISH Philosophy, our PBIS discipline plan is a highly integrated part of our school improvement plan. Behavior lessons will be taught to students to help them make the best behavioral decisions, thus, allowing them to excel academically and socially. With expectations and rules in place, we strive to teach the whole child as well as maintaining an environment conducive to learning.

#### **Minor Infractions**

Teachers will set up classroom rules and consequences that will be posted in the classroom. Teachers will handle minor infractions individually.

A Minor Infraction Report (MIR) is a letter to inform you that your student demonstrated inappropriate behavior. It is important for your student to follow the rules in order to ensure academic success. The MIR asks that parents stress the importance of good behavior to avoid additional consequences. This report must be signed and returned with the reflective assignment (if indicated) the next school day. If the letter is not signed or the assignment is not completed, the assignment will be doubled and another Minor Infraction report issued. Failure to return the second MIR results in an office referral.

After three MIRs the next minor infraction will result in administrative review, possibly resulting in Saturday Support, In School Support (ISS), or other possible consequences.

After the parent signs the MIR, the student will return the yellow copy to the referring teacher. The parent will receive the pink copy for record keeping.

Faculty and staff members are expected to use professional judgment in determining which behaviors are considered minor infractions and major infractions.

**Major Infractions**

Students will be sent to the principal or assistant principal for MAJOR INFRACTIONS. Students with major infractions may be excluded from participating in school sponsored events as well as extra-curricular activities.

Students who make threats of violence to other students, faculty and/or staff, or make self-injurious threats will be sent directly to the principal. Parents will be contacted and may be required to have their student receive an outside assessment in order to return to school.

Below are just a few examples of behaviors that are considered minor or major. The severity of the infraction is at the discretion of the teacher. Faculty and staff members will use professional judgment in determining which behaviors are considered minor infractions and major infractions. Refer to the St. Tammany Parish District Handbook for Students and Parents for a more complete list of acts of misconduct and possible consequences.

MINOR BEHAVIORAL INCIDENTS		MAJOR BEHAVIORAL INCIDENTS	
Consequence Non-Compliance	Missed lunch detentions, failure to return discipline report or alternative assignment	Destruction of Property	Major vandalism of other's property with a value of \$10 or more
Defacing Property	Minor vandalism of property under \$10 i.e. writing on desk	Disrespect	Inappropriate comments or remarks that are contrary to political correctness of adult/students relationships
Disruptive Behavior	After warning, continued talking, tapping, making noises in class, etc.	Fighting	Instigates or participates in fights while under school supervision
Dress Code Violation	Student not in full uniform, student has logos, students wearing improper outwear indoors, student does not have a current ID with the student's picture visible.	Inappropriate Language	Profane language written or deliberately directed toward another
Gum chewing/eating/drinking in unauthorized area	Edible or inedible objects in mouth	Possession/Use of Alcohol	Possesses/Uses alcoholic beverages on campus
Horseplay	Failure to keep hands, feet, objects to self, pushing, tripping, throwing, running	Possession/Use of Drugs	Possesses/Uses any controlled substances governed by the Uniform Controlled Dangerous Substance Law in any form
Inappropriate Contact	Kissing, holding hands, hugging	Use of Wireless Devices	Student is actively using a wireless device i.e. texting, calling, checking the time or checking texts. Device turned in to the office and documented. Parent must retrieve device from the office
Inappropriate Language	Profane language not deliberately directed toward another	Weapon on Campus	Possesses/Uses firearms, knives or other implements not prohibited by federal law which can be used as weapons, the careless use of which might inflict harm or injury
Off Task Behavior	Behaviors not related to class content including sleeping, inattention, drawing and/or writing, reading, passing notes	Willful Disobedience	Refusing to follow school rules, continuing to break rules after warnings
Possession of Wireless Devices	Wireless device is seen or heard by staff member. Device turned in to the office and documented. Parent must retrieve device from the office	These are just a few examples of behaviors that are considered minor or major. The severity of the infraction is at the discretion of the teacher. Faculty and staff members will use professional judgment in determining which behaviors are considered minor infractions and major infractions. Refer to the St. Tammany Parish District Handbook for Students and Parents for a more complete list of acts of misconduct and possible consequences.	

## Expulsion

Expelled students are excluded from all school dances, field trips, sporting events, or any school sponsored events for the remainder of the year. The principal must give permission for a student recommended for expulsion or one who had already been expelled.

For more details, refer to the St. Tammany Parish School System Handbook on Attendance, Discipline, and Student Records which is given to each student upon entering MJH. Students and parents must sign a form stating that they received and read both the parish and MJH Student Handbook/Planner. This form is to be returned to your student's first hour teacher during the student's 1<sup>st</sup> week of school.

## DRESS CODE

### UNIFORM POLICY HIGHLIGHTS FOR ALL STUDENTS

- Standard Polo Style Shirt – long or short sleeve red or royal blue with or without school approved MJH logo.
- Students must refrain from wearing name brand logos, emblems or monograms on ANY school uniform garment.
- A short or long sleeve solid t-shirt or turtleneck may be worn under uniform shirt only, but not as an outer garment. The following solid colors are acceptable: red, white, royal blue, black and grey.
- School approved specialty shirts such as club shirts, sports team shirts, spirit shirts, etc, may be worn for specific reasons as determined by the principal.
- Sweatshirts are to be worn as outerwear OVER the mandatory uniform polo. It may be any red, royal blue, or white solid colored sweatshirt with or without school approved MJH logo or silk- screen purchased from school. Other logos, emblems, monograms, wording, or designs are prohibited. Sweatshirts are to be worn completely or not worn at all.
- Outerwear other than the approved school logos or solid colors of red, white, and royal blue must be removed when indoors. Outerwear is to be free of name brand logos, emblems or monograms as well. Students are to refrain from any outerwear in other ways such as around the waist or over the shoulders.
- Pants, capris, walking shorts, skirts, or skorts –light, tan khaki cotton twill without logos or other decorations, stripes, etc. Brown shorts are prohibited. Pants with spandex are prohibited as well.
- Students must have all pants secured at the waist with undergarments hidden. If undergarments or undershirts are revealed under the uniform, the student will be considered out of dress code.
- Tennis shoes and purchased PE uniforms are required for physical education. Students must wear their OWN uniform including shirt, shorts, and shoes and refrain from borrowing another student's uniform.
- Shorts, dresses, culottes, and skirts may be worn as long as they meet the length requirement. While standing erect with arms extended down, the length of shorts, dresses, culottes, and skirts must be at the fingertips or longer OR must be 5 inches above the knee or longer. Shorts/skirts that are rolled and too short are out of compliance.
- Tights, leggings or stockings worn under shorts, skirts or skorts are limited to SOLID red, white, royal blue, black, or grey in color. Shorts, skirts and skorts must still be the appropriate length.
- Hair is to be clean and without unusual color. The student's eyes must be visible and uncovered. Girls must wear their hair in a conventional style. The administration reserves the right to determine the appropriateness of color and length of a student's hair.
- Hair for Males- The length of hair may not fall below the base of a collar on a shirt. Afros or teased styles may not exceed three (3) inches in height. Hair arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair also must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, etc., will not be permitted.
- Hair for Females- Girls must wear their hair in a conventional style. Hair in rollers or curlers, excessively teased, or arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair also must be clean and not unusually colored.
- Facial hair must adhere to the St. Tammany Parish School Board policy and beards are prohibited.
- Parents and students are to refer to the Parish Handbook for all parish policies.
- We recommend labeling garments with the student's name in the event that it is lost.

**THE SCHOOL ADMINISTRATION MAINTAINS THE RIGHT TO DETERMINE EXTREMES IN STYLES IN DRESS AND GROOMING AND WHAT IS APPROPRIATE AND SUITABLE FOR SCHOOL.**

**THE FOLLOWING ITEMS ARE BANNED AND ARE CONSIDERED TO BE OUT OF COMPLIANCE:**

- Flip flops, backless thong sandals, slippers, Crocs, any shoes without backs
- Tight shorts/pants/shirts/tops (including shirts tied at the waist)
- Students are to refrain from rolling clothing that would violate length requirements. (shorts, skirts, shirts etc)
- Sweatshirts/jackets tied at the waist or around the shoulders
- Pajama pants or shorts
- See-through or sheer shirts
- All caps, hats, and bandanas
- Hoods are not to be worn
- Facial piercing is prohibited

Dress code violations are considered MINOR INFRACTIONS and will be handled as such.

**DRUG DETECTION**

A student may be searched when there is probable cause to believe that the student has in his/her possession any illegal substance (alcohol/drugs/tobacco products/weapons). Any evidence seized as a result of such search may be used in court prosecution.

Any search of a student's person will be completed/witnessed by an administrator. At least one witness who is an administrator or teacher, of the same sex of the student, will be present throughout the search. Documentation will be made of all findings of illegal items. Consult the St. Tammany Parish System Handbook for more information.

**EIGHTH GRADE CRAWFISH BOIL**

In May, the school hosts a crawfish boil for 8<sup>th</sup> grade students only that includes games, music, and food. Information and details about pricing and payment will be sent home with students later in the school year. In order to be eligible to attend this event, students must meet the following criteria: Students may have no more than THREE Major Infraction Reports resulting in disciplinary action from the office for the entire year. Students who do not meet attendance requirements may use this time for Make Up Seat Time. Students will be excluded from the crawfish boil for certain major offenses or other reasons at the administration's discretion.

**ELECTRONIC EQUIPMENT**

Wireless devices used by students to communicate with others inhibits learning and is disruptive to the learning environment. Cell phones, smart watches, like the iWatch and Pebble, radios, CD players, iPods, Portable Gaming Devices, laser pointers, etc. are to left at home. Without cell phones, incidences involving phone calls and texting during school hours will be avoided. Kindles and Nooks are allowed at school for educational purposes only. Any wireless capabilities for these devices must be disabled.

Students shall be allowed to possess a telecommunication device (cell phone) 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 cell phones is defined as being placed in the student's locker, school bag, purse, or pockets and shall not be displayed in view using any type of clip or other device. If a student is found using a cell phone, displaying a cell phone, or in possession of a ringing cell phone 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 of 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 device 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 telecommunication 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." Wireless devices will only be turned in to the parent/guardian. The administration reserves the right to examine the contents of any wireless device found.

Possession of Wireless Devices is defined as a wireless device that is seen or heard by staff member. This offense is considered to be a MINOR INFRACTION.

**Use of Wireless Devices** is defined as, but not limited to, a student actively using a wireless device on school property i.e. texting, calling, listening, taking pictures or video, etc. at ANY TIME. This includes before and after school on school grounds, lunch, bathroom, or while on the bus.

**MJH IS NOT RESPONSIBLE FOR ANY ELECTRONIC EQUIPMENT INCLUDING BUT NOT LIMITED TO GAMES, CDS, CELL PHONES, SMART WATCHES, ELECTRONIC READERS AND CAMERAS THAT ARE BROUGHT TO SCHOOL.**

### **EMERGENCY CARDS**

Each student must return a completed and signed emergency card during the first week of school. This card will be filed in the office. All cards must include a current local phone number to call in case of an emergency. There must be a phone number on this card where someone can be reached at any given time. Please notify the front office (985) 626-4428 of any changes that need to be made on the emergency card. Please include a working e-mail address. Students will only be allowed to be checked out by people listed on the emergency card.

### **FIELD TRIPS**

MJH teachers may offer opportunities for class field trips. If a student has paid for a field trip and is absent on the day of the trip, a refund will only be given if the student has a doctor's excuse due to the fact that tickets, transportation, etc. for the trips are often prepaid to the vendor prior to the trip.

The MJH cafeteria will make bag lunches for those students who are interested in taking a bag lunch on field trips. The student should let the coordinating teacher know at least two days before the field trip to order a bag lunch. Bag lunches are the same cost that the student pays for a regular school lunch.

Parents should make every effort to ensure that their student participates in teacher-arranged, approved field trips. Students who are excluded from field trips for any reason are expected to attend school the day of the field trip. Instruction will be provided for those students who remain at school. After parent notification, students may be excluded from a field trip due to previously documented disciplinary infraction, or a parent/guardian may be required to attend in order for the student to attend the field trip. Students with excessive or serious disciplinary issues may be excluded from field trips.

### **FIGHTING**

Providing a safe environment is a priority at MJH. Through utilization of our lessons on appropriate behavior, we plan to greatly reduce, or perhaps eliminate all aggression at school. A student will face disciplinary action for fighting, pushing, shoving, intimidation, and verbal altercations. Students are to keep their hands to themselves.

Acts of assault and aggravated assault, including verbal threats, are considered serious, violent acts. Following a thorough investigation of allegations, the offender may be required to participate in a threat of violence assessment prior to re-entering a school program. Serious disciplinary action, including suspension and expulsion, may also be taken. A student could face disciplinary action for failing to report the knowledge of another student's plans or actions to harm when those plans or actions, if carried out, could result in harm to another.

### **GRADING**

The St. Tammany Parish grading scale is as follows:

A = 93-100

B = 85-92

C = 75-84

D = 67-74

F = 0-66

- Exams are only given to students enrolled in Carnegie Unit classes and will occur at the end of each semester (2<sup>nd</sup> nine weeks and 4<sup>th</sup> nine weeks). Exams will count for 20% of the nine week grade.
- Interim Assessments will be given to students enrolled in ELA, math, science, social studies. Interim Assessments will count for 10% of the nine week grade.
- Number grades (using the grading scale above) are recorded throughout each grading period and are averaged for the grading period grade. The numerical grade and corresponding letter grade will be recorded

on the report card. The numerical grades for each grading period will be averaged for the yearly grade and recorded on the report card along with the corresponding letter grade.

- Grades can be accessed online by visiting <https://jpams.stpsb.org/jpweb/>  
Parents can obtain login information by contacting the school office.
- Student conduct grades will be given on the report card as follows:  
E = Excellence in conduct  
S = Satisfactory in conduct  
N = Needs Improvement in conduct  
U = Unsatisfactory in conduct
- Report cards are sent home four times during the school year following the completion of each grading period. All report cards are sent home with the student with the exception of the fourth nine weeks. The final report card is mailed home at the end of the year by the school board.
- According to school board policy, a student in grades seven or eight will be retained if he/she fails any two major subjects (English, reading, math, science, social studies) or any combination of one major subject and two minor subjects. Eighth grade students must also pass the state LEAP requirements in order to go to the ninth grade.

### **GUIDANCE**

The MJH counselor may be reached by calling the front office at (985) 626-4428.

- The guidance counselor is available to help students with school, home, or peer problems.
- Additionally, the counselor interprets test scores and should be contacted regarding special education concerns and gifted and talented screenings.
- The guidance counselor leads the Student Assistance Team (SAT).
- Parents and/or students may e-mail, call or leave a note at the front desk for an appointment.

### **HEALTH SERVICES AND REGULATIONS**

When a student is injured at school, the classroom teacher and the front office should be notified immediately. The extent of the injury will be determined by the office, and the parent is notified, if deemed necessary. Parents must fill out emergency forms which are kept on file in the office. Please keep all emergency phone numbers current. There should be a phone number on the emergency card where someone can be reached at any given time.

- Parents and guardians **ONLY** may administer any medication.
- Students with prescription medication must keep medicine in the front office with forms (St. Tammany Parish Medication Form) completed by the parent and doctor. This form is available in the office.

**ALL MEDICATION MUST REMAIN IN THE OFFICE AT ALL TIMES.** This includes over the counter medications such as aspirin, cough drops, Midol, any sinus or allergy medications, etc. A student MAY carry his/her inhaler if the proper St. Tammany Parish Medication forms are on file in the front office.

### **ID Policy**

Students are required to wear their own current student ID with the picture visible above the waist during regular school hours. Student ID photos will be taken at the beginning of the school year or upon registration. Each student will receive one ID at no charge. Students can purchase a temporary, one-day ID for \$1.00 or 2 Patriot Bucks. A second, permanent, ID can be purchased from the library for \$5. Students are responsible for their ID at all times. They are not to write or mark on the front or back of the ID. Students are not to cut, chew or deface their ID. IDs that have been lost or damaged or are in poor shape must be replaced. Students are responsible for replacement fees regardless of reason for replacement. Lanyards must be school appropriate and free of any adornments, trinkets or buttons. IDs are part of the dress code policy and students out of compliance will be issued a Minor Infraction Form. ID fines must be paid in order to participate in field trips, dances, or school events.

### **INSURANCE**

An accidental injury insurance policy is made available at the beginning of the year for purchase by parents. The cost is nominal and parents are encouraged to obtain it.

## INTERNET VIOLATIONS

Threats, harassment, and bullying made via the Internet whether at home or school may have serious consequences such as loss of computer privileges, ISS, Saturday support, suspension, or expulsion.

## LOCKERS

Lockers are issued at the beginning of the year. Students are responsible for keeping their lockers clean to help keep them from jamming. Students may go to their lockers anytime between classes; however, they must arrive to class on time using the allotted time between classes. Students are responsible for the contents of their assigned locker. These lockers are subject to school inspection at any time. Students are to keep their locker combinations private to avoid theft or vandalism. Student lockers are for individual use without sharing with other students. Students who jam their lockers may face disciplinary action. Students needing assistance with their locker can visit <http://moourl.com/mjhhhelp>

## LOST AND FOUND

Lost articles should be placed in the wooden lost and found container in the main hall. Students should also check with their classroom teachers for lost items. Parents and students are strongly urged to clearly label everything a student brings to school. Books, book bags, and purses **SHOULD NEVER BE LEFT UNATTENDED.** Items such as large amounts of money, expensive jewelry, electronics, or any other valuable items are to be left at home. The school will not be responsible for any items lost or stolen at school.

## LUNCH/BREAKFAST PROCEDURES

- Breakfast is available each morning from 7:00 a.m. until 7:25 a.m.
- Students must have their student ID to purchase any meal.
- Students may utilize the envelopes to pay for meals at lunch or may choose to purchase online through MyPaymentsPlus. Go to <http://www.stpsb.org> to enroll.
- Two lunch choices are offered: hot lunch and sandwich line.
- Students are to remain in the designated areas during lunch time. Entry into the hallway or library is only permitted with a pass from a teacher. Students may only be in a classroom with a teacher present.
- Free or reduced lunch forms are available from the school secretary throughout the year. New forms must be submitted each school year.
- Students are expected to assist in keeping the cafeteria and yard clean by emptying their plates in the appropriate manner and throwing garbage away.

## MESSAGES TO STUDENTS

Instructional minutes are to be preserved, therefore distractions such as messages or items delivered from home are discouraged. Items for students will be held in the office. Parents will be asked to write the name of their child on the dry erase board in the main hall outside the office. Announcements for students to pick up those items will be made at the beginning of the day, before lunch, and before the afternoon bell rings. Any after school arrangements, including doctor's appointments, should be made prior to the start of the school day.

## PARENT CONFERENCES

We value the partnerships that we establish with parents. We know that parents are a key part of the educational process, and we want parents to feel welcome to talk to us and meet with us. Parents may make appointments for conferences with teachers, the principal, or both by telephoning the school office at (985) 626-4428 or by e-mailing the teacher. Conferences can be scheduled before school, after school, or possibly during the teacher's planning period. Contact information for teachers can be found on the school's Website <http://mandevillejunior.stpsb.org/>.

## PATRIOTS ON PARADE

Patriots On Parade is held each spring. It serves as a showcase for student achievement. Parents are invited to see student performances, examples of work, and participate in activities around the campus. Information about this school wide event will be advertised on the school Website and with printed flyers.



## **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

PBIS is a program that is based upon positive expectations for student behavior. The model being used at MJH is based on the expectations stated in the FISH philosophy.

**BE THERE \* CHOOSE YOUR ATTITUDE \* MAKE SOMEONE'S DAY \* PLAY**

### **PBIS Student Incentive Programs**

#### **Hi-5 PROGRAM**

The Hi-5 Program at MJH promotes random acts of kindness and goodwill throughout the campus. Students are given Patriot Bucks by teachers and staff who witness students exhibiting aspects of the FISH Philosophy. Teachers and staff complete the front of the Patriot Buck, and the student or teacher completes the back of the buck. The back of the buck has a place to check off which component was exhibited, such as PLAY, CHOOSE YOUR ATTITUDE, BE THERE, and MAKE SOMEONE'S DAY, and a place to explain how this was accomplished. We at MJH believe that kindness blossoms into even more kindness and that learning to put others before self is an invaluable virtue. When a student has collected five "bucks," he/she can exchange them for a well-deserved reward. Rewards include turning in five bucks for ice cream at lunch, half price smoothies from the PTA or admittance into home football and basketball games. Other redemption methods may be added later in the year.

#### **PATRIOTS OF THE MONTH**

Each month students are chosen based on attendance, citizenship, academics and other standards.

#### **PATRIOT PRIZES**

Students may place Patriot Bucks in the Patriot Prize Box (located in the school library) for a chance to win a gift certificate. The drawing is held at the end of each month. One buck equals one chance.

#### **POSITIVE BEHAVIOR REFERRAL FORMS**

The PBIS committee at MJH developed the Positive Behavior Referral Form to encourage students to display, on a daily basis, all facets of the FISH Philosophy. Academic excellence, continuous improvement, and citizenship are behaviors that are valued and promoted at MJH. Classroom teachers will use the forms to notify the administration of an outstanding deed by a student. The administration, in turn, will place a celebratory phone call to the student's parent/guardian and mail home a copy of the Positive Behavior Referral Form. Students will also receive special treats from the office.

#### **TOT/EXCEL**

The Teens On Time Reward Program (TOT), will be earned if a student has zero tardies to school for the entire nine week period. This means the student must arrive at school on time for every day he/she comes to school. Absent days will not count against the student. TOT students are rewarded with ten minutes early to lunch on a given day, are allowed to eat lunch outside and are eligible for door prizes.

The Excel Reward Program is designed to honor students who have zero to school tardies, have zero absences any day, AND have zero check-outs of school for the entire nine week period. Excel students are rewarded with ten minutes early to lunch on a given day, are allowed to eat lunch outside, get a special treat, and are eligible for door prizes. Excel students are also TOT students and will get a total of two days early to lunch and eating outside and are eligible for BOTH days of door prizes.

## **PERMANENT RECORDS**

The permanent records of all students are kept in the main office. Records are confidential and managed by student services. If a student transfers during the school year, the receiving school must request that the student's records be forwarded.

## **PROMOTION**

**SEVENTH GRADE PROMOTION REQUIREMENTS:** In order to be promoted at the end of 7th grade, a student shall pass the following: English Language Arts and Math and One of these subjects: Science or Social Studies Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year. Students shall have participated in the state mandated assessments, if enrolled at the time of the assessments.

**EIGHTH GRADE PROMOTION REQUIREMENTS:** In order to be promoted at the end of 8th grade, a student shall pass the following: English Language Arts and Math and One of these subjects: Science or Social Studies Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year. Students shall have participated in the state mandated assessments, if enrolled at the time of the assessments.

Summer school is presently \$210.00 per course, and parents provide transportation. Enrollment is limited to one course in the summer.

### **SCHOOL FEES**

MJH assesses a \$12.00 fee to all students. Some elective classes have additional fees. Parents may choose to create an account for MyPaymentsPlus at <http://www.stpsb.org> to pay various school fees online. Money is paid directly to the school using this method.

### **SEXUAL HARRASSMENT/HARRASSMENT/BULLYING**

Sexual harassment/Harassment/Bullying are violations of the law and St. Tammany Parish School Board policy. Such behaviors will be fully investigated and addressed by the administration. Students who believe they are victims of such behavior are encouraged to complete a Patriot Safety Report (see page 23). Forms and collection boxes are found outside of the library, the main hallway near the 300 wing, and the 400 wing or can be completed using the online form by visiting <http://moourl.com/mjhsafe> Students also have the option to speak to the principal, assistant principal, counselor, TRT, or any faculty member for assistance. All incidents will be documented.

### **STUDENT ACCESS TO SCHOOL GROUNDS AND BUILDINGS**

Students are to remain in student designated areas that are supervised by adults during the school day. Students are to enter campus after the 7:00 am bell rings. At the end of the day, students who do not have specific supervised business with a school sponsored group on campus are to leave. Students are not to loiter or be unsupervised after the bell rings at the end of the school day.

### **STUDENT OF THE YEAR (8<sup>TH</sup> GRADE)**

The Student of the Year Award Program is designed to recognize outstanding elementary, middle/junior, and high school students in the areas of academic excellence, leadership, and citizenship. The program is sponsored by the Louisiana State Department of Education and the State Board of Elementary and Secondary Education. The student that is selected as the MJH Student of the Year will go to the parish competition and possibly the state level.

### **STUDENT ORGANIZATIONS**

#### **Philosophy**

Since classroom work deals primarily with the mental or intellectual values associated with various subjects, the establishment of clubs and teams has evolved to give students the opportunity to work with a group of like-minded young people in areas of interest outside the classroom.

#### **Purpose**

- To increase fellowship among groups of students with similar interests
- To broaden the interests of students in different endeavors
- To develop worthy social ideals, attitudes, and habits
- To develop leadership qualities
- To work together toward a common goal

MJH offers the following student organizations/groups:

- Art Club
- Book Worms Club
- Builders' Club (affiliated with Kiwanis International)
- Choir Club
- Cross Country Club
- Cheerleaders (selected in spring)
- Dance Team (selected in spring)
- FOR (Friends Of Rachel)
- Life on Purpose
- Logic Club
- National Jr. Honor Society (must meet criteria)
- Patriot Buddies (Must complete application and be selected by the sponsor)

- PRIDE
- SADD
- Student Council
- Various sports (winter and spring)

Meetings, sign-ups, tryouts, etc. will be announced during morning broadcasts. Consult the sponsor for club Website address if applicable. More information can be found at <http://mandevillejunior.stpsb.org/clubs.htm>

## SPORTS

Announcements for team tryouts are made at school. Teams include football, baseball, basketball, volleyball, soccer, softball, and track. Documentation of current insurance and physicals are required for all tryouts. The athletic director may be contacted at (985) 674-0004.

## STUDENT USE OF TELEPHONES

- Students may use the office phone, and ONLY the office phone for emergencies ONLY (illness or injury).
- Students may use the office phone for personal calls only before school, during lunch, or after school.
- Telephone messages will be given students only in the case an emergency. Please communicate with your child before school about after school activities and transportation arrangements.
- Students must have a pass from a teacher to use the telephone during class time.
- LEAVE CELL PHONES AT HOME. (without cell phones, all incidences involving phone calls and texting during school hours will be avoided)
- Lost or stolen cell phones are the responsibility of the students.
- Any parent needing to contact a student during school hours should utilize the school secretary. Calling or texting your student is unacceptable and the student may face disciplinary action.

## TARDIES AND LATE CHECK-INS

### Philosophy

Promptness and dependability are two of the most important qualities that employers look for in potential employees. Students who are tardy to school disrupt teaching and learning.

In an effort to reduce tardiness, MJH PBS provides fun activities to reward promptness.

A student will receive an excused late to school tardy (for personal illness, death in the family, or doctor's appointment) providing that the parent write a note that includes the date, student's name, reason for tardiness, and parental signature. This note must be presented to the school office at the window when checking in.

- Students must check in and receive a pass before going to class.
- Students are considered tardy if they check in anytime between 7:30 a.m. – 10:40 a.m.
- Students checking in after 10:40 a.m. will be considered absent for the entire day.
- Excessive to school tardies will be reported to the St. Tammany Parish School Board Supervisor of Child Welfare and Attendance.
- The Teens of Time (TOT) Program is designed to recognize those students who have zero tardies in a 9 week period.

### Late To School Tardy Consequences

- 1<sup>st</sup> – 4<sup>th</sup> tardy – documentation by administration and student warning. Letters are mailed home to parents on the 3<sup>rd</sup> and 4<sup>th</sup> tardy.
- 5<sup>th</sup> tardy and for each tardy thereafter – Saturday Support
- Saturday Support for to school tardies is limited to two (2) per nine week period. After that, tardy violators will be suspended from school.
- Tardy documentation begins anew each nine weeks.

Refer to the Handbook on Attendance, Discipline, and Student Records for more information.

Tardies between classes are considered a minor infraction and will be documented in accordance with the Minor Infraction policy.

## TEACHER WEB SITES

Teachers are required to have a Web Site for communication. To access a teacher's site, visit <http://mandevillejunior.stpsb.org/> to the "Faculty" section. Click on the globe icon next to the teacher's picture. Bookmarking the teacher's site is strongly recommended.

## TEXTBOOKS

All textbooks at MJH are the property of the St. Tammany Parish School System. Textbooks are checked in and out through the library. Any loss or damage will result in a monetary fine. If a textbook is lost, the student must pay the original price for it before he/she will be issued a new textbook. Writing in a textbook constitutes damage to it. Many new textbooks cost in excess of \$50.00, so extra care should be taken upon issue. The student should check the textbook for damage and notify the teacher of any damage found upon issuance. Check with your teacher to see if there is an online or digital copy of the textbook available. Need assistance? Visit <http://moourl.com/mjhhelp>

## TRANSFER OF STUDENTS

Students who are leaving MJH to attend another school during the school year must go through the proper clearance procedure in the front office. This begins with the parent/guardian notifying the office that a transfer will occur. One of our school secretaries will give the student the necessary forms to be completed. Please give a minimum of three days to complete the process. All fines and fees must be paid and all textbooks must be checked in before a student can be properly cleared.

## TRANSPORTATION

### General Policies

- Students are allowed on campus at 7:00 am Duty teachers arrive at 7:00 am
- Any student waiting for car or bus rides before and after school is to refrain from running, pushing, or playing ball in waiting areas.

It is strongly urged that students take advantage of bus transportation to avoid being tardy to school.

### Bus Riders

- Students should ride a bus to school if a bus route is available. This will reduce the number of students tardy in the morning and reduce traffic before and after school. Bus information may be found on the St. Tammany Parish website at <http://www.stpsb.org>. Bus assignments are also posted outside in the hall by the Library. Students must remember that the bus driver is responsible for their safety and well-being while they are on the bus. The driver must be respected and obeyed.
- Students must obey the school rules on a bus as well as at school since it is an extension of school.
- Students who violate bus regulations or who in any way endanger themselves or others by misconduct on the bus will be reported by the bus driver to the principal who can suspend them from the bus or take other action.
- Students waiting for buses after school should remain on the Villere side of the school (by the bus ramp). Students must refrain from walking between buses as it is dangerous.
- A student who must ride a bus other than his/her own must have a written request addressed to the principal from his/her parents. The note, which must include the requested bus number and a parent signature, is to be brought to the front office before school and picked up at lunch. Bus drivers will only allow visitor students to board the bus if they have a note that the principal approves and signs. The guest rider must present the signed/approved note to the bus driver upon boarding the bus.

### Bicycles

- Bike riders are asked to ride their bikes responsibly. This includes refraining from riding in the street unnecessarily, avoiding cars, and securing their bikes in the designated areas with a lock. Remember, bicycles riders are responsible for obeying all traffic regulations, including stop signs.
- Students who ride bicycles to school must park them in the available bike rack located by the old bus ramp (door nearest to the library) Bikes should be chained and locked.
- The student is responsible for lost or stolen bikes.
- For safety reasons, bicycle riders are to remain on campus until released by a duty teacher. Bike riders and walkers will be dismissed only after all buses have departed for the safety of the students.

### Car Riders

- Students are to be dropped off in the Carondelet, back parking lot by the cafeteria and report directly to the picnic area. During inclement weather, students will be directed to the gym until the 7:25 bell rings.
- Dropping students off in other areas, such as side streets, parking spots, bus ramp, Villere, or the flagpole is not only unsafe, but it causes traffic delays. Failure to do so may result in disciplinary action.
- Please allow time for traffic, especially during inclement weather.
- Carondelet is ONE WAY – toward the lake – from 7:00 am until 9:00 am and from 2:00 pm – 4:00 pm
- Students waiting for car rides after school must be picked up in the Carondelet, back parking lot.

### Walkers

- For safety reasons, walkers are to remain on campus until dismissed by a duty teacher after the buses have departed.
- Any student walking to and from school is considered at school until he/she reaches home.
- Walkers should refrain from walking between school buses.
- In the mornings, walkers should enter using the Villere entrance of the school near the library.

### VANDALISM

The willful or malicious destruction or defacing of school property will have serious consequences. To reduce incidences of vandalism, the following items are banned from school: PERMANENT MARKERS, WHITE OUT, AEROSOL SPRAY ITEMS (HAIR SPRAY, DEODORANT, ETC) or any other items that may be used to deface school property.

### VISITORS

All parents/guardians coming to school to check out a student must present a driver's license to the front office to verify identification.

All visitors on school property for ANY reason are required to present a driver's license for identification verification. The license will be swiped into the Badge Pass System. At that time a visitor sticker will be issued. The sticker is to be worn visibly while on campus. When the school visit/business is completed, the visitor will bring the sticker back to the front office for the bar code on the sticker to be scanned. This will officially check the visitor off campus. ALL VISITORS must check in at the front office upon arrival regardless of purpose on campus.

### WEAPONS POLICY

Students found using, possessing, and/or concealing a knife, a firearm, a weapon which may discharge a projectile or other dangerous instruments which may cause bodily harm shall be immediately suspended and recommended for expulsion. Police notification will be made immediately. Students using, possessing, and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument will be immediately suspended from school and recommended for expulsion. Upon the recommendation for the expulsion, a hearing will be conducted by the Superintendent or designee. Students in grade six or higher in the hearing process of using, possessing, and/or concealing a weapon or look-alike weapon will be expelled from the school system for a period of not less than twelve calendar months.

We strive to keep this student handbook as accurate as possible.

Please know that all policies are subject to change.

The online version of this handbook is the most up to date version.

It can be accessed by visiting the school's website <http://mandevillejunior.stpsb.org/>

For more information, parents and students should refer to the St. Tammany Parish Handbook on Attendance, Discipline, and Student Records

<http://www.stpsb.org/DisciplineHandbook/DistrictHandbook.pdf>



# 2018-2019 School Calendar

## Important Dates

Aug. 6-7	Teachers' Professional Development Day
Aug. 8	Teachers' Day
Aug. 9	School Opens
Sept. 3	Labor Day Holiday*
Oct. 5	Parish Fair Day*
Oct. 11	End of First Grading Period
Oct. 12	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
Nov. 6	Election Day
Nov. 19-23	Thanksgiving Holidays*
Dec. 21	End of Second Grading Period End of First Semester 1/2 Day for Students 1/2 Day Record Keeping
Dec. 24- Jan. 4	Winter/Christmas Break*
Jan. 7	School Re-Opens
Jan. 21	Martin Luther King Holiday*

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9*	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		







# 2019-2020 School Calendar

## Important Dates

Aug. 6-7	Teachers' Professional Development Day
Aug. 8	Teachers' Day
Aug. 9	School Opens
Sept. 2	Labor Day Holiday*
Oct. 4	Parish Fair Day*
Oct. 10	End of First Grading Period
Oct. 11	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
Nov. 25-29	Thanksgiving Holidays*
Dec. 20	End of Second Grading Period End of First Semester 1/2 Day for Students 1/2 Day Record Keeping
Dec. 23- Jan. 3	Winter/Christmas Break*
Jan. 6	School Re-Opens
Jan. 20	Martin Luther King Holiday*
Feb. 24-28	Mardi Gras Holidays*
March 12	End of Third Grading Period
March 13	1/2 Day Professional Development 1/2 Day Record Keeping (No Students)
April 10- 17	Spring/Easter Break**
May 22	End of Fourth Grading Period End of Second Semester 1/2 Day for Students 1/2 Day Record Keeping
May 25	Memorial Day
May 26	Teachers' Day
The School Board requires an appropriate program for:	
Nov. 11	Veterans' Day

School Administrators are asked to avoid scheduling activities on the following days when possible (observance begins at sundown the day before the date listed):

Sept. 30	Rosh Hashanah
Oct. 9	Yom Kippur

August 2019						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9*	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	30	

May 2020						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22*	23
24	25	26	27	28	29	30
31						

- ★ First and Last Day of School
- 1/2 Day for Students
- Professional Development/ Record Keeping (No School for Students)
- Schools Closed/Holiday

\* In case of emergency, student make-up days will be taken from existing holidays in the above schedule.

\*\*It is understood should state testing conflict with the proposed Easter/Spring Break holiday that the Easter/Spring Break holiday will be adjusted accordingly.





Phone a Friend.... Need to call a friend for help? Write down some classmates' phone numbers here.

Student Name	Class	Phone Number

X	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

**PATRIOT SAFETY REPORT**  
**Mandeville Junior High**

Please fill out the form to the best of your ability. You can leave blanks, but with more information there is a better chance of a results.

Date of Report	
Your Name (optional)	Grade
Person You are Concerned About	Grade
Bully's Name	Grade
Names of Other Witnesses (if any)	
Date of most recent incident _____	
How long has this been going on?	
<input type="checkbox"/> 1 day <input type="checkbox"/> more than 1 day <input type="checkbox"/> 1-3weeks <input type="checkbox"/> 2-3 months <input type="checkbox"/> more than 3 months	
How many times has the student/target been harassed by this bully?	
<input type="checkbox"/> 1 time <input type="checkbox"/> 2-3 times <input type="checkbox"/> 4-5 times <input type="checkbox"/> 6-7 times <input type="checkbox"/> 8-9 times <input type="checkbox"/> more than 10 times	
Location (check all that apply)	
<input type="checkbox"/> Cafeteria <input type="checkbox"/> Hall <input type="checkbox"/> Picnic Area <input type="checkbox"/> Classroom <input type="checkbox"/> Library	
<input type="checkbox"/> Gym/Locker Room <input type="checkbox"/> Other _____	

**TATTLING VS. 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)

Please provide specific details regarding the incident(s):

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**PLEASE PLACE COMPLETED FORMS IN ONE OF THE DROP BOXES ON CAMPUS FOR THE COUNSELOR TO REVIEW**

**ANY FALSE REPORTS WILL RESULT IN DISCIPLINARY ACTION(S) FROM THE SCHOOL  
AND/OR THE ST. TAMMANY PARISH SCHOOL BOARD**

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