

MANDEVILLE JUNIOR HIGH

2021-2022

This planner belongs to:

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

STPPS Student Password Information

For step-by-step instructions on how to change your password, visit the MJH website. Click on the “Chromebook and Google Classroom Assistance” icon and select “how to reset your password using Chromebook”

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

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

Gina Brown, Principal
Katie Turner, Assistant Principal
Lauren Vogel, TRT
Adam Stefanias, Guidance Counselor
Janice Evans, Athletic Director

Kendra Dragna, Front Office
Anna Porte, Student Services
Pat Ross, Bookkeeper
Stacey Milsted, Librarian

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

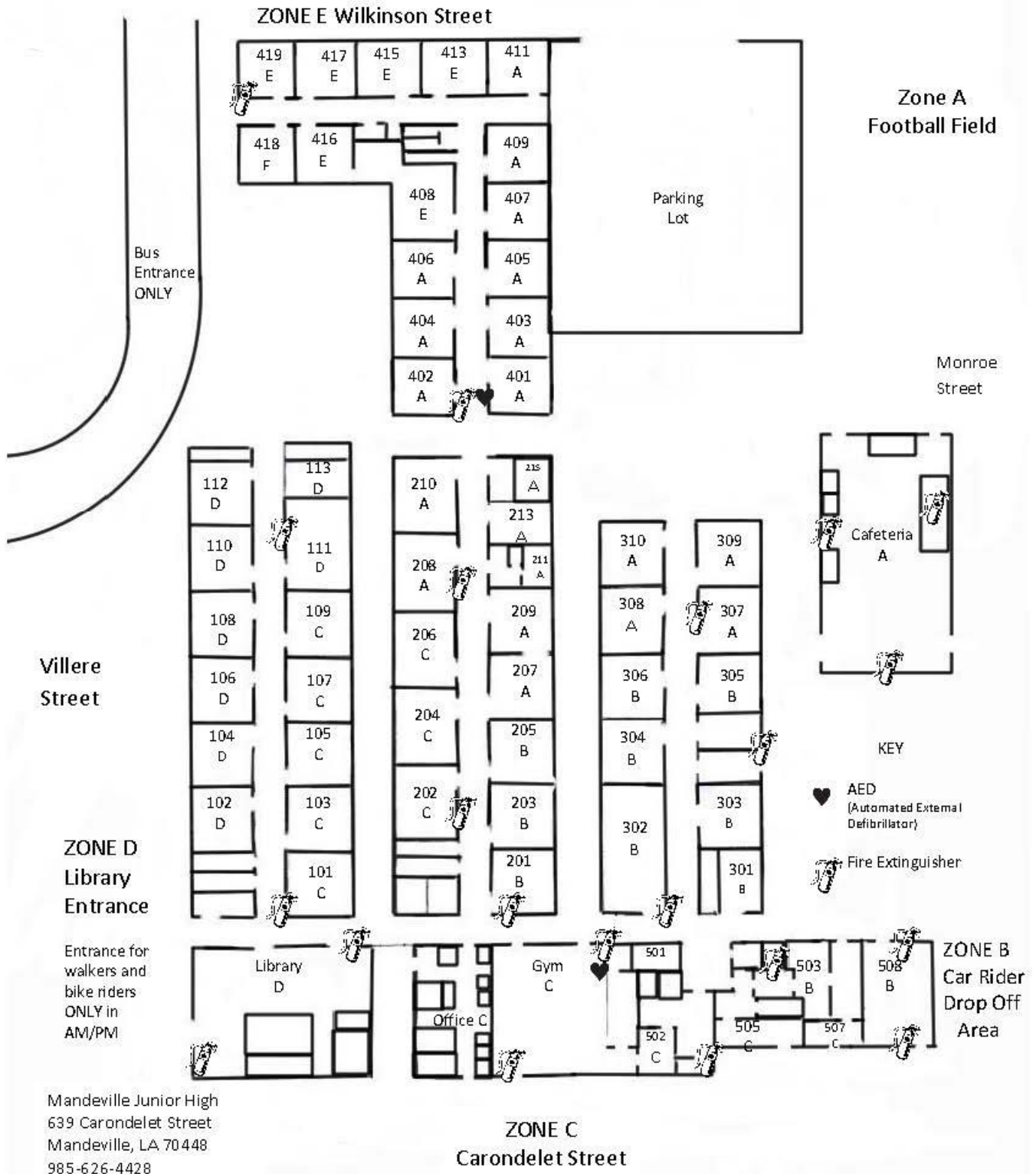
Mandeville Junior High School's philosophy is based on the belief that cooperation is essential among students, faculty, administration, parents, and community. Additionally, we believe wholeheartedly in the FISH Philosophy expectations for staff and students: Be There, Make Their Day, Choose Your Attitude,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



ATTENDANCE

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

- 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.

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

ACADEMIC AWARDS

The PTA sponsors an Honor Breakfast for students having a 3.5 or higher for the 1st, 2nd, and 3rd grading periods. For the end of the year Academic Achievement Awards Ceremony, MJH recognizes students maintaining a 3.5 GPA or higher each quarter, 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.

7th grade

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

8th grade

1 st period	7:30 a.m. – 8:24 a.m.
2 nd period	8:27 a.m. – 9:21 a.m.
3 rd period	9:24 a.m. – 10:18 a.m.
4 th period	10:21 a.m. – 11:14 a.m.
Lunch	11:14 a.m. – 11:39 a.m.
5 th period	11:43 a.m. – 12:37 p.m.
6 th period	12:40 p.m. – 1:34 p.m.
7 th 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, and intimidated).

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.

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.

CHROMEBOOK AND TECHNOLOGY USE

MJH is a 1:1 school. Chromebooks are issued at the beginning of each school year. They are school property and fines may be issued if they are lost or damaged. Computer accessibility gives students the opportunity to do technology-rich assignments that enhance classroom lessons and increase student engagement. If necessary, there are also desktop computers available for student use. 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.
- Insurance can be purchased at the beginning of the year to cover the cost of any accidental damages made to the Chromebook.
- 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.
- Additional Chromebook resources can be found on the Mandeville Junior High website under the Chromebook and Google Classroom Assistance icon.

CREDIT-HIGH SCHOOL (CARNEGIE UNIT)

7th and 8th 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 student's high school transcript. In determining the grade for the high school transcript, the average of the 1st and 2nd nine weeks grading periods will be used to calculate the first semester grade. The average of the 3rd and 4th 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** - In order to be eligible to receive credit for courses passed, high school students may not miss more than five (5) days of non-exempted excused absences, unexcused absences, and/or suspensions per semester.
- **Seat Time** – Students in danger of failing due to excessive absences may be allowed to makeup missed seat time held outside of the regular school day. The makeup sessions must be completed before the end of the current semester.
- 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 (2nd and 4th nine weeks). The exam is 20% of the nine week grade.

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 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.
- Food and drink allowed only in designated areas.
- 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 consequences.

After the parent signs the MIR, the student will return the pink copy to the referring teacher. The parent will receive the Gold 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. Excessive inappropriate Chromebook use.
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
Improper Use of Technology	Failure to use the Chromebook for instructional purposes in the classroom. Student using outside websites to bypass the District's web filter.	<p>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.</p>	

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 1st 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.
- Spirit shirts purchased from PTA may be worn on Fridays. 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 all the way on or all the way off and should fit appropriately.
- 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.
- Culottes, split skirts, and walking shorts are acceptable providing they meet the dress length requirement. The minimum length of dresses, culottes, skirts, and shorts must be at the fingertip or below when standing erect with arms extended down the sides or not more than 5" above the knee. 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 must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair in curlers, rollers, or excessively teased, etc., will not be permitted.
- Facial hair must adhere to the St. Tammany Parish School Board policy and beards are prohibited.
- Body piercing ornaments are limited to the ears.
- 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 inside the building
- 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.

EDUCATION of CHILDREN and YOUTH in HOMELESS SITUATIONS

The McKinney-Vento Act is a federal law passed in 1987 to help people experiencing homelessness. The Act requires states and school districts to make sure students in homeless situations can attend and succeed in school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and adequate nighttime residence, including all children who are living in the following situations:

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems
- Living in a motel/hotel because of economic hardship or loss of housing
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter
- Living in a vehicle of any kind; campground without running water and/or electricity; abandoned building; substandard housing; bus/train station
- Abandoned in a hospital

Children and youth in homeless situations have the right to the following:

- Attend and succeed in school no matter where they live or how long they have lived there
- Enroll in a school despite the lack of a permanent address or lack of school and immunization records or birth certificates and other documents
- Receive services comparable to those offered to non-homeless children and youth
- Get transportation to school, if feasible
- Access educationally related support services

Should you or your child meet these qualifications; please contact your school's main office or guidance office to complete a form for consideration.

EIGHTH GRADE SEND OFF

In May, the school hosts an event for 8th 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. Students will be excluded from this event for certain major offenses or other reasons at the administration's discretion.

ELECTRONIC EQUIPMENT

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 or his/her designee may authorize exceptions to this policy on an individual, case by case basis. Nothing in this policy shall prohibit the emergency use of electronic telecommunication 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.

Any student found using a cell phone, displaying a cell phone, or in possession of a ringing cell phone during the instructional day, may have the cell phone confiscated by the principal/designee and have disciplinary

consequences. The parent/guardian will be required to retrieve the cell phone from the school principal/designee. Related disruption and/or refusal to hand over a cell phone when directed by a school system employee may result in more severe disciplinary action such as suspension and/or expulsion.

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 (2nd nine weeks and 4th 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/progress/>

- 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.

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 School Building Level Committee (SBLC).
- 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. IDs that have been lost or damaged or are in poor shape must be replaced.

Students are responsible for their ID at all times. They are not to write or mark on the front or back of the ID. If wearing the ID in a case, the case must be clear where both sides of the ID are visible. Students are not to cut, chew or deface their ID. 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

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/>.

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 year. 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.

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

In order to be promoted to the next grade level, a student must pass the following: English Language Arts AND Math and either Science or Social Studies. More information can be found on the St. Tammany Parish website under the link Pupil Progression Plan.

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. 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 (8TH 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)
- Chess Club
- Choir Club
- Cross Country Club
- Cheerleaders (selected in spring)
- Dance Team (selected in spring)
- Drama Club
- Kindness Club
- Life on Purpose
- National Jr. Honor Society (must meet criteria)
- Patriot Buddies (Must complete application and be selected by the sponsor)
- 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, CHECK-INS, AND CHECK-OUTS

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. Tardies/Check-ins:

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 writes 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.
- Excessive to school tardies will be reported to the St. Tammany Parish School Board Supervisor of Child Welfare and Attendance.
- The Teens on Time (TOT) Program is designed to recognize those students who have zero tardies in a 9 week period.

B. Late To School Tardy Consequences

- 1st – 4th tardy – documentation by administration and student warning. Letters are mailed home to parents on the 3rd and 4th tardy.
- 5th 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.
- Tardies between classes are considered a minor infraction and will be documented in accordance with the Minor Infraction policy.

C. Check-outs:

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.

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. Most textbooks have an online version for all students to access through Moodle.

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>



2021-2022 DISTRICT CALENDAR

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6*	7				1	2	3	4						1	2				1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30												
																	31												

december							january							february							march						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	27	28	29	30	31								
							30	31																			

april							may						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
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17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

CALENDAR LEGEND

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

TESTING DATES

LEAP 2025 testing and ACT testing dates TBD

IMPORTANT DATES

Aug. 3-4	Teachers' Professional Development	Jan. 3	School Re-Opens
Aug. 5	Teachers' Day	Jan. 17	Martin Luther King Holiday*
Aug. 6	First Day of School	Feb. 28-March 4	Mardi Gras Holidays**
Sept. 6	Labor Day Holiday*	March 10	End of Third Grading Period
Oct. 1	Parish Fair Day*	March 11	1/2 Day Professional Development, 1/2 Day Record Keeping (No School for Students)
Oct. 7	End of First Grading Period	April 15-22	Spring/Easter Break**
Oct. 8	1/2 Day Professional Development, 1/2 Day Record Keeping (No School for Students)	May 20	Last Day of School
Nov. 22-26	Thanksgiving Holidays*		End of Fourth Grading Period
Dec. 17	End of Second Grading Period		End of Second Semester
	End of First Semester		1/2 Day for Students, 1/2 Day Record Keeping
	1/2 Day for Students, 1/2 Day Record Keeping	May 23	Teachers' Day
Dec. 20-31	Winter/Christmas Break*		

The School Board requires an appropriate program for Veterans' Day (Nov. 11). 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. 6 (Rosh Hashanah); Sept. 15 (Yom Kippur)

* 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.



2022-2023 DISTRICT CALENDAR

22 AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1				1	2	3	4	5
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21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				
													30	31													

december							23 january							february							march						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4			1	2	3	4		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31				26	27	28				26	27	28	29	30	31			

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

CALENDAR LEGEND

- ★ First and Last Day of School
- School Closed (Holiday)
- 1/2 Day for Students

TESTING DATES

LEAP 2025 testing and ACT testing dates TBD

IMPORTANT DATES

Aug. 1-4	Teachers' Professional Development	Jan. 2	School Re-Opens
Aug. 5	Teachers' Day	Jan. 16	Dr. Martin Luther King Jr. Holiday*
Aug. 8	First Day of School	Feb. 20-24	Mardi Gras Holidays*
Sept. 5	Labor Day Holiday*	March 10	End of Third Grading Period
Sept. 30	Parish Fair Day*		1/2 Day Record Keeping, 1/2 Day Students
Oct. 7	End of First Grading Period	April 7-14	Spring/Easter Break**
	1/2 Day Record Keeping, 1/2 Day Students	May 18	Last Day of School
Nov. 21-25	Thanksgiving Holidays*		End of Fourth Grading Period
Dec. 16	End of Second Grading Period		End of Second Semester
	End of First Semester	May 19	1/2 Day for Students, 1/2 Day Record Keeping
	1/2 Day Record Keeping, 1/2 Day Students		Teachers' Day
Dec. 19-30	Winter/Christmas Break*		

The School Board requires an appropriate program for Veterans' Day (Nov. 11). 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. 26 (Rosh Hashanah); Oct. 5 (Yom Kippur)

* 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.

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):

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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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

Notes

Notes