



Clearwood Junior High

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Brian J. Hirstius, Principal

Jessica Venezia, Asst. Principal

2021-2022 Student Handbook

***Please note, that due to COVID, any policies are subject to change with guidance from the CDC.**

General School Information

School Hours

7:55	Students allowed on campus
8:25	1 st bell-Students report to homeroom or 1 st period
8:30	Tardy bell
11:15	5 th grade lunch
11:45	4 th grade lunch
12:11	8 th grade lunch
12:35	6 th grade lunch
1:07	7 th grade lunch
3:31	1 st bell dismissal (early buses, walkers, car riders, bike riders)
3:36	2 nd bell dismissal (buses)

**Lunches may change depending on COVID policies.*

Websites

Clearwood Junior High School	http://clearwoodjunior.stpsb.org/
St. Tammany Public Schools	www.stpsb.org
JPAMS	https://jpams.stpsb.org/progress/
Online payments	https://www.mypaymentsplus.com

Attendance and Absences

Prompt and regular attendance is essential if a student is to realize the many benefits offered in education today. School will begin promptly at 8:25 a.m. each day and will dismiss at 3:31 p.m. for early bus release and at 3:36 p.m. for all others.

- A student who has been absent from school must present a note stating the reason for the absence.
- Any student missing more than three hours of instruction will be considered absent for the day.
- A written, acceptable excuse signed by a parent or guardian must be provided to the office within a two-day period of the student's return. The note must contain the student's name, the date the excuse was written, the date or dates the student was absent, the reason for the absence, and the parent's or guardian's signature.
- Students should bring their excuses to the office between 8:10 a.m. and 8:25 a.m.
- By state law, only the following absences will be excused:
 - sickness of child
 - death of near relative
 - religious holiday
 - serious illness of parent
 - medical appointment
- Upon returning from an excused absence, a student has 3 days to make arrangements with their teacher(s) to make up missed work.
- Students will receive a zero for each assignment not made up within the specified time frame.

- If a student knows in advance that he or she will be absent, arrangements must be made in advance to make up all work that will be missed.
- Teachers need at least 24-hour notice before parents can pick up work for a student.
- School functions, such as field trips, which require the student to leave campus are not considered absences.

Per school board policy, a student who is **unexcused** will receive failing grades in all subject areas missed during the period of absence. In order to be considered for promotion, state law requires attendance of 170 days during the school year for a student in grades kindergarten through eight. Therefore, a student can miss only 10 days out of 180 days of school.

Exceptions can be authorized by the principal or supervisor of child welfare. These exceptions include absences due to illness when the child was under direct physician care.

- Students who are serving an in-school suspension will be considered present for that day. They will be permitted to complete all work and tests while serving the in-house suspension that same day.
- Students must take final exams and nine weeks' exams at the regularly scheduled time. Students will not be permitted to take exams early except in extenuating circumstances authorized by administration.

**Refer to district policy regarding COVID absences and procedures.*

Tardy to School

If a student is tardy for school, ***a note from his or her parent must be presented*** to the attendance secretary before entering class.

Students should be on campus by 8:25 each day.

- 3rd unexcused tardy of the semester - the parent will be notified by letter
- 5th unexcused tardy of the semester - the student will be issued a one hour Administrative detention
- 8th unexcused tardy of the semester - the student will receive an in-school suspension
- 12th unexcused tardy of the semester - the student will be disciplined by way of parent conference, in school suspension, or out of school suspension.

Student Check-out

Frequent early dismissals from school severely impede the student's chances for academic success and disturb a healthy academic environment for others. Several rules must be observed for the sake of safety and courtesy when checking out a student.

- No child may leave school except with a parent or an individual designated on the emergency card.
- No other individual may take the student from school, and a student may not leave alone.
- All checkouts must be processed in person, through the front office.
- Anyone checking out a student must present valid picture identification.
- Students will not be allowed to be checked out unless the office has a current emergency card on file.

Emergency Cards

It is absolutely essential that parents complete and return to school an emergency card for each child.

- Notify the office immediately of any changes to the information found on the emergency card.
- For your child's protection, please send a copy of the most current custodial records from the court so it may be attached to the card

Visitors on Campus

All campus visitors must sign in at the front office and receive a visitor's pass. You must have current, valid picture identification.

**Due to COVID, visitor policy is subject to change.*

Medication in Schools

Illness and administration of medication among students is taken very seriously. Proper medical attention and convalescence are important to the long-term health of students, the health of others at school, and student performance. When students must take medication at school, school personnel are very careful to ensure that students are properly treated with medication and that the medication is not given to or used by students for whom the medication was not prescribed.

Parents are encouraged to work with physicians to schedule doses of medication that can be given at home for acute illnesses. Long-term illness and use of medication may require administration during school hours. In accordance with State law enacted to address the administration of all prescription and non-prescription drugs in school, the St. Tammany Parish School Board has formulated the following regulations to be followed when a child must receive medication during school hours.

- No medication, over the counter or prescription, including but not limited to Advil, Tylenol, or cough drops, may be administered to or self-administered by any student without an order from a Louisiana or adjacent state's licensed physician, dentist, or other authorized healthcare provider, and a letter of request and authorization from the student's parent or guardian.
- Students who violate the medication policy and are found to be in possession of over the counter medications, prescription medications, or controlled substances not authorized under the STPSS medication policy shall be subject to disciplinary action found under the Uniform Discipline Code.

Transportation

No student, regardless of method of transportation, is permitted on campus before 7:55am. Per CDC guidelines, students must wear a mask will on school buses.

*Due to COVID, students will not be allowed to ride buses home with friends.

*Changes to bus transportation must be approved through the front office. The parent or guardian must write a note with the student's name, student's name they are riding with, the bus number, and a signature with a connect phone number. The note will be sent to the office where it will be approved. The student will pick up their note before boarding the bus.

Walker, biker, and car rider information:

Traffic at Clearwood is very heavy. Everyone is urged to exercise extreme caution during school hours. To help ensure a safer school, please observe the following important rules:

- Car riders should never be brought through the circle drive.
- Drivers are to enter the parking lot, drive to the back, make the circle, and then proceed down to the covered walk area to drop off and pick up students. (NO U-TURNS OR SHORTCUTS ARE PERMITTED IN THE PARKING LOT)
- The speed limit in the parking lot is 5 MPH. (Please exercise extreme caution in the morning due to the volume of employees backing into parking spots and walking through the parking lot.)
- Students must load or unloaded only on the side next to the covered walk.
- All students (regardless of mode of transportation) will enter the school through the gym.
- Students riding bicycles should park them in the bicycle racks.
- Students walking or riding bikes must cross at the crossing guard and follow the sidewalk.
- At no time are students to walk through the teachers' parking lot.
- Students are expected to be picked up by 3:50 at the latest.

Deliveries to Students

Balloons, flowers, and gifts will not be accepted by the school for delivery to students.

Use of Office Telephone

- When notified by the child's teacher, a secretary will phone the parents or another designated adult if a student is sick.
- Students may not use the office phone or personal cell phone to call for forgotten items. (See Use of Cell Phone in Discipline section.)
- Instructional time will not be interrupted to give students messages. If the message is of a personal or emergency nature, the parent may check the child out of school and then return the child to school when the issue has been resolved.

Classroom Snacks/Treats

- Snacks or treats for the entire class must be store bought and individually wrapped from the manufacturer. Please coordinate with the classroom teacher before bringing the snacks or treats to school.

Instructional Program

Middle School Grades

Grades four and five are on a block schedule. The 4th, 5th, and 6th grades provide a solid foundation in:

- ELA
- mathematics
- social studies
- science
- physical education
- arts (music, recorder-4th, art, band and chorus-5th & 6th)

Middle/Junior High Grades

Grades seven and eight are departmentalized with a seven period day and are required to take the following subjects:

- ELA
- mathematics
- science
- social studies
- health and physical education
- electives (Quest for Success, band, art, chorus, keyboarding, piano, and Spanish)

For eighth grade students, there are a number of courses they can take for high school credit. These courses may vary yearly depending on the availability of the certificated staff to teach the courses.

- Art (full year) (high school credit)
- Spanish I (full year) (high school credit)
- Chorus, piano, or band
- Quest for Success

***** High school credit classes cannot be changed due to Carnegie unit credit.

Schedule Changes

There will be no schedule changes except in those cases with rare and extenuating circumstances, in which a letter must be presented to the principal requesting a change of placement and the reasons for such a change.

Promotion and Retention

Promotion and retention of students will be determined according to guidelines set forth in the *Pupil Progression Plan* of the St. Tammany Parish School Board. (STPSB website: <http://www.stpsb.org>)

Grading Policy

The grading policy as set forth by the St. Tammany Parish School Board will be followed strictly. (4th, 5th, and 6th use letter grades. 7th and 8th use number grades.)

A	=	93 – 100
B	=	85 - 92
C	=	75 - 84
D	=	67 – 74
F	=	0 - 66

Interim Reports

All parents will be notified at the midpoint of each grading period to check JPAMS. Dates are posted on the district calendar.

Report Cards

Report cards are issued to all students one week following the end of the 9 weeks period. Dates are posted on the district calendar.

Parent Conferences

Parent conferences are strongly encouraged for students in all grades. The most advantageous conference is one in which a team approach is utilized.

- Parents can contact their child’s teacher to set up a conference.
- Teachers must be given at least a two-day notice before a conference.
- If a conference needs to be rescheduled, then please do so in a timely manner.

Textbooks

A computerized system is used to issue books to students.

Student use of textbooks carries with it the basic responsibility of proper use and good care.

- If a book is damaged beyond use or it is not returned, then the student must make payment at the original cost.
- Students are expected to bring their books to class each day.
- Each child is responsible for the books issued to him/her.

Chromebooks

All students will receive a Chromebook once the agreement is signed and returned. Chromebook Use Agreement will be posted on the school website. Insurance can be purchased on My Payments Plus. Students are responsible for bringing their Chromebook to and from school and charge them nightly at home. Misuse of Chromebooks may result in disciplinary action.

Cafeteria

Clearwood Junior High School utilizes a computer system for our school lunch program. We are again asking for your help in making this process successful.

- All parents are highly encouraged to complete the Free and Reduced Meals Application located at <https://cafefr.stpsb.org>.
- Parents should add money to their My Payments Plus account. <https://www.mypaymentsplus.com/welcome>

- Please send any payments to the cafeteria in an envelope and label with the student’s name and computer number.
- Students may not bring sodas, energy drinks, or drinks with caffeine on campus.

Distance Learning

Should distance learning become necessary due to any foreseen circumstances, all communication will be via robocall as well as the school website.

Library Materials and Fines

The St. Tammany Parish School Board has adopted the following policy regarding overdue library materials and fines:

- At the elementary and junior high levels, five cents per day will be charged for regular overdue circulation materials up to the cost of the materials based on the current list price.
- Payment of damaged or lost materials shall be based on the current list price.
- If any student has overdue materials, then he/she may not check out additional materials from the library until the fine is paid and the materials are returned.
- Library check-out privileges will be restored when students have paid the fines, or returned the materials, or negotiated with the media director and/or principal as to reasons why the fine cannot be paid.

Technology Agreement Overview

The STPSS is pleased to offer students instructional technology and Internet services. To use the STPSS instructional technology and internet services, the Student User Agreement should have been signed at the beginning of the first year the student entered in the school system and is valid until the student leaves the school system. If you wish to receive or review a copy of this agreement and list of student responsibilities, please contact the office at 641-8200.

Damage of School Property and Materials

- Students who damage any school property or materials will be expected to pay for such damage.
- If the administration determines that the damage was intentional, then disciplinary action will also be taken against the student.

Student Life

Lockers

Lockers are only assigned for:

- Students who need a locker for a medical reason. Doctor’s note must be sent in to the office.
- Students who participate in an afterschool activity that requires equipment storage.

Clearwood Junior High School reserves the right to inspect or search lockers and storage areas at any time for health and safety reasons.

Activities

The faculty and staff of Clearwood Junior High School believe firmly in the social development of each child; therefore, many activities are offered beyond the normal school academics. Students should consider joining one or more of these worthwhile activities. Most activities are designed for students in seventh and/or eighth grades only. Some of the activities include the following:

Student Council (Grades 7-8)	Cheerleaders (Grades 7-8)	Athletics (Grades 7-8)
WCJH (4-8)	Honor Society (Grades 7-8)	Cougar Council (Grades 4-6)
Robotics (Grades 4-8)	Beta Club (Grades 6-8)	Science Club (Grades 4-8)

Specific school requirements for each activity (clubs and athletics) are kept on file. Participants must have proof of insurance for all school –sponsored clubs and athletic teams.

Hall Passes/ Leaving Class

No student is to be in the hall without an official pass signed and dated by the issuing teacher.

School Uniforms

School uniforms are required of all Clearwood students.

Bottoms: Tan Khaki Shorts, skirts, skorts, jumpers, and pants. Bottoms must be fingertip length, with no frayed hems or holes.

Tops: Solid Navy or Gray Collared Shirts

Collared or polo style shirts with or without the CJH logo, long or short sleeve.

The current PTA spirit shirt may also be worn as a uniform shirt.

Outerwear

All outerwear is allowed as long as it is not offensive. A uniform shirt must be worn under all hoodies and jackets at all times including CJH outerwear.

All hats, caps, bandanas, stocking caps, hoods, etc. are banned from the school campus during school hours. Please visit the St. Tammany Parish website for more information on dress code policies.

Student ID Policy

The 7th - 8th graders are required to wear student IDs. They will be used for service in the cafeteria and library, as well as identification of students on our school campus.

- Students will receive an ID at the opening of school (no picture) to use until school pictures are taken.
- If a student does not have his/her ID when they arrive to school, then he/she can do the following:
 - Come to the table in the main hallway after 7:55am and buy a “temporary” ID for \$1.00
 - If they do not have \$1.00, then they will receive a one hour after-school administrative detention.
 - If given a detention, the student has until the day before the assigned detention to bring in \$1.00 and have the detention removed.
 - If the dollar is not received the day before the assigned detention, then the detention must be served.
- If they cannot find their ID, then they will have to purchase a new ID for \$5.00.
- IDs cannot be defaced in any manner. This includes, but is not limited to, placing stickers on the ID, marking out any part of the ID (words or picture) with pen or permanent marker.
- IDs must be worn on either the collar of the uniform shirt or on a lanyard.
- All teachers will be checking for IDs and students may not enter the classroom without either their own ID or temporary ID.
 - If a student does not have his/her ID and fails to get one before 8:25, then he/she will report to the front office where a temporary ID and a detention will be issued. This detention cannot be removed by paying \$1.00 since the student failed to follow the ID policy.
 - If the ID is lost during the school day, then students will report to the front office to purchase a temporary one.

Athletic Activities, Dances, Other School Functions

Students must be present for at least 3 hours of a school day in order to participate in or attend any school sponsored function. This includes after school events also.

“No Go List”

Students who meet any of the following criteria will not be allowed to attend the next school dance or, possibly, other school functions. List starts over with the beginning of a new nine weeks.

- In-school support the 9 week period of the activity
- Out of school suspension the 9 week period of the activity
- Exclusion

School Events and Athletic Activities

Parents are expected to pick up their children from all school events and athletic activities including practices promptly within 15 minutes of the ending time.

Dances

Parents are expected to pick up their children by 9:00 p.m. on the night of the dance.

Athletics Eligibility Criteria

(Grades Seven and Eight Only)

- Students must have a copy of a recent physical signed by a physician (**valid for one calendar year**) before tryouts.
- Students must be under the age of fifteen years or have turned fifteen after September 1.
- Students must have at least a 1.5 GPA and no more than one (1) Fs.
- Students are expected to perform a battery of skills suitable for the sport for which they are trying out.
- Students are expected to be at all tryouts with the exception of an excused absence.
- In order to participate in athletics, students are required to have proof of insurance – either school or private. If the insurance is through a private agency, then the students must provide the name of the insurance company and the policy number.

Discipline

Over the years, Clearwood Junior High has developed a reputation for academic achievement as well as for exceptionally well-behaved students.

- Our philosophy of discipline is to provide as much positive reinforcement as possible to each child.
- An example of such reinforcement is Cougar Cash.
- Our student behavior management program is designed to deter negative behavior and to accentuate positive behavior.

Refer to the current edition of the St. Tammany Parish School Board’s *Handbook on Attendance, Discipline, and Student Records* for specific violations and types of disciplinary action taken for each category of offense.

Positive Behavior Intervention Support

The Positive Behavior Intervention Support (PBIS) program is a state-mandated program designed to teach and support appropriate behaviors within each school. Our PBIS committee is comprised of teachers, parents, and students whose purpose is to design lessons and create supporting activities that teach school expectations and campus rules. The committee also develops various incentives and reinforcement programs to reward or recognize students for meeting these expectations and rules. Furthermore, the committee addresses discipline issues throughout the school using referral data, information from teachers and staff, and administrative concerns.

PBIS School-wide Expectations

Clearwood Junior High follows PAWS:

- Practice a Positive Attitude

- Act Responsibly
- Work Together
- Show Respect

School-Wide Positive Behavior Support Incentives

Cougar Cash & Cougar Credit: If a student is observed displaying any of our PBIS expectations, they are given Cougar Cash in grades 4-6 and Cougar Credit punches in grades 7-8. The Cougar Cash and Cougar Credit can be used to buy snacks, rewards, and incentives inside and outside of the classroom. Students can also place their Cougar Cash into a weekly drawing for prizes.

COUGAR Boards: Each class has a COUGAR Board. Anytime the class is "caught" following PAWS, the teacher asks one member of the class to color in a square of the board. When at least one row or column is filled, the class earns a reward. Once the entire board is filled, the class colors one square on the school-wide COUGAR Board. When the 100th square on the school-wide board is filled, the entire school earns a reward, such as extended recess with an ice cream party, a sock hop, or crazy hair day.

Discipline Support Procedures/Classroom Expectations

The teachers of Clearwood Junior High, in order to teach unhindered by disruption, have the authority to discipline the students. Teachers will post in the classroom rules designed to maintain an atmosphere conducive to learning. Students are expected to remain engaged in instruction and must refrain from disruptive or distracting activities, this includes bottle flipping and fidget spinners.

The following are consequences and/or interventions when students violate the rules of the classroom:

- Warning
- Phone Call
- Loss of privileges
- Seating changes
- Being temporarily sent, with assignments, to another classroom
- Teacher detention not to exceed thirty minutes (unless authorized by the principal).
- Referral (Prior to referral to office, the teacher will have contacted the parent regarding the issue.)
- Serious infractions such as fighting, profanity, threats etc., will be handled by the administration.
- Cumulative minor infractions can result in serious disciplinary action, including suspension.

The following guidelines will be adhered to in implementing the teacher discipline support plan:

- All teachers will follow the Positive Behavior Support plan.
- All students will be disciplined fairly and consistently.
- The teacher is responsible for the first line of communication with the parent by phone, conference or email.
- Non-compliance of a student with any step of the PBIS plan will automatically advance the student to the next step of the plan.

Administrative Discipline Support Plan for Minor Offenses

The administrator handling discipline will follow a stepped plan during the school year. (**Note:** Upon being referred by a teacher to the administrator, the student will have already been disciplined by the teacher unless a major offense occurs. See above in the teacher's discipline plan.)

- 1st Offense: Student reprimand, parent contact and/or conference, and/or possible detention;
- 2nd Offense: Teacher held detention after school;
- 3rd Offense: Administrator held one-hour detention;
- 4th Offense: One day of In-school support and /or mandated parent conference before the child returns to class;

- 5th Offense: In-school support; Second Chance Program; exclusion, out of school suspension;
- 6th Offense: Out-of-school suspension with parent conference.
- Major offenses shall be acted upon at once, and some form of suspension will be used.

If you have questions regarding the teacher discipline support plan or the administrative discipline support plan, please do not hesitate to contact Mr. Hirstius or Mrs. Venezia.

Use of Cell Phone or Electronic Device

Cell phone or other electronic devices (including ipods, smartwatches, MP3 players, and earbuds) that are visible (including in pockets of shorts/pants or sweatshirts) are considered in use. Cell phones/smart watches must be stowed in backpacks and turned to the off position during school hours.

Any student caught using a cell phone (calling, texting, gaming, video, or pictures) or any other form of electronic device will have their device taken away and an appropriate consequence will be issued. A parent must come to school and request the device from an administrator. In some cases, depending on the use of the phone, further discipline may result. Cell phones or any electronic devices are not permitted in restrooms/locker rooms under any circumstances.

1st offense: Warning

2nd offense: Administrative Detention

3rd offense: 1 day ISS

Bullying

Bullying is a form of aggression, and it occurs when a person(s) willfully subjects another person (victim), to an intentional, unwanted and unprovoked, hurtful verbal and/or physical action(s) at any school site or school-sponsored activity or event.

Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a student or a member of a team.

Examples of types of bullying may include, but not limited to, the following examples.

- **Physical bullying** includes, but is not limited to, punching, shoving, poking, strangling, hair pulling, beating, teasing, kicking, punching, or excessive tickling.
- **Verbal bullying** includes, but is not limited to, such acts as malicious name calling, teasing, or gossip.
- **Emotional (psychological) bullying** includes, but is not limited to, rejecting, wronging, extorting, defaming, humiliating, black-mailing, diminishing personal characteristics (such as race, disability, ethnicity or perceived sexual orientation), manipulating friendships, isolating, or ostracizing.
- **Sexual bullying** includes, but is not limited to, many of the actions proceeding as well as exhibitionism, voyeurism, sexual propositioning, abuse involving actual physical contact, or sexual assault.
- **Cyber-bullying** includes web-based bullying or bullying using any form of electronic media.

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, then 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, then

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).

Statement of the St. Tammany Parish School Board on Sexual Harassment

“The purpose of the St. Tammany Parish School Board is to provide public education for the school aged children of St. Tammany Parish, Louisiana. Sexual harassment is a violation of the law and School Board policy and will not be tolerated, condoned, or overlooked. The Board requests and encourages persons associated with the school system who believe there are acts of harassment to be reported to the school principal or designee.”

“The Board through the school principal shall promptly, thoroughly, and fairly, investigate reports of sexual harassment and take appropriate action that is consistent with the results of the investigation and the legal requirements afforded by law. Inappropriate behavior will be handled according to the school’s discipline procedures.”

“The School System and Board will not tolerate retaliation by anyone associated with the School System against one who files a complaint of sexual harassment.”

“Some acts of sexual harassment are considered criminal and are subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.”

Reporting of incidents needs to be made to the Principal of your child’s school. A copy of the policy is available in every school’s library.