

Clearwood Junior High School

Dear Parents and Students,

Welcome back to Clearwood and a new school year. Welcome also to all our new families who have moved into our area. We hope you will find our school and community pro-active in meeting your families' needs. Again, welcome from the entire school's staff and faculty here at Clearwood Junior High.

It is our sincere desire that every child here is happy and achieves his or her potential. We believe that, collectively, Clearwood has the finest teachers and staff available. They are not only highly professional and well trained, but they also set high expectations for our students. This characteristic is what separates satisfactory schools from excellent ones. Moreover, Clearwood Junior High School has been accredited by the Southern Association of Colleges and Schools since 1985. We are now accredited through St. Tammany's parish-wide accreditation program which was successfully completed during the 2010 - 2011 school year. Our school system is one of the few district wide accredited systems in the nation, which places us on the cutting edge of education.

You will also discover that Clearwood provides many activities and encourages everyone to become involved. For our elementary students, we have special programs and recreational reading. For the junior high students, we have a vast selection of extra-curricular activities from which to choose. For parents, we have a super PTA and volunteer program. Please join with us in sharing the excitement and opportunities this year holds. By working together, we can make it even better than last.

Good luck and best wishes for the most successful year ever.

Alan Bennett, Principal

To the Student

This handbook, along with the St. Tammany School Board's *Handbook on Attendance, Discipline, and Student Records*, is distributed to all students and contains information with which you need to become familiar. You should read this handbook carefully and consult with teachers and administrators about anything you do not understand. Knowing and understanding the contents of this booklet will help you not only enjoy your school days more, but also become a better citizen of Clearwood Junior High School. Keep this handbook with your school materials and refer to it as needed during the year.

This handbook should not be considered "all-inclusive." The principal has the right and responsibility to add, amend, or remove any part in the best interest of Clearwood Junior High School students, faculty, and staff.

Registration

New students entering school must present:

- a certified copy of a birth certificate
- a social security card for each child
- an immunization record
- a report card from the previous school for scheduling purposes
- a statement from the previous school that withdrawal has been completed in good standing e.g., the student owes no fines or fees.

Students must reside in the school district established for Clearwood Junior High. If a student is transferring from another school in St. Tammany Parish, he must obtain a letter of assignment from the School Board Annex Office, 980 Ninth Street, Slidell, before he can be registered at Clearwood Junior High.

For any additional information concerning registration in St. Tammany Parish Schools, you may go to the school board website: <http://www.stpsb.org/>

Withdrawal of Students

When a student is withdrawn, parents or guardians must notify the office one day in advance of withdrawal. Students must secure withdrawal forms from the attendance secretary before homeroom on the last day of attendance. All school property must be returned and accounts must be settled for final office clearance. If transferring to a school within the parish, a letter of assignment must be obtained from the School Board Annex Office in Slidell before registering at the new school.

Attendance and Absences

Prompt and regular attendance is essential if a student is to realize the many benefits offered in education today. In this regard, we insist upon the student attending school each day. *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.*

- If a student is late for school, ***a note from his or her parent must be presented*** to the attendance secretary before entering class.
- A student who has been absent from school must also 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.**
- By state law, only the following absences will be excused:
 1. sickness of child;
 2. death of near relative;
 3. religious holiday;
 4. serious illness of parent;
 5. medical appointment.

By school board policy, a student who is unexcused will:

- Receive failing grades in all subject areas missed during the period of absence.

To make up class work missed during an excused absence,

- A written, acceptable excuse signed by a parent or guardian must be provided within a two-day period of the student's return.
- A student with excused absences is responsible within **three days for making arrangements** with the teacher(s) to make up missed work. If the work is not made up within the time specified by the teacher, the student will receive zeros on all incomplete work.

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.**

For more details regarding attendance regulations, refer to the St. Tammany Parish School Board's *Handbook on Attendance, Discipline, and Student Records* (current edition).

Students must keep the following information in mind regarding absences:

- Absence excuses will be written each morning in the attendance office **only** between 8:00 a.m. and 8:25 a.m. Students should report to the office window with their excuses when they are dismissed from the gym or cafeteria at 8:10 a.m.
- Students will be given two days to bring written excuses to the attendance secretary following an absence.
- 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.
- Excuses presented to the attendance secretary 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.
- School functions such as field trips which require the student to leave campus are not considered absences.
- Following an absence, it is the student's responsibility to have each classroom teacher sign the blue admission slip issued to him or her.
- The student will turn in the blue slip to the front office within two days.

Tardy Policy

Students should arrive at school on time each day. **This means they are on campus by 8:25 a.m.**

- Upon receiving the **third unexcused tardy** of the semester, the parent will be notified by letter.
- On the **fifth unexcused tardy**, the student will be issued a one hour Administrative detention.
- Upon receiving the **eighth unexcused tardy**, the student will receive an in-school suspension.
- On the **twelfth unexcused tardy**, the student will be disciplined by way of parent conference, in school suspension, or out of school suspension.

Students are responsible for getting to class on time in order to avoid disciplinary consequences.

Checking Students Out of School

Frequent early dismissals from school severely impede the student's chances for academic success and disturb a healthy academic environment for others. Certainly there will be times when a parent must check a student out of school; however, several rules must be observed for the sake of safety and courtesy.

- 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.
- A student checking out for any reason must process through the office.

Emergency Cards

It is **absolutely essential that parents complete and return to school an emergency card** for each child. The information is necessary to ensure each child's safety and well being.

- *Students will not be allowed to be checked out unless the office has a current emergency card on file.*
- Notify the office immediately of any changes to the information found on the emergency card.
- Please send a copy of the most current custodial records from the court so that we can attach them to the card. This is for your child's protection.

Visitors on Campus

Campus visitors must:

- Sign in at the front office and
- Get a visitor's pass.
- **Visitors may not confer with teachers during instructional time.**

Health Records - Immunizations

- Students under the age of 18 are required by law to present records of their immunizations.
- If a student/parent fails to provide this information, the student may not attend school until these records are made available.

Medication in Schools

The following medication policy has been adopted by the St. Tammany Parish School Board:

As a general principle, medications are not to be given at schools. Acutely ill students should be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. Students should not be allowed to have any drugs in their possession on the school grounds, including aspirin and Tylenol. When special circumstances exist for a health problem that can be expected to be of a long duration, we adhere to the following policy.

In May of 1993, the Louisiana legislature enacted Act 87 (LA RS 17:436.1) relative to the administration of medication. This Act covers all prescription and non-prescription drugs.

In accordance with Act 87, the St. Tammany Parish School Board has formulated the following guidelines to be used when a child has to receive medication during school hours:

- No medication shall be administered to any student without an order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian.
- No medication shall be administered to any student unless it is provided to the school in a container that meets acceptable pharmacy standards.
- A registered nurse employed by the St. Tammany Parish School Board will review the physician's order and the parent's request. The registered nurse will then assess the child in the education setting to determine if administration of the medication by a trained non-licensed health professional is acceptable.
- In order to ensure proper identification of students receiving medication, we are requesting the parent to submit a recent photo of the student to attach to the medication folder.

If your child requires medication for an acute illness, we encourage you to work with your physician to schedule doses that can be given at home. Long-term illness and medication may require administration during school hours. If your child requires only short-term medication, we recommend (if possible) it be scheduled around school hours.

Bell Schedule – Dismissal

- **3:31 p.m. Early Bus Students dismissed directly to the gym: All other students should remain in class.**
- **3:36 p.m. Dismissal for remaining students**
- **3:40 p.m. All Clear** (All students should be out of the halls and in the gym or on the arcade waiting for their rides. If they have an after-school activity, they are expected to be with the sponsor of that activity.)

Transportation

- Each student riding a bus to school must ride the same bus home (except on special occasions).
- To ride a bus home other than the assigned bus,
 - The student must bring a note from the parents to the front office by 8:30 a.m. on the day he/she wishes to ride the bus.
 - Mr. Bennett will then issue a bus pass for the day.
 - Students should show the pass to the 7th period teacher.
- Students riding early buses will be dismissed at 3:31 p.m.
- All others will remain in class until 3:36 p.m.
- Students walking or riding to school should arrive no earlier than thirty minutes before the first bell.
- There will be no teacher on duty to supervise children who arrive earlier. Students should arrive no earlier than 7:45 a.m.
- Students must be picked up by 3:50 p.m. at the very latest.

Traffic – Zone for Morning and Afternoon Car Drop Off

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:

- The arcade is only used for buses, except during the hours of 8:40 a.m. until 2:50 p.m.
- Car riders should never be brought to the arcade.
- Drivers are to enter the parking lot, drive all the way 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 are permitted.**
- **The speed limit in the parking lot is 5 MPH.**
- **Students will be loaded or unloaded only on the side next to the covered walk.**
- **Students will enter and exit the building through the gym doors adjacent to the circular driveway.**
- Students riding bicycles should park them in the bicycle racks.
- Students walking must enter and exit the school grounds by the south side sidewalk where the crossing guard stands. Any other location, including the circle drive, is too dangerous.
- *At no time are students to walk through the teachers’ parking lot.*

After School Policy

Absolutely no loitering (wandering, loafing, standing, etc.) in the school building after 3:40 p.m. when the all clear bell rings.

- Students involved in extra-curricular activities are not allowed in the building after school hours unless accompanied by the sponsor.
- Bus riders must be in the gym waiting for buses.
- Car riders must be on the arcade waiting for their rides.

Deliveries to Students

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

Instructional Program

Elementary Grades

Grades four and five are on a block schedule.

- The elementary grades of four and five provide a good foundation in:
 - the fundamentals of language arts
 - mathematics
 - social studies
 - science
 - physical education
 - the cultural arts

Middle/Junior High Grades

As a student progresses to different grade levels, the schedule becomes departmentalized.

- Grades six, seven, and eight are departmentalized with a seven period day.
- Students in those grades are required to take the following subjects:
 - Reading , English, and Spelling
 - Mathematics
 - Science
 - Social Studies
 - Health and Physical Education

In addition to the required subjects, students must take one elective from the following:

- Art/family and consumer sciences
- Spanish
- Band
- Chorus or piano
- Street law (open only to eighth graders),
- Study skills – math prep (open only to 7th graders)
- LEAP math prep (open only to eighth graders)

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 (current edition). School board website: <http://www.stpsb.org/>

Grading Policy

Please note that the grading scale has been changed, effective for the 2011 – 2012 school year.

The grading policy as set forth by the St. Tammany Parish School Board will be followed strictly.

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

Parents are encouraged to monitor student progress through *STI Home*.

Interim Reports

All students will receive an interim report at the midpoint of each grading period.

- **The dates for Interim Reports are as follows:**
 - First Grading Period—September 8, 2011
 - Second Grading Period—November 10, 2011
 - Third Grading Period—February 2, 2012
 - Fourth Grading Period—April 19, 2012
- **Parents are to sign a copy of the interim and return it to the homeroom teacher the next day.**

Report Cards

Report cards are issued to all students during the week following the end of each grading period.

- **The dates for Report Cards are as follows:**
 - First Grading Period—October 13, 2011
 - Second Grading Period—January 6, 2012
 - Third Grading Period—March 15, 2012
 - Fourth Grading Period—May 31, 2012.
- **Parents are to sign the attached form indicating that they have seen their child's report card and return it the next day to their child's homeroom teacher.**
- Parents should review their child's performance carefully.
- If the parent wishes a conference concerning the grades, he or she should contact the front office staff at 641-8200.

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 must call the office in advance to set up a time when teachers and other personnel can meet with the parent to confer and assist.
 - Teachers must be given at least a two-day notice before a conference.
 - We also do not allow early morning conferences when teachers are preparing for the school day. (This can be amended with teacher consent.)
 - Conferences may be scheduled by calling the front office staff at 641-8200.
 - If a conference needs to be rescheduled, please do so in a timely manner.

Honors Classes (ELA and Mathematics)

Selection Criteria – Based on iLEAP Scores

- ELA
 1. Grades 5 – 7-- iLEAP – Mastery
 2. Grades 5 – 7-- iLEAP – Mastery
 3. “B” average or higher
 4. Teacher recommendation
- Math
 1. Grades 5-6 – iLEAP – Mastery
 2. Grade 7 – Must pass Proficiency Test to move into Algebra I
 3. B” average or higher
 4. Teacher recommendation
- Then, a formula is used which combines the standardized test score and grades for that student.
- Totals are rank ordered, and students who have the highest number of points are placed in honors sections.
- Once placed, students who are not performing academically at a reasonable expectation level (2.5 average or higher) or who are disruptive to the learning process will be dropped from the honors class and placed in an on level class immediately.
- Selection is done on an annual basis.
- Appeals are handled through the administration.

Electives

When a child signs up for an elective, he/she is expected to remain in that class, or set of classes, for the entire year.

Schedule Changes

There will be no schedule changes except in those cases with rare and extenuating circumstances.

Student Fees

Clearwood will charge a \$10.00 supply fee to all students.

This fee will be used only for the following purposes:

- duplication materials
- supplies
- repair to machines

Additional information and fee payment options will be sent home in a separate letter.

Textbooks

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

1. If a book is damaged beyond use or it is not returned at the end of the session or when the student drops or transfers out of the class, the student must make payment at the original cost of replacing the book.
2. Students **are required to cover their books** to insure longer use.
3. Students are expected to bring their books to class each day.
4. Students are **not to loan their books** to other students. Each child is responsible for the books issued to him/her.

Cafeteria Policies

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.

1. **Please send money for lunch and breakfast the first day of the school week.** This will keep our records accurate.
2. Checks, as in the past, are made payable to Clearwood Food Service.
3. You may pay by the week or the month.
4. No lunches may be charged by students in seventh and eighth grades.
5. **We also ask that money be sent in an envelope and labeled with the student's name, amount of money sent, and computer number.**
6. Each student should know his/her computer number.
7. If you have any questions concerning this program, please call 641-8681 or 641-8200.
8. We need your help and support to make this program work.
9. **Breakfast fees are \$0.60 per student; lunch fees are \$1.00 for students in grades four through six and \$1.25 for students in grades seven and eight.**
10. Students in grades seven and eight who wish to use the restroom during lunch recess will be permitted to go only before entering the cafeteria and after lunch recess.
11. Upon leaving the cafeteria, students should report immediately to the scheduled recess location.

Beverages

- No squirt beverage bottles or containers may be brought to school.
- Beverages can only be purchased after school dismissal.
- No coffee or energy drinks of any kind can be on campus.
- Soft drinks, water, drinks of any kind should be kept in book bags where they are not visible in the hallways or classrooms.

Lockers

Students in grades seven and eight are assigned lockers in the junior high halls. All students must have a combination lock or a key lock (spare key must be given to the homeroom teacher) on their locker at all times. Any lock found on an unauthorized locker will be removed. The following steps will be taken for removal of unauthorized locks:

- The student should get a signed note from the homeroom teacher stating student's name and locker number.
- The student then takes the note to the principal's office for authorization.
- The principal or assistant principal will have the lock removed. Students are required to provide their homeroom teachers with the lock combination and/or the spare key.

Students must use their assigned lockers to store their possessions at school. Valuables should not be brought to school. Clearwood Junior High School reserves the right to inspect or search lockers and storage areas at any time for health and safety reasons. All students shall exercise courtesy during locker use time. Students need to remember the following regarding locker use:

- Only the student issued a particular locker is to use that locker.
- Students should keep locker combinations strictly confidential, other than the homeroom teacher.
- Students are to maintain lockers in good condition, refraining from any action which would deface or damage the locker. This includes placing permanent marks or stickers on the inside or outside of lockers.
- All locker exchanges must be handled through the homeroom teacher.
- Homeroom teachers provide the office with a list of each student's locker number and combination.
- The **school is not responsible** for valuables kept in lockers.
- Lockers should remain locked at all times.
- Decorating lockers for birthdays or any other reason is prohibited.
- Students are not to bring large sums of money to school. They also should not bring or wear expensive watches, jewelry, and clothes. The school shall not be the guardian of these items.

Locker /Cubby Stops- Times

Sixth Grade

- During homeroom
- After third period
- After fifth period

Take books when going to lunch.

Seventh and Eighth Grades

- Before homeroom;
- After fourth period;
- After seventh period. (Pack up for the day.)

Leave books in fifth period class when going to lunch. Teachers will lock doors. After lunch recess and before going to sixth period, get your books from your fifth period class.

Student 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)	School Newspaper (Grades 4-8)
Cougarettes (Grades 7-8)	Honor Society (Grades 7-8)
Cougar Council (Grades 4-6)	Yearbook Staff (Grades 7-8)
Beta Club (Grades 5-8)	Science Club (Grades 6-8)
Cougar Patrol (Grades 4-6) – is a service organization that assists duty teachers with car line traffic flow and loading and unloading of students.	

- For a student to be eligible scholastically for class and/or club officer, cheerleading, and/or dance team he/she must have a 1.5 overall grade point average.
- Student Council requires a 2.0 overall grade point average for participation.
- Once a student has become eligible, he/she must maintain a 1.5 or 2.0 grade point average, whichever is required, for at least one marking period or until the nine week grade point average is reached.
- Specific school requirements for each activity (clubs and athletics) are kept on file.
- Eligibility requirements are maintained by the sponsor of each organization/activity.
- **Participants must have proof of insurance for all athletics as well as for dance team and cheerleading. Students will not be permitted to participate in these activities without proof of insurance.**
- **If a student is suspended from school for fighting he/she will be suspended from that team/organization for the remainder of that particular season. The principal will review all inappropriate behavior suspensions to determine if the student's behavior warrants his/her suspension from the team or organization.**
 - Any athletic team
 - Cheerleading
 - Dance team
 - Student Council
 - Beta Club
 - National Junior Honor Society
 - Any other school-sponsored club/organization

National Junior Honor Society

The National Junior Honor Society of Secondary Schools is an organization designed to create enthusiasm for scholarship, to stimulate service for school and community, to promote leadership, to develop character, to encourage high regard for freedom and justice, and to inspire civic involvement.

The National Junior Honor Society is under the sponsorship and supervision of the National Association of Secondary School Principals. The school principal approves the activities and the decisions of the school's chapter. Both the organization's advisor and the Faculty Council are appointed by the principal. The Faculty Council consists of five junior high school teachers and is responsible for determining selection procedures, for making the final selection of members, and for considering dismissals.

To be eligible for nomination, a student must have attended Clearwood Junior High for one semester. A cumulative average of 3.5 is required during the first three nine weeks of the school year. There is **no** rounding of fractions. Students may not apply for membership in this organization. Membership is granted only to those qualifying students who have been recommended by their junior high teachers and who have been selected by the Faculty Council.

Membership in the National Junior Honor Society is never considered on the basis of grades alone. Potential members are evaluated for leadership qualities; for service to the school and community; and for the highest standards of honesty, reliability, and morality.

After students have been identified as having a 3.5 grade point average, they are reviewed by their teachers, coaches, and sponsors. Faculty members recommend students who (a) take criticism willingly and accept recommendations graciously; (b) consistently exemplify desirable qualities of behavior as outlined in school and parish handbooks; (c) cooperate by complying with school regulations concerning property, halls, assemblies, etc.; (d) demonstrate the highest standards of honesty and reliability; (e) regularly show courtesy, concern, and respect for others; (f) observe instructions and rules and are punctual; (g) have powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies; (h) manifest truthfulness in acknowledging obedience to rules, avoiding cheating in written work (this includes not supplying work to other students), and showing unwillingness to profit by the mistakes or misfortunes of others.

Nominated students are required to complete a student activity information form. This is **not** an application and does not guarantee selection into the organization; rather, it is a means for the Faculty Council to review information regarding a student's leadership and community service. Failure to return the completed form promptly, along with the required paragraph, removes the student from membership consideration.

In addition to teacher recommendations and student activity information forms, the Faculty Council will review any discipline referrals or suspensions. A final decision on each candidate will be based on these elements.

In accordance with national guidelines, no student has a right to belong to the National Junior Honor Society. It is an honor bestowed by the faculty. In order to remain in good standing once inducted into the Society, students must continue to demonstrate the high standards by which they were selected.

Color Guard

An additional honor available to every member of National Junior Honor Society is to serve on Clearwood's Color Guard. This is a volunteer group within NJHS that assumes responsibility for the flags which fly over Clearwood each day. While volunteers come from within the NJHS membership, Color Guard is considered a separate group.

Members of Color Guard are given a great deal of responsibility. Members must agree to:

- show respect for the flags at all times;
- attend training sessions to learn how to properly raise, lower, and fold the flags;
- assume responsibility for the flags with a group of two other students for the entire school year;
- be trustworthy;
- perform all duties promptly and appropriately;
- be a positive role model for others who may be watching as duties are performed.

Color Guard members select two co-captains for the organization. These students are considered NJHS officers. Co-captains assume perhaps more responsibility than anyone else in Clearwood's NJHS. Throughout the year, these students serve on a Color Guard team, set up schedules, post weekly assignments, remind students of their rotation, and take over for absent students.

Library Research Center/Computer Labs

Research Center

To encourage students to utilize the research center for leisure reading, homework, projects, and Accelerated Reader, the media specialist will open the center at 8:10 a.m. The center will also be open during recess and lunch, if the schedule permits, and will remain open until 3:30 p.m. Parents are encouraged to serve as library volunteers during the day. These arrangements can be made through the library volunteer coordinator.

School Websites

- <http://clearwoodjunior.stpsb.org> -- Clearwood Junior is the main school site offering general information about the school.
- <http://www.teacherweb.com>—This is a link to individual teacher pages where students and parents can access information about class content, activities, homework, and other important information.
- <http://www.stpsb.org> --This is the link to the school system's website.

Computer Labs

1. In order for students to have access to the computer lab, both the parent and the student must sign a technology agreement.
2. Parents may also be asked to sign a project permission form on assigned internet projects.
3. Students may use the lab before school, during lunch, or after school on a project pass or an Accelerated Reader pass from the teacher.
4. Passes will be accepted on the availability of space and the availability of lab assistance.
5. Parents are encouraged to serve as lab volunteers during the day. These arrangements will be made through the library volunteer coordinator.

Any misuse of the computer lab by any student will result in the removal of lab privileges for a specified period of time.

Reading Renaissance Program (Accelerated Reader)

The Reading Renaissance Program is a required program for all reading students at Clearwood. Students participating in this program will find books in both the research center and at the public library. A letter explaining class requirements and due dates will be provided by the reading teacher at the beginning of the school year. A complete reading list is also available on the school web site: <http://clearwoodjunior.stpsb.org>. Parents are encouraged to become familiar with the list and help his/her student in a title selection appropriate for the child. Please follow the suggested key located at the top of the reading list to assist in making selections. The reading teachers and the research center staff will be available to answer any questions concerning the reading list or the requirements.

It is important that students return books on time so that other students may use them. It is also important for the student and parent to be aware of the overdue policy that covers all research center materials. Students will not be allowed to check out additional materials if an outstanding debt is incurred.

The test deadline for each grading period is listed below. These dates may vary depending upon the events scheduled during the nine weeks. Testing will end at 3:15 p.m. on the designated day. Should there be any change in these dates, students will be informed in advance of the date. Students may take only two tests within a twenty-four hour period.

- **Because students are given at least six weeks for this assignment, time is not extended for absences any time during the week of the deadline. Reading Renaissance (Accelerated Reader) Test Due Dates for 2011-2012 are scheduled as follows:**

First Grading Period	September 30th
Second Grading Period	December 9th
Third Grading Period	February 24th
Fourth Grading Period	May 11th.

Students misusing the Accelerated Reader Program in any way will lose points for any test involved and will automatically be eliminated from participation in the scheduled reward field day for that grading period.

Overdue Materials and Fines

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

- A research center fine of five cents per day will be charged for reserve and overnight materials. 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, he/she may not check out additional materials from the library until the fine is paid and the materials are returned.
- Research Center 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.
- The media director will notify in writing the parent of students with overdue or lost materials. Written notifications must be given at least once each nine weeks when report cards are sent home. The notification may accompany the report card or it may be mailed separately.

Discipline

Philosophy

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 the BIONIC slips program.
- ❖ Our student behavior management program is designed to deter negative behavior and to accentuate positive behavior.
- ❖ If we can motivate each child to reach his/her potential both academically and socially (behaviorally), then we have accomplished our goal.

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. Each student is issued a copy of the handbook along with this booklet.

Positive Behavior Support

The Positive Behavior Support (PBS) program is a state-mandated program designed to teach and support appropriate behaviors within each school. Our PBS 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.

PBS School-wide Expectations

- Be **RESPECTFUL**
- Be **EXCELLENT**
- Be **PREPARED**
- Be a **PARTICIPANT**
- Be **SAFE**

Discipline Support Procedures

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.

Grades 4 - 8

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

- Warning
- Approved punish work
- 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).
- Prior to referral to office, the teacher will have contacted the parent regarding the problem.
- Serious infractions such as fighting, profanity toward a teacher, threatening a teacher, etc., will be handled by the administration.
- As a student moves through the administrative discipline plan, 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.
- Only school-wide punish work will be used. (*Note: In line with the Parish Grading Policy, **NO** points are to be subtracted or added regarding discipline.*)
- The teacher is responsible for the first line of communication with the parent by phone, conference or email. (*Multi-teacher conferences can be handled over speakerphone in a private setting such as the principal's office.*)
- **Non-compliance of a student with any step of the PBS 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. See above in the teacher's discipline plan.)

- 1st Offense: Student reprimand, parent contact and/or conference, and/or possible detention;
- 2nd Offense: Lunch or one-hour administrative detention;
- 3rd Offense: One-day in-school support, and/or mandated parent conference before the child returns to class.
- 4th Offense: In-school support; Second Chance Program; exclusion, out of school suspension;
- 5th Offense: Out-of-school suspension with parent conference.

Major offenses shall be acted upon at once, and some form of suspension will be used.

- ❖ Taking into consideration the child's age, grade placement, etc., the administration will make the final decision in determining the appropriate disciplinary action.
- ❖ If you have questions regarding the teacher discipline support plan or the administrative discipline support plan, please do not hesitate to contact Mr. Bennett or Ms Camhout.

School-Wide Positive Behavior Support Incentives

BIONIC, Believe It Or Not I Can!, is our PBS motto to encourage students to make positive behavior choices. To that end, the following incentives have been developed by the PBS Committee.

BIONIC 5: Students, volunteers, faculty, and staff are nominated for being *BIONIC* (demonstrating one or more of the school expectations). They are given a *Caught Ya' Being BIONIC* card. The *Caught Ya's* are then placed into a drawing barrel. Each week, five winners are drawn and announced as the *BIONIC 5* on the morning student broadcast on WCJH. Winners receive a snack from the vending machine and a letter of recognition and have their pictures placed on the *BIONIC 5* bulletin board in the main hallway. Anyone can give and receive a *Caught Ya*.

BIONIC Boards: Each class has a *BIONIC Board*. Anytime the class is "caught" being *BIONIC*, the teacher asks one member of the class to color in a square of the board using a lottery-style drawing of the numbers. 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 *BIONIC Board*, which is displayed in the front trophy case near the office. When all the squares on the school-wide board are filled, the entire school earns a reward such as extended recess with an ice cream party, a sock hop, or crazy hair day. The students and staff voted for the rewards through a survey published in our school newspaper.

No Tardy Party: To address the problem of tardiness, we have instated the *No Tardy Party* at the end of each quarter. Students without any unexcused tardies, whether morning or class tardies, are invited to the party where they will enjoy a snack and 20 minutes of extra recess with their friends.

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 are 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 preceding 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, victims should not ignore the incident(s) but should report immediately the incident to someone at school. Students should tell their parent(s). If the bullying continues after having clearly told the bullies to stop, students should make a written record of the incident including dates, times, witness or witnesses, and parties involved in the incident. The incident should be reported immediately to an adult who has authority over the bullies, for example, a teacher, guidance counselor, assistant principal, or principal. Victims should avoid being alone with the person(s) who attempted to bully them in the past. Victims of bullying who feel uncomfortable reporting this fact to adult personnel at school should contact another appropriate adult or friend who will report on their behalf.

To minimize the risk of being accused of bullying, students should keep their hands to themselves, remember that no one has the right to harm another person in any way, think before speaking, immediately apologize for accidentally saying or doing anything that has made another person feel oppressed, and report all incidents of bullying behavior they have witnessed to appropriate school personnel. Students should not touch anyone without his or her permission. Students should not interact with a person after that person has perceived their behavior toward them as "inappropriate" and has clearly told them to "stop". Nor should they make remarks that may cause another person to feel "oppressed" (stressful, scared, intimidated).

School Uniforms

- School uniforms are required of all Clearwood students.
 - The St. Tammany Parish School Board permits schools to determine the use of school uniforms.
 - Results of a survey conducted by the PTSA indicated that over two-thirds of the parents who responded to the survey were in favor of school uniforms.
 - ❖ The uniform will consist of tan khaki cotton twill pants, shorts, skirts, or jumpers
 - ❖ A navy blue or heather gray (light gray) polo shirt with collar.
 - ❖ School shirts may be long or short sleeved and the school logo is optional; **however, NO other commercial logo may be worn on the uniform shirt.**
 - ❖ Only ***solid white collarless t-shirts or turtlenecks*** can be worn underneath the polo shirt. The solid white t-shirt or turtleneck may be either long or short sleeved and is ***to be tucked inside the pants, shorts, skirt, etc. at all times***
 - ❖ Navy blue long sleeved sweatshirts with or without the school logo may also be worn. If the sweatshirt is not a school sweatshirt, it can not have any other logo on it – solid navy blue with NO logo, NO wording, and NO picture on it.
 - Sweatshirts can be hooded or non-hooded
 - Solid navy blue sweaters with no logo, no wording, and no picture can be worn. They can be zip-up, pullover, or button-up.
 - ❖ ***Only solid navy blue or white tights can be worn under the uniform pants and skirts.***
 - ❖ Uniforms must meet the St. Tammany Parish School Board dress code policy.
 - ❖ The length of the shorts, skirts, or skirts must conform to the school board's dress code requirement as detailed in the current ***Handbook on Attendance, Discipline, and Student Records.***
 1. The fingertip rule for skirts and shorts will be strictly enforced.
 2. **All pants must be secured at the waist** or the school will provide the student with a pull-tab to secure the pants at the waist.
 3. Pants, shorts, or skirts cannot have any holes or frayed edges – they must have a proper hem in them.
 4. ***Unreasonable oversized or undersized pants or shirts are considered extreme in style and will not be allowed.***
 5. No excessively large earrings or jewelry will be permitted – because they are a safety issue.
 - Hoop style/ dangling earrings cannot be larger than ¾ inch.
 - Earrings cannot be larger than ¾ inch in length
 - No excessive necklaces or bracelets (one or two if the bracelets are small).
 6. No form of flip-flops or slippers may be worn to school.
 7. Boys' hair must be at or above the top of the collar of the uniform shirt and it must be above their eyebrows so that vision is not impaired.
 8. Girls' hair must be out of their faces so that vision is not impaired.
 9. ***All hair color must be of a natural color – No extreme colors.***
- 10. The principal will make the final decision as to what is appropriate or inappropriate with the dress code.***

Regarding Profanity and/or Obscenity

- Profanity and/or obscenity in any form are prohibited and **the student will be given some form of suspension on the 1st offense. *If/when the profanity is directed toward an employee, the student will receive an out -of-school suspension.***

Directional Rules for All Students

- In all halls, walk to your right as much as possible.
- During locker stop times when you reach your locker, seventh and eighth graders may cross over from the right side of the hall. Once you are ready to move to class, walk to your right again.
- No stopping in the halls except at lockers at the appropriate times. **Keep Moving.**
- Observe locker change times. You are not to be at your lockers at any other times.
- Keep your hands and feet to yourself.
- No loitering at the locker and at the water fountains.
- Book bags are not to be left in the halls.

Hall Passes

No student will be in the hall without an official pass.

- Students who have club meetings or other inside activities are expected to remain in the cafeteria until the designated time.
- No student will be allowed down any hallway to go to any teacher's class without a specific pass that is dated and signed by the teacher.

Use of Telephone

- **Students will not be permitted to use the phone at any time during the day.**
- 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 call home for forgotten items.
- **Students cannot use their cell phones during school for any reason!**
- **Students who are turned in for texting during school will be assigned one day of in-school support on the first offense.**

Leaving Class

Students shall never leave the classroom unless it is an absolute emergency.

- Class time cannot be used for things such as going to the locker, the restroom, or getting water.
- **Class time will not be interrupted to give students messages. If a parent leaves a message for his or her child, the message will be given to the student during a class change.**
- **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.**

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, disciplinary action will also be taken against the student.

In-School Support and Second Chance Program

Students assigned to an in-school support or to the Second Chance Program are not permitted to take field trips or to attend or participate in any after school or evening activities such as athletic events and dances during the period in which they are serving the in-school support or assignment to the Second Chance Program.

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 have been assigned one of the following:

- In-school support
- Second chance
- Out of school suspension
- Exclusion

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.

Athletic or Sports Activities

1. Parents must pick up their children from basketball and football games by 8:45 p.m. on the night of the event.
2. Games end at approximately 8:30 p.m.

Dances

1. Parents must pick up their children by 10:00 p.m. on the night of the dance.
2. Dances end at 10:00 p.m.

Other School Functions

- The sponsor of the activity will notify parents in advance of the time at which the activity will end.
- Parents must pick up their children within fifteen minutes after the conclusion of the activity.
- Failure to comply with these regulations will result in the child's exclusion from similar events for the remainder of the school year.

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 g.p.a.
- Students at tryouts 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, the students must provide the name of the insurance company and the policy number.
- **If a student is suspended from school for fighting he/she will be suspended from that team for the remainder of that particular sport's season. The principal will review all inappropriate behavior suspensions to determine if the student's behavior warrants his/her suspension from the team.**

Field Trip Refunds

- Full refunds cannot be given for missed field trips due to reservations made with outside agencies.
- **Students who are placed in In-school support, Second Chance suspension, or suspended from school will not be allowed to attend field trips scheduled during the nine weeks of the particular suspension.**

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 at your child’s school. A copy of the policy is available in every school’s library.