

**Monteleone Junior High School
Home of the Marlins
2021-2022**



Sheri Jones
Principal

Jennifer Westcott
Assistant Principal

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MANDEVILLE, LA 70448
(985) 951-8088
monteleonejunior.stpsb.org

Name: _____

Grade: _____

1st Period Teacher: _____

Student ID#: _____

Bus #: _____

Bell Schedule

TIMES	CLASSES
8:40	Locker Bell
8:45 - 9:39	1 st Hour
9:42 - 10:36	2 nd Hour
10:39 - 11:33	3 rd Hour
11:33 - 12:55	4 th Hour
<u>A Lunch Group</u> <i>8th Grade</i> 11:33 LUNCH BEGINS 11:58 LUNCH ENDS 12:02 4th HOUR BEGINS 12:55 4th HOUR ENDS	<u>B Lunch Group</u> <i>7th Grade</i> 11:37 4th HOUR BEGINS 12:30 4th HOUR ENDS 12:30 LUNCH BEGINS 12:55 LUNCH ENDS
12:58 - 1:52	5 th Hour
1:55 - 2:49	6 th Hour
2:52 - 3:46	7 th Hour

Class Schedule

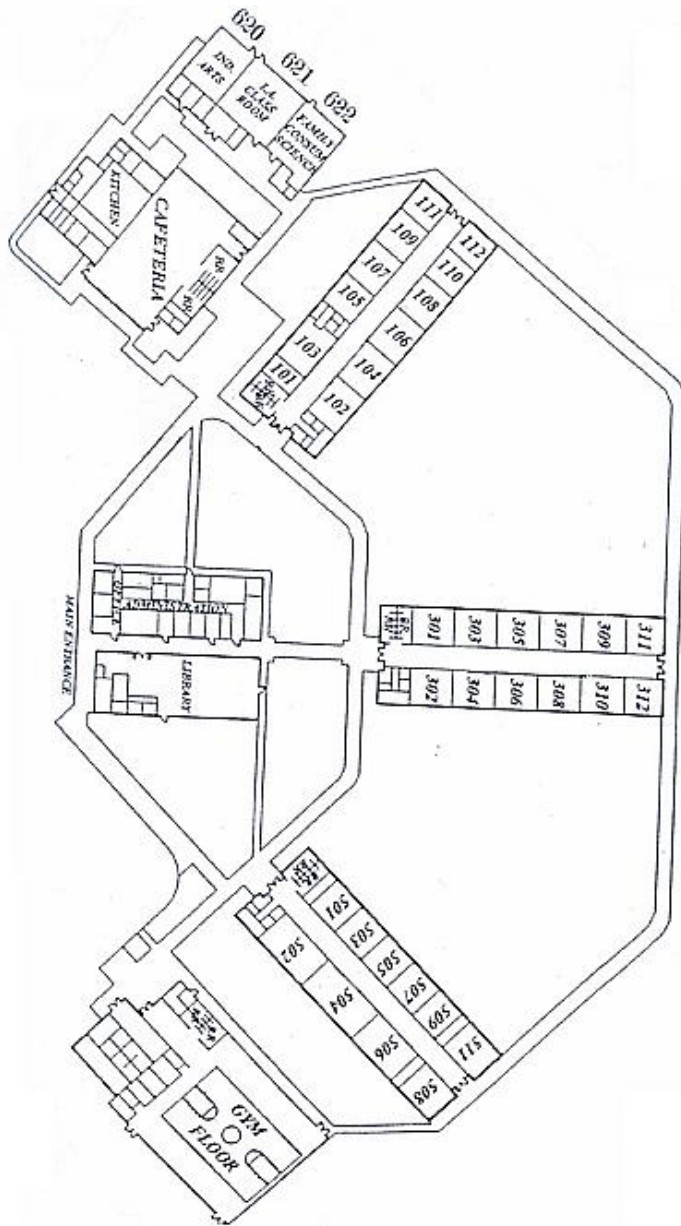
Hour	Class	Room	Teacher
1			
2			
3			
4			
5			
6			
7			

School Calendar

2021 – 2022 School Year

August 6, 2021 (Friday)	School Opens
September 6, 2021 (Monday)	Labor Day Holiday*
October 1, 2021 (Friday)	Parish Fair Day*
October 7, 2021 (Thursday)	End 1 st Nine Weeks
October 8, 2021 (Friday)	(No Students)
November 22 – 26, 2021 (Mon.-Fri.)	Thanksgiving Break
December 17, 2021 (Friday)	End 2 nd Nine Weeks ½ day for Students
December 20 - 31, 2021 (Mon.-Fri.)	Winter Break*
January 3, 2022 (Monday)	School Re-Opens
January 17, 2022 (Monday)	MLK Holiday*
February 28 – March 4, 2022 (Mon.-Fri.)	Mardi Gras Holiday*
March 10, 2022 (Thursday)	End 3 rd Nine Weeks
March 11, 2022 (Friday)	(No Students)
April 15 – April 22, 2022 (Fri. - Fri.)	Spring/Easter Break*
May 20, 2022 (Friday)	End 4 th Nine Weeks ½ day for Students

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



BEGINNING SCHOOL TRADITIONS

Mascot: Marlins
Colors: Navy, Light Blue and White or Silver

LMJH PHILOSOPHY

It is the aim of Monteleone Junior High to help our students become conscientious, self-directed, and productive members of a changing, culturally diverse society. We recognize that our students come to us with different backgrounds, values, abilities, and learning styles. Through our guidance as teachers, we will strive to see that each child succeeds as a confident individual who is a responsible, cooperative, and contributing member of society. It is also the task of the faculty to meet the needs of individual students in order that they be better prepared to achieve their maximum potential.

We believe that growth can occur when the school and classroom offer activities and learning situations in which each student is invited to actively participate. It is the duty of the faculty and staff to motivate, challenge, and direct the students in their growth and development.

Finally, it is the desire of the faculty to create learning situations that are of relevance to students. As a result, our students may value education and its benefits to their future.

LMJH MISSION STATEMENT

In an environment of mutual respect, the Monteleone Junior High community's continuous commitment is to value and address students' needs through a variety of learning processes, resulting in the application of knowledge in meaningful contexts across the curriculum and throughout life.

BELIEFS

- * The primary focus of the school is to educate each student in order that they can become self-confident, motivated, lifelong learners.
- * The educational program allows students to have access to a variety of resources, technology, and teaching styles that are appropriate and meaningful for their learning needs.
- * Our school promotes an atmosphere of safety, fairness, and respect for others.
- * Parents, faculty, administrators, students, and community members share in the responsibility for providing a positive learning environment in order to enhance self-esteem and mutual respect.
- * The school provides a variety of extracurricular activities to enhance the physical, social, intellectual, and creative development of all students, allowing each to feel welcome in the school community.
- * Faculty dedication and commitment is apparent and reflected by the respect and support shown by the community.

- * By working together, parents, faculty, students, and administrators promote an atmosphere of fair and open communication.
- * The school community is committed to continuous evaluation and improvement.

School policies stated are in accordance with the St. Tammany Parish Handbook on Attendance, Discipline and Student Records that will be given to each student the first week of school.

ABSENCES

- * Regular school attendance has a positive effect on students' success. Students and parents need to refer to the Parish Handbook for all state and parish policies regarding excessive and excused absences.
- * Upon returning to school after an absence of any length, the student must bring a signed note (on a full sheet of paper) from a parent explaining the absence. The excuse should contain the following:
 - a. The date the excuse was written.
 - b. The date(s) of the absence.
 - c. The reason for the absence.
- * Any written excuse from a parent or doctor must be presented to the office of student services upon arrival to school within 2 days of the absence.
- * It is the student's responsibility to check with his/her teachers to set up a schedule for completion of all work missed.
- * If an excuse is not brought within two days upon the student's return to school, a zero for work missed will be given.
- * Students who are absent from class due to school sponsored activities are given excused absences.
- * An excused absence is recorded as an absence.
- * Students absent 10 days or more in one year may be retained or required to make up seat time.

BALLOONS AND FLOWERS

Balloon and flower bouquets should not be delivered or brought to school because of the safety hazard on buses and the distraction they cause in classrooms and hallways.

BLUE LIST

Students who have been assigned Saturday Detention, In School Support, Exclusion, or Suspension will be placed on the Blue List. Students on the Blue List will NOT be allowed to attend the next school dance or, possibly, other school functions. The List starts over after each nine weeks or when determined by the administration. The Blue List will also be used to exclude students from activities that may be part of the school's positive behavior support plan.

CAPS

No caps, bandanas, scarves or other head gear will be allowed on campus during school hours, on field trips or at dances, unless it is a designated "CAP DAY."

CHECK OUT PROCEDURES

- * Any student who needs to leave school due to illness must check out through the office.
- * The student's teacher should call the office and ask a parent to be notified, unless the child is too sick to remain in the classroom. In that case, the student will report to the sick room and wait for a parent.
- * No student will be allowed to check out unless a parent or guardian as designated on the student's emergency card comes to the office to sign him/her out.
- * Students must bring a written excuse for any class missed due to checking out of school.

DISCIPLINE PROCEDURES

Philosophy

Students attend school in order to learn, and learning cannot take place when students do not act appropriately. Teachers come to school to teach, and teaching cannot be done when behavioral disruptions occur. We feel that all students can behave in such a manner that these two objectives - learning and teaching - may be met.

Behavior Rules

- * Students must follow directions of school personnel.
- * Students must stay in designated areas before, during and after school.
- * No student may leave class or campus without permission.
- * Students should have a pass to leave the classroom for any reason.
- * Students should keep the campus free of litter and graffiti.
- * Students must obey all duty teachers before school, at lunch and after school.
- * Vulgar language or gestures will not be permitted on campus.
- * Students are to refrain from actions or play that could be dangerous. Rough play, running in crowded areas, throwing things, contact sports and any inappropriate physical contact are prohibited.
- * Public displays of affection are prohibited on campus.
- * Students should be familiar with and follow all guidelines in the St. Tammany Parish Handbook on Attendance, Discipline and Student Records.

School Wide Protocols

- * Silent Signal -Teacher raises hand and waits for students to respond by raising hands
- * Ask relevant questions at the appropriate time
- * Raise hand and wait to be called on
- * Respectfully listen

Lunch Detentions

If disruptive activity occurs in class, a teacher may issue a lunch detention for the next school day. It is the student's responsibility to obtain a parents signature on the form. Failure to serve the detention or return signed form may result in additional discipline consequences. The receipt of multiple lunch detentions will lead to additional consequences.

Per semester:

Violations

After 5 lunch detentions
After 8 lunch detentions
After 11 lunch detentions
After 14 lunch detentions

Consequences:

Afterschool Detention
Saturday Detention
ISS
Out of school suspension

Tardy Policy

All students are expected to arrive to school and class on time. Students tardy to school must be accompanied to the front office by an adult in order to check in. Tardiness to school will only be excused for those reasons stated in the St. Tammany Parish Handbook.

Consequences for unexcused tardiness per semester:

Violations

5 tardies
10 tardies
15 tardies
20 tardies

Consequences:

1 Lunch Detention
Afterschool Detention
Saturday Detention
ISS

Suspensions

The St. Tammany Parish School System Handbook on Attendance, Discipline and Student Records will be given to each student at the beginning of the school year. Students and parents should refer to this handbook regarding suspensions and expulsions.

Parental Involvement

It is the philosophy of Monteleone Junior High that we are partners, along with all of our stakeholders, in the education of our students. We encourage and expect parents to be an active part of the school culture and to maintain frequent, ongoing communication with teachers and administration. If you have questions or concerns about your child's grades, behaviors or classroom policies, please contact your child's teacher by email or phone. Numerous opportunities are available to assist teachers and staff as a volunteer, serve on school committees, serve as resource speakers or otherwise be actively involved in the everyday function of LMJH.

DRESS CODE

Parents and students are to refer to the Parish Handbook for all parish policies. In order to facilitate your purchase of uniforms we are including the uniform policy for your information. School colored uniforms are available at various local stores.

School uniforms will consist of the following:

- 1 Standard Polo Style Shirt - Long or short sleeve navy, light blue or white buttoned polo style with buttonholes. No emblems or logos are allowed except the optional school approved logo.
- 2 Oxford Shirt - Solid white button down oxford long or short sleeved. No emblems or logos are allowed except the optional school approved logo.
- 3 Pants, capris, walking shorts, skirts, or skorts - tan khaki cotton twill with no decorations, stripes, etc. Shorts, skirts or skorts must meet the length requirement. While standing erect with arms extended down, the length of shorts must come to the tip of the fingers or below.

(An example of the uniform will be on display in the front office of the school during regular office hours.)

A solid white long or short sleeve shirt may be worn under the uniform polo or uniform oxford.

Sweatshirts may be worn as outerwear OVER the mandatory uniform polo. It may be any solid light blue, solid navy, solid gray or solid white colored sweatshirt with or without school approved Monteleone logo or purchased from the school Booster Club cart. Other logo, wording or designs are prohibited.

Outerwear other than the approved school logos or solid colors of light blue, navy, gray or white must be removed when entering a building. Hoods are not to be worn on campus during regular school hours except outdoors in inclement weather.

Students out of compliance with the uniform policy will be subject to regular school disciplinary procedures.

P. E. uniforms are to be worn during P.E. only and do not substitute for the school uniform.

Consequences for uniform violations per semester:

Uniform Violations

- 1st Offense
- 2nd Offense
- 3rd Offense
- 4th Offense
- 5th Offense
- 6th Offense

Consequences:

- Warning letter sent home with student
- 1 Lunch Detention
- 2 Lunch Detentions
- Afterschool Detention
- Saturday Detention
- ISS

STUDENT 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 before the school day starts in the designated area for \$1.00. Students who do not purchase a temporary ID before school begins will receive a lunch detention.

A second, permanent, ID can be purchased in Student Services. Students are responsible for their ID at all times. They are not to write or mark on the front or back of the ID. Students are not to cut, deface or place stickers or other items on their ID. Lanyards must be breakaway and school appropriate. IDs that have been lost or damaged must be replaced. Students are responsible for replacement fees regardless of reason for replacement. IDs are part of the dress code policy and students out of compliance will have disciplinary consequences.

EMERGENCY CARDS

Each student must complete an emergency card during the first week of school. This card will be filed in the front office. All must include a local phone number to call in case of emergency. No one will be allowed to check out a student unless named on the emergency card.

FIELD TRIPS

If a student has paid for a field trip and is absent on the day of the trip, a refund will not be given. Refunds cannot be given if a student must be excluded at the last minute due to behavior issues. This is because transportation, tickets, etc. for the field trips are prepaid to the vendor prior to the trip. Hats, headphones, and cell phones are not to be brought on field trips. Appropriate school uniform is required. Although field trips are educational, they are also a privilege, and a

student must maintain a satisfactory disciplinary record to attend. Students may be required to purchase a school lunch for field trips.

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

- * Number grades (using the grading scale above) are recorded in the computer system throughout the nine weeks. Report cards will reflect both the number and letter grade.

Parents are encouraged to monitor their student's grades using the Student Progress Center website found at <https://jpams.stpsb.org/progress/>. A link to this website can also be found on the Monteleone website and the STPSB website. If you are new to St. Tammany Parish Schools and need help registering a new user, please contact the school counselor.

GUIDANCE

School counseling is delivered through a comprehensive school counseling program. The school counseling program provides all students access to a quality opportunity for personal growth, career awareness and academic competency. School counseling services are delivered by individual counseling, small group guidance lessons; as well as, classroom guidance lessons integrated into regular course lessons with the collaboration of the classroom teacher. The school counseling program provides consultation with parents, teachers and community agencies to meet students' needs. The school counselor works together with students to explore current problem situations, develop personal and academic goals, and develop plans to achieve goals and solve problems. Any student can request an appointment to see the counselor by visiting Student Services and, completing a "Student Request to See Counselor." Parents and teachers can refer a student for counseling services via email or phone call.

HALL PASS

A student leaving his scheduled class for any reason must have a hall pass signed by his/her teacher with a time and destination. Detention may be assigned to those without correct passes.

HEALTH SERVICES AND REGULATIONS

Parents must fill out emergency forms that are kept on file in the office in case of an emergency. The office cannot give out any medication - including aspirin. Students with prescription medicine must keep medicine in the office with forms filled out by the parent and doctor. The school nurse will be present on a limited availability.

HOMEWORK HELP

State Library of Louisiana offers FREE online tutoring and academic resources for Louisiana residents. Students can get help in math, science, social studies or English from a live tutor. The service can be accessed from any computer. <http://homeworkla.org/>

St. Tammany Parish Library Homework Help

<https://www.sttammanylibrary.org/learning-tools/homework-help/>

INSURANCE/PHYSICALS

All students who participate in school sports must provide proof of insurance and current physicians physical before they can try out for a team. The physical must be valid within one calendar year. Forms are available in the front office or school website. Student insurance approved by the School Board is encouraged for all students. The cost of coverage shall be paid by the parent or guardian of the student that elects to subscribe to the insurance. If you need to purchase student insurance, please go to <http://www.stpsb.org/StudentInsurance>

LIBRARY

Policy: Students in good standing may check out 2 books at a time. They are checked out for 2 weeks and may be renewed for an additional 2 weeks. Magazines and reference books may not be checked out. Overdue fines are 5 cents per school day per book. Overdue fines do not exceed the replacement cost of the book.

Procedures and Regulations: No gum, food, and drinks are allowed in the library. Appropriate behavior is expected at all times. In accordance with St. Tammany Parish policy, students are required to have a signed and current "Student Instructional Technology Use Agreement" in order to use the internet. The library is open for general use by students in the morning before school and on designated days during lunch. Library computers are only for school assignments. Printouts made in black ink are 25¢ per page, color ink printouts are \$1 per page. The library has a pencil machine (25¢ each) and a pen machine (50¢ each).

LOCKERS

Lockers are issued at the beginning of the year after the student's school fee is paid. Students must be responsible for their privacy by not making their combinations public. Students are responsible for keeping their lockers in order to prevent them from jamming. Students are responsible for the contents of their locker. Trading or unauthorized sharing of lockers is prohibited. Ample time to access lockers will be given before school. Students must retain the locker that was assigned to them. School lockers are the property of the St. Tammany Public Schools. At no time does the School System relinquish its exclusive control of lockers provided for the convenience of students. School authorities may conduct periodic inspections of lockers. Locker request forms to report locker problems can be filled out in Student Services.

LOST AND FOUND

Lost articles should be sent to the Lost and Found in Student Services. Students should also check with their classroom teachers. Unmarked articles usually go unclaimed. Parents and students should see that everything a student brings to school is clearly labeled. Monograms or names are encouraged on book bags. The student is responsible for his own belongings. Books, book bags, and purses should NOT be left unattended. Students should NOT bring large amounts of money, expensive jewelry, cell phones, or any other valuable items to school. The school will not be responsible for items lost or stolen at school.

MANDATED EDUCATION AND REPORTING PROGRAM FOR CHILD SEXUAL ABUSE PREVENTION

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.

STUDENT MESSAGES

Responsibility needs to be learned by all junior high age students. For this reason, students will not be given messages or reminders from home. Any arrangements, such as transportation, appointments, should be made prior to the start of the school day. Classes will not be interrupted to get messages to students.

FOOD and DRINK

Students may not eat in classrooms or hallways. Only water in clear containers may be consumed in the classroom. They may bring food and snacks to school to be consumed during lunch only. No energy drinks are permitted.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, assistant principals or principal by calling the school. Parent-teacher conferences are held 30 minutes before or after school.

PERMANENT RECORDS

The permanent records of all students are kept in the main office. Records are confidential. If a student transfers during the school year or between sessions, the principal of the school in which the student enrolls must request a transcript of the student's records before any records can be forwarded. This transcript is furnished without charge by the school.

STUDENT RESPONSIBILITIES

We at Monteleone Junior High School feel that our students must learn to be responsible for their own belongings. Any class assignments, materials and textbooks are to be brought to class on time. It is the student's obligation to have the needed supplies, and he/she will not be allowed to leave class for any reason, such as going to the locker or using the telephone.

TEXTBOOKS

All textbooks at Monteleone Junior High School are the property of the State of Louisiana. 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 a new textbook is issued. Writing in a textbook constitutes damage to it. Most new textbooks cost in excess of \$90.00, so extra care should be taken. The student should check the textbook for damage when received and make the teacher aware of any damage found.

ELECTRONIC EQUIPMENT

Possession and Use of Electronic Communication (Wireless Devices)

The student is governed by the Student Use of Instructional Technology Policy which can be found on www.stpsb.org under Policies/Curriculum and Instruction.

The St. Tammany Parish School Board desires to promote an environment that is conducive to instruction and learning. Wireless devices used by students to communicate with others inhibit the creation of such an environment and is disruptive to the learning process. The Board also desires to protect students' personal privacy, while on school property and at school events. The emergence of camera wireless device technology has created a new set of privacy and data protection challenges for school officials. Thus, the use of any type of photographic equipment to take images or sound recordings that are in violation of law or otherwise invade the privacy of other individuals is prohibited and will result in discipline according to policy. Any exception to the prohibition of wireless devices requires the advance permission of the school principal. This prohibition shall be strictly construed in favor of protecting the privacy of all individuals.

Under this policy, the term "wireless devices" includes, but is not limited to, cellular phones (whether analog or digital), camera phones, beepers, pagers, text messaging devices and PDA's that are used as telecommunication devices or to transmit text messages, as well as any other wireless electronic telecommunication devices.

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, or purse 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 devices 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.

Progressive consequences will be followed as outlined below:

Use or Related Disruption

- Afterschool Detention
- Saturday Detention
- In School Suspension
- Suspension

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.

Ear buds are not allowed outside the classroom setting. They may only be used in the classroom when approved by the teacher.

LMJ IS NOT RESPONSIBLE FOR ANY ELECTRONIC EQUIPMENT INCLUDING BUT NOT LIMITED TO GAMES, CELL PHONES, EAR BUDS AND CAMERAS THAT ARE BROUGHT TO SCHOOL.

TOBACCO, ELECTRONIC CIGARETTES/ VAPE, DRUGS, ALCOHOLIC BEVERAGES

These are all prohibited on the school grounds and at any school function regardless of where the function is held. Any violation of this rule subjects the student to a suspension or expulsion. POSSESSION OR USE WILL BE DEALT WITH IN THE SAME MANNER.

TELEPHONES

Students may only use the office phone during their lunch period. Students will not be called to the phone during school hours. Telephone messages are not given to students unless there is a true emergency.

TRANSFER OF STUDENTS

Students who are leaving Monteleone Junior High to attend another school during the school year must go through the proper clearance procedure in the main office. The school secretary will give the student the necessary form to be completed. All fines and fees must be paid and all textbooks must be checked in before a student can be properly cleared. No records will be sent to another school until a student has been properly cleared.

TRANSPORTATION

- * Students are not allowed on the school campus before 8:15 am or after 3:55 pm
- * Students are NOT to drive cars to school.

BUS POLICIES

- * Most junior high school students ride buses to school. Students must check with the School Board's Transportation Office at 898-3373 to find out where and when the bus will pick them up.
- * 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.
- * 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 or assistant principal, who can bar them from riding the bus.
- * 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 must include the student's name, drop off point, bus number, date, and contact number for parent. The note should be brought to Student Services before school. If the principal approves the request by signing it, the bus driver will allow the "visitor" to board the bus if space permits.
- * Students must be in complete school uniform for the duration of the ride to and from school. Students not in compliance are subject to disciplinary action.