



Determination

Determination is a mindset that envisions a goal, maintains focus on the prize, and finds ways to obtain the desired outcome. The Creekside administration, faculty and staff are determined to work as a team and provide a safe environment conducive to learning. We are passionate about the lives, well-being, and success of each student. For this reason, we strive to recruit and build strong, dedicated personnel. Creekside molds strong teachers with meaningful professional development, enhancing each classroom experience. Our teachers work together to implement lessons with high rigor as mandated by the state adopted Common Core Curriculum. Our teachers also create grade level PBIS management plans which reinforce academics and behavior. Creekside classrooms are fitted with up-to-date technology. With the use of many secondary interventions, this team of educators is dedicated to implementing individualized instruction to ensure that all students have a path to meet high expectations. With great determination, we pave the path to accomplishing great expectations.

Expectation

The Creekside team expects each student to achieve a high level of success in all areas including academics, social skills, extracurricular activities, etc. With the determination and cooperation of teachers, parents and students, our expectation is for every student to leave Creekside with the necessary personal tools and academic capabilities to succeed in high school beyond.

Our ALI expectations, school-wide behavior plan, are a PBIS tool used to prepare students for the challenges that will await them in high school and life. We will challenge each student with the following expectations:

Act Responsibly

Lead Respectfully

Initiate Problem Solving Skills

The Creekside team expects to ready each student for the path to being productive citizens of modern and future societies. Our students will not be limited by socioeconomics or any other life situations. We fully expect them to make positive impacts in the lives of others. We expect our students to dream big and become world changers.

Gator Nation

A nation is a community comprised of unique individuals, united as one. Inherent in each individual is the quest for purpose and a sense of belonging. The Gator Nation draws students into being a part of something that is bigger than the individual. As part of the Gator Nation, students may safely explore interests and begin to investigate their purpose/goals for a bright future. Through academics, arts, and athletics, students can build individual talents and skills, receiving recognition in the Gator Nation.

The leaders of the Gator Nation actively seek and encourage the involvement of all of its members, including students, parents and guardians, teachers, local businesses, and community leaders. The Gator Nation survives and thrives through the daily cooperation of these citizens. With a team effort, the Gator Nation provides a safe environment, strong education, and the social skills needed to reach the destined success of each student.

Administration's Message

It is with great pleasure that we take this opportunity to welcome you to Creekside Jr High School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administration to help you and your parents learn as much as possible about school policies, procedures, and services. It is a quick reference guide that we hope you will find extremely useful as questions arise throughout the school year.

We encourage you to become an active member of CSJH. In addition to an excellent academic foundation, we offer many activities, clubs, and sports to help our students become well rounded, mature young adults. We look forward to this school year with great excitement and hope that all of our students will have a rewarding and successful year.

The administration welcomes parents and students for conferences. However, it is requested, whenever possible, that an appointment be made through the school office (985-863-5882).

Once again, welcome!!! We are happy to have you as a member of our Gator Nation.

Lisa Virga, Principal
Adam Barrois, Assistant Principal

Student Responsibility

In an effort to facilitate growth into a productive member of society, we, at Creekside Jr High, hold our students responsible for their actions, belongings, supplies, and assignments. The following is a short list of student responsibilities:

- Attending school all day, every day
- Completing all homework and classwork assignments
- Scheduling and completing makeup tests/ work with teachers when absent
- Bringing class/home assignments, materials, and textbooks to class on time
- Communicating with parents/guardians about transportation, school activities, academic and behavioral consequences
- Treating all people and property with respect
- Cleaning up after themselves on the playground or in the cafeteria, gym, hall, restrooms, or classes
- Maintaining the privacy of their locker combinations and/or JPAMs home combinations/codes
- Following all parish, school, and class rules and procedures—including, but not limited to: dress and uniform code, tardiness, school IDs, and planner usage

Phone, Internet, and E-mail Directory

Creekside

Office 985- 863-5882
Fax 985- 863-7658
Cafeteria 985- 863-7812
<http://creeksidejunior.stpsb.org>

Parish School Board

Covington Main Office:
985-892-2276
Slidell Annex Building:
985-646-4917
Transportation:
985-898-3373
School Nurse:
985-646-4932
Child Welfare & Attendance:
985-646-4917

Internet and e-mail

Parish School Board:
www.stpsb.org
Principal's E-mail:
lisa.virga@stpsb.org
St Tammany PTA:
www.sttammanydistrictpta.com
Student Progress Center:
<https://jpams.stpsb.org/ipweb>
Online Payments:
<https://www.mypaymentsplus.com>

Creekside Junior High School Student Handbook

Academics

Jr High Grading Scale

A 93-100	(4 quality pts)	D 67-74	(1 quality pt)
B 85-92	(3 quality pts)	F 0-66	(0 quality pts)
C 75-84	(2 quality pts)		

Grades

- 7th and 8th grade are given numeric grades. 6th grade receives letter grades.
- Grades are recorded in the teachers' grade books and in JPAMS. These grades are averaged using weighted grade categories.
- At any point throughout the year, grades can be viewed through our online grading system at <https://jpams.stpsb.org/jpweb>. This website will not run in Internet Explorer. It runs best in Google Chrome or Mozilla Firefox. Parents and students can view student schedules, attendance, report cards, current averages, and individual activity grades here. Student ID numbers and PSN's are mailed. Once you have received this information parents should go online to stpsb.org, select Student Progress Center, and register as a new user; this prompts you to create a user name and password. STPSB has a **FREE** app for smart phones through Apple App Store or Google Play.

Pupil Progression (Pass/Fail)

-6th grade

A student must meet attendance requirements and must not fail the following: Reading or Math or any two major subjects: Language, Science, Social Studies or a combination of any one major subject and two minor subjects: Health/Physical Education or electives. 6th graders must have a total of 4 points at the end of the year in each subject to pass.

-7th and 8th grade

Students must meet attendance requirements AND have a minimum D average (67D) (266 pts for the year) in a subject to pass for the year. To calculate this, add all numerical grades in a particular subject and divide by the number of quarters. Students can only fail one major subject and still be promoted to the next grade. Students who fail 2 major subjects may be able to enroll in summer school. A fee and transportation is required for summer school. Summer school will be held in the month of June. Students failing three or more subjects will be retained.

Exams

- Cumulative exams will be given to all 6th, 7th, and 8th grade students. For sixth grade, these exams count as a test grade. For 7th & 8th grade, these exams will count for 20% (1/5) of the final grade.

Honor roll

- Honor Roll is based on quality points. The student's overall grade point average (GPA) for the quarter must be a 3.0 or higher. Additionally, the student must not have any D's or F's.
- Students will be invited to a Sock Hop for Honor Roll achievement.

Interims

- Interims are sent home on the 5th Thursday of the quarter. Students are expected to return interims signed by a parent/guardian.

Report Cards

- Report Cards are sent home on the Thursday following the end of the quarter. Fourth nine weeks report cards are mailed home. All numerical grades are rounded to the nearest whole number.

Parent/Teacher Conferences

-Parent/Teacher Conferences are opportunities to discuss your child's progress. If you feel a conference is needed, please contact the teacher and set up a mutually agreed time.

- Please make sure that you have had a conference with your child's teacher before bringing your concerns to an administrator.**

Scheduling

- Scheduling is handled by the administrative team. Elective requests are accepted in the spring of the previous school year. Students are not guaranteed a requested elective. Elective changes will not be made for students that

did not turn in their completed elective form. Schedules are assigned in a manner that balances out class sizes. Personality conflicts WILL NOT be considered as a reason for a schedule change. Parents MUST meet with teachers to attempt to resolve conflicts. New students may require a schedule change upon receipt of information from their previous school.

Academic Assistance

Students may be required to serve either a lunch or afterschool academic assistance if he or she misses an excessive amount of homework or classwork. Teachers administering academic assistance will require students to study and work on assignments. Refusal to attend academic assistance will result in an administrative consequence.

Standardized Testing

-State testing occurs in the spring. State testing for 3rd, 5th, 6th, and 7th graders, is designed to check students' progress and compare it to others'. Scores are used to determine if a 7th or 8th grade student needs intervention in the form of Fast ForWord or Study Skills.

-State testing for 8th graders is used to assess student performance on subject matter that follows state-developed academic content standards.

Attendance

-First bell rings at 7:25 AM. The school day ends at 2:30 PM. If students miss 3 or more hours of instruction, they are considered absent. Students who have 11 or more unexcused absences per year will not be promoted to the next grade. Half day absences accumulate toward days missed.

-To excuse an absence, a medical excuse needs to be turned in to the front office within 2 days of the student returning to school. Excused absences are recorded as an absence, but allow for make-up work to be given and graded.

-Medical excuses need to include: student's full name, date the excuse was written, date(s) the student was absent, reason of the absence, health care professional's signature.

-The school board automatically sends home letters to parents after 5 absences. This does not reflect excused absences.

- Parents and students should refer to the Parish Handbook for all state and parish policies regarding absenteeism.

-Perfect Attendance will only be earned if a child has no late check-ins or early check-outs.

-Perfect attendance will only be awarded to students with no absences, doctor's notes excuse the absence but do not allow for Perfect Attendance.

-To attend extracurricular activities, students must be in attendance for the full academic day. This also applies to students with medical excuses.

-Based on excessive absences, students may be denied permission to attend field trips and dances.

Tardiness

- Tardiness contributes to the disruption of classroom instruction; therefore it is imperative that students arrive to school and classes on time.

Late Check-In

- Students are considered tardy if they check in after 7:30. Only medical notes will be accepted to excuse a tardy. Parent notes do not excuse a tardy. If a child checks into school after 8AM, a parent must check the student in through the front office.

-Excessive unexcused tardiness will be reported to the office of child welfare and attendance. Every fourth unexcused tardy will result in an administrative afterschool detention.

Check-Out procedure

- Students must obtain a sick pass from their teacher before initiating the check-out process. Students will not be allowed to go to the Student Services Desk to check out between class periods. Teachers will call the office to let the secretary know when a student is on his/her way to check out. Only students with passes will be processed for dismissal.

-No student will be allowed to check out unless the parent, guardian, or other adult designated on the student's emergency card comes to the office to sign him/her out. To decrease loss of instructional time, students will not be checked out after 2:10 PM.

-If the parent or authorized person cannot be reached, the student will remain in school.

-Students who leave school without properly checking out are considered "skipping" and will be referred to the administration.

-A check out card is maintained in the Office of Student Services. The parent/authorized person on the check out card must give a reason for dismissing or admitting the student each time it is used. If no reason is given, that information is recorded and the student is unexcused.

Class Tardy

-Class tardiness is disruptive and interrupts instruction. Class tardiness will result in an Administrative Afterschool Support.

Make-up Policy

- If a student is absent, he/she is responsible for all work missed. Upon returning to school or to the class, it is the responsibility of the student to bring a note within two (2) days of the day(s) missed to the front office before school or during lunch. Excuses will be stamped with the date and time turned in.

-According to parish policy, excuses will not be accepted after two (2) days of the student's return to school. Work missed during an absence must be made up immediately upon returning.

- Responsibility for making up work lies entirely with the student. The student should make appointments with the teachers, ascertain what work has to be made up, and set up a schedule for its completion. Long-term assignments are required to be turned in on the day due regardless of the reason for absence. A long-term assignment is defined as an assignment given by a teacher at least two weeks prior to the due date.

Uniform Policy

STPSB Dress Code*

- Please refer to the STPSB hand book. (Students may be sent home for failure to comply with dress code)

Uniform Tops (*forest green collared top*)

-Uniform tops must not be unnecessarily tight or baggy and should not show the stomach or back or cover pants pockets in any position.

-Creekside pullovers are accepted as part of the school uniform. If a student chooses to wear another pullover, we recommend solid forest/hunter green, gold, gray, white or black. Any color full zippered or buttoned jacket is acceptable. When wearing a full zippered/buttoned jacket, the student must have it zipped a quarter way down to make the uniform top visible. **Students are not allowed to wear jackets/sweaters representing other schools.**

Uniform Pants/Skirts (*khaki colored*)

-Uniform Pants/Skirts must be fingertip length. If skirts, skorts, or shorts have a slit, the top of the slit must be at or below the finger tips. Pants/Skirts must be secured at the waist with no undergarments revealed.

-Pants, shorts, skorts, skirts, or capris are to be plain cotton blend tan/khaki.

-Students may not wear khaki colored jeggings, spandex, or other fashions that use different clothing materials.

Hair/Accessories

- Piercing (body ornaments) is limited to the ear; however ear gauges are not permitted.

-Shoes must be worn. Slippers, beach sandals, heellies, crocs and backless thongs (flip-flops) are not permitted. Swapping shoes is also not permitted.

-Hair must be clean, not unusually colored, and hair must not obstruct his/her eyes. The length of hair on a male may not fall below the base of a collared shirt.

-Caps, hats, and bandanas are not allowed on campus during school hours, on field trips, or at dances unless designated "cap day" or other similar activities.

PE Uniforms

-Students are required to dress out for physical education. Shirts and shorts must be green, gray, gold or black. Students will have the opportunity to purchase PE uniforms during the first weeks off school.

School IDs

-Initial school IDs will be provided to students at no cost. They MUST wear their ID daily and have it visible around the neck. Students must have these IDs to check out books in the library, go on field trips, in the lunch room, enter dances, etc. Students that forget their IDs at home may purchase a temporary ID before school in the café. Replacement IDs can be purchased for \$5. Students without an ID or a temporary ID will be issued an administrative afterschool detention.

Parents will be contacted in the event of a uniform violation. Students will be placed in In-School Support until the violation is corrected. The Principal will determine if an extreme in style of dress or grooming is appropriate and suitable for school.

* This is a summary of parish guidelines that can be found at www.stpsb.org.

Beginning of the Year Information

Emergency Cards

-Emergency cards must be completed by each child during the 1st week of school. This card will be filed in the office. All cards must include a current local phone number to call in case of an emergency. Please notify the front office of any changes on the emergency card. No one will be allowed to check out the student unless (s)he is named on the card.

Technology Agreement

-Students and parents must sign a technology agreement for use of the school's internet and computers. The use of the internet is a privilege and must be used only for educational purposes guided by a teacher. Any other use will result in the denial of internet privileges. Students will be made accountable for accessing sites of an inappropriate nature. The purpose of student computers is to provide instruction in curriculum and technology. The student/parent will be held financially responsible for a student destroying any computer equipment: computer, monitor, hard drive, printer, servers, etc.

Media Release

-A Media Release is required for a student to be in the yearbook, newsletter, newspaper, or any other media form.

School Fee

-CSJH assesses a school fee of \$10 fee to all students. This fee is used to cover: student planner, incentives, awards, and supplement consumable materials such as workbooks, transparencies, etc. Additional fees may be requested/required in elective classes to help pay for student supplies.

Lunch Form

-Free/Reduced lunch forms are given to all students on the first day of school. ALL parents are encouraged to complete them and turn them in. Guidelines for free and reduced lunch are very generous. These forms are also available from the school secretary throughout the year. (See below for more information on the school breakfast/lunch program.)

Lockers

- Lockers will be issued to students when ALL beginning of the year papers are completed, signed, and turned in. Students are responsible for their locker combination. Trading or unauthorized sharing of lockers is prohibited.
-Lockers are the property of the St. Tammany Public Schools. At no time does the school system relinquish its control of lockers provided for the convenience of students. Periodic inspections of lockers may be conducted by school authorities.
-To report locker problems, pick up a *Locker Request Form* in the front office. Fill the form out in its entirety and return it to the front office.

School Insurance

-A school insurance policy is available at a small cost. Student athletes must show proof of insurance before participating.

Planner

-The student planner is given to all students. Students use the planner to set goals, record homework assignments, project due dates, test dates, etc. This is a great organizational and communication tool. Please encourage him/her to use it on a regular basis. If the planner is lost or destroyed, a replacement may be purchased for \$5 if available.

Electronic Communication

-Electronic Communication is defined as a message/interaction through System-provided and personal devices which provide direct communication, including, but not limited to, voice or text-based telecommunication devices and computers, and other venues that facilitate indirect contact/cyber-interaction using an intermediate method, including, but not limited to, internet-based social networks.

-All electronic communication by an employee with a student enrolled in that school should: be relative to the educational services and be delivered by means provided the STPSB including School System email, school sponsored teacher websites, school websites, school provided phones and other electronic communication that is approved by the Superintendent, such as Twitter or text message sent from a computer with a copy sent to the principal and the parent, if possible.

Other Forms

-A residency questionnaire must be completed each year by all students attending a St Tammany Parish Public School.

Counselor, TRT, Etc.

Counselor

The Counselor, Jennifer Larmann, is available to help with school, home, or peer problems. To speak with a counselor, a student must request a counseling form and then drop the form off in Student Services. The counselor will contact the student to avoid the loss of instructional time.

TRT

-The Technology Resource Teacher (TRT), Mrs. Andrea Jeansonne, is also available for student support. Ms. Jeansonne also schedules SAT (Student Assistance Team) and talented screening. All special education questions are to be directed to Mrs. Jeansonne.

Textbooks

-Textbooks are the property of the State of Louisiana. Any lost or damaged textbooks will result in a monetary fine. Students must pay the original price for lost books before he/she will be issued a new textbook. Most textbooks cost in the excess of \$50. Students may not attend or participate in extracurricular activities until all textbooks from previous years are returned or paid in full.

-Students should check the textbook for damage when received and make the teacher aware of any damage found. In order to keep textbooks as safe as possible, students should cover them and not leave them unattended. Many texts are available online also. Check the internet reference section of this handbook for the addresses.

Transportation Policies

Car Riders

- Students are not allowed on campus before 7:00 AM or after 2:45 PM.
- If a student is not available at the time of pick up, the driver will be instructed to circle the parking lot.
- Students are not permitted to cross the parking lot to get into a parked vehicle.

Bus

- Parents may go to www.stpsb.org/transportation/ or may call the Transportation Office (898-3373) to find out when and where the bus will pick up their student.
- Students need to follow all bus safety rules and regulations. Students who endanger themselves or others by misconduct will be referred to an administrator for behavior consequences.
- Students must remember that the bus driver is responsible for their safety and well being while they are on the bus. For this reason, balloons, flowers, other similar bouquets, pets, large boxes, etc. are not allowed.

- Damaging school bus property may result in administrative consequences and full restitution.
- Students wanting to ride a different bus other than his/her own must have a written request addressed to the principal from his/her parents. The note, with a contact phone number, must be brought to the front office before school and picked up at lunch or after school. If the principal approves the request by signing it, the bus driver may permit the “visitor” to board the bus if space permits. A student must have a valid reason for a bus change. Students will not be able to ride a different bus on the last day of each grading period.

Café Information

- Breakfast/Lunch numbers are assigned to all students. Students are responsible for maintaining the privacy of the number.
- Breakfast is available daily from 7:00 to 7:25 AM. Student breakfast is priced at 75¢. Reduced breakfast is 30¢.
- 6th grade student lunch is priced at \$1.30. 7th and 8th grade lunch is \$1.55. Reduced lunch is 40¢.
- Students who owe lunch money will be sent to the office to call home first and then return to the cafeteria to get their lunch.
- Students without IDs will be required to retrieve a temporary ID before receiving their lunch/breakfast.
- Students with a temporary ID will have to go to the end of the lunch line as the new system requires students to scan their IDs.
- A parent/guardian may not bring fast food to their child for lunch.
- Students are restricted from hallways and classrooms during morning recess and lunch time. Students must stay in designated areas.

NO FOOD or DRINKS are to be brought into the halls or classrooms at any time.
CSJH is NOT responsible for money lost/stolen on campus.
Students are prohibited from bringing sodas, energy drinks, coffee, etc. to campus.
Students must use clear containers to bring water on campus.

Office Information

Visitors

- Visitors are not allowed on the school campus unless they have secured permission from administration and been issued a pass from the office. A valid ID or driver’s license will be required for any visitors to secure a pass. All visitors must place the sticker printed by the front office on the upper chest area for easy view by employees and administration.

Office Phone

- Telephones are for emergency use only. If a student is ill, he/she must obtain a sick pass.
- Messages will not be given to students, except in the case of a true emergency. Please communicate with your child before school about extracurricular activities and transportation arrangements.
- Phone calls home for forgotten assignments, permission slips, lunches, or money will NOT be allowed, especially during class time.

Bookkeeping

- Parents may pay fees online at MyPaymentsPlus.com, which can be found at www.stpsb.org.
- NSF checks will result in a charge of \$15. After a 2nd NSF check is received, only cash or money orders will be accepted.

Library

- Library opens each day at 7 AM. Students may go to the library before school or during lunch to check out/return books, read, work on the computers, or quietly work on homework. Students need their IDs to check out books or use the computers. Books are checked out for two weeks at a time. Fines are assessed for lost and damaged books.

Field Trips

- Field trips are exciting learning privileges. A student may be excluded from a field trip for discipline or attendance reasons.

- If a student has paid for a field trip or dance and is suspended (either ISS or OSS) or absent on the day of the trip, or does not have his/her ID, he/she cannot attend the field trip/dance and there will be no refund.
- Excessive absences will prevent students from being invited to participate.
- Chaperones for dances and field trips are limited to parents and grandparents. Younger siblings may not attend.
- Chaperones are expected to monitor all students in their group or area.

Health Services and Regulations

- Parents will be notified when their student is injured.
- Parents must fill out emergency forms which are kept on file in the office. *Please keep all emergency phone numbers current.*
- The office cannot give out any medication without proper medical authorization.
- Students with prescription medicine or over the counter (OTC) medication must have a medication form filled out by the parent and a doctor. This form is available in the front office.
- Students are not allowed to have any form of medication including OTC, on his/her person or property.

School Nurse

The School Nurse, Pamela Huete, will be on campus three days a week and will see students as needed.

Extra-curricular Events and Activities

Athletics/Student Organizations

- Coach's/sponsor's will provide participation guidelines before tryouts/membership.
- Students are chosen to participate based on athletic ability, academic eligibility, and leadership qualities.
- Coach's/sponsor's will determine which students meet these requirements.
- There may be fees or other specific requirements to any team/club.
- Students are expected to be picked up within 15 minutes of the conclusion of all school sponsored events.

Dances

- Visitors from outside CSJH are not allowed at the dances.
- Students with major discipline referrals will not be invited to the dance at that time interval.
- Students that owe money for lunch or lost/damaged books may not be permitted to attend dances either.
- Students must have their school ID to attend a dance.
- Students must abide by STPSB dress guidelines to attend dances.
- Students not picked up within 30 minutes at the conclusion of a dance may be denied attendance at the next school activity.

To attend extracurricular activities students must be in attendance for the full academic day. Doctor excuses will not permit the student to attend the event.

Positive Behavior Intervention and Support

- Our PBS committee of administrators, teachers, staff, parents, and students has developed a plan for improving student behavior by using proactive strategies to reinforce positive behavior while building a more productive environment for students and teachers.
- Signs have been posted around campus with expectations specific to those areas. These signs are to remind students what is expected in those specific settings. Additionally, in honor of CSJH's mascot, Ali Gator, we have *ALI Expectations*:
 - Act Responsibly
 - Lead Respectfully
 - Initiate Problem Solving Skills
- Students may receive ALI Aces for demonstrating appropriate expectations in the classroom, gym, cafeteria, computer lab, student services, on the playground, or anyplace a staff member observes a student displaying appropriate positive behavior. These ALI Aces are valuable as students can use them for a variety of reasons: school supplies, temporary IDs, concessions, dances, (home) athletic events, "Fast Passes" for lunchtime, field trips, etc.

- Breakfast Club, Student of the Month, Gator Dads Club, dances and field trips are also part of our PBIS program.
- School rules have been developed to encourage respect for self, others, and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classroom, in the hallways, and on school grounds. All rules will be publicized, explained, and equitably enforced.
- In the classroom, teachers will post classroom expectations and consequence. Students creating a classroom disturbance or violating school or parish guidelines may be addressed by an administration.

Electronic Device Policy

Teachers and staff will confiscate any student cell phone/electronic device that are in use or in plain sight. This may include but is not limited to cell phones seen in pants pockets and hoodies, which is in compliance with the Louisiana Law Revised Statute 17:239 and the St. Tammany District Handbook for Students and Parents. The St. Tammany District Handbook states, “Any student in possession of a ‘wireless device’ while on school property on a normal school day and on the school bus will have that device confiscated by the principal/designee and have disciplinary consequences. Wireless devices will only be returned to the parent/guardian. The Board reserves the right to examine the contents of any wireless device found.”

Students may receive a suspension for refusal to immediately turn in a cell phone or other electric device.

Upon confiscation, the administration has the right to examine the contents of the student’s cell phone. Discipline consequences will be issued for cell phone use during the school day. Students may receive a suspension for using video and camera functions of any electronic device on campus, bus, bus stop or on a field trip. Students may also receive these consequences for using social media web sites to share these illegal videos and photos. Students are not allowed at any time to use their phones during school hours on campus, bus, bus stop or field trips.

Retrieval of cell phones/electronic devices will be allowed by the student’s guardian after 2:45p.m. Phones will not be returned before 2:45 on the same day as the incident.

Personal Property Responsibilities

Students should not possess large amounts of money or expensive jewelry on campus. Personal property, such as book bags and purses, textbooks, library books, or other property should not be left unattended in the halls, playground, classroom, gym, or in the locker rooms. We HIGHLY recommend that ALL personal property be monogrammed or labeled so that it can be returned to its owner if lost and later found.

Found items should be placed in the lost and found container in the administrative building’s corridor. If a student is missing item(s), (s)he should check the lost and found, the playground, and teachers’ classrooms. It should be noted that every few weeks the lost and found container will be emptied and unclaimed items will be donated to a local charity.

****~*~*CSJH is NOT responsible for any electronic equipment—INCLUDING cell phones, iPODS, MP3 players, cameras, other personal property, or large sums of money brought to school.*~*~****

Descriptions of Administrative Disciplinary Consequences

Lunch Detentions: Students that are assigned a lunch detention will have a designated area in which to eat lunch. These students are not permitted to go to recess or get concessions. If a student does not serve a lunch detention, (s)he may receive after-school support.

After-school (PM) Support: In order to stay for an after-school support, **students MUST have a parent/guardian signature on the appropriate form.** Students missing an administrative after-school support will automatically receive Saturday Support.

Saturday Support (SS): When a student receives Saturday Support, his/her parent/guardian will be notified in writing of the date and a phone call will follow. Saturday support is to be served from 8am until 12pm. Students must be in full uniform and have supplies with them. **If Saturday Support is not served properly, the student will may be issued an out-of-school (OSS) suspension.** If the child is not picked up within fifteen minutes following Saturday Support, the child may receive an additional school discipline consequence.

In-School-Support (ISS): All work that is normally assigned, graded, or completed in class will be done in the ISS classroom. **If Saturday Support is not served properly, the student will may be issued an out-of-school (OSS) suspension.**

Out-of-School Suspension (OSS): Students missing school as a result of any out-of-school suspension shall be counted absent (unexcused) during his/her suspension. A suspension may also result in a loss of extracurricular activities which include athletic events, field trips, and/or dances. Upon returning from suspension, the student must arrange to have make-up work completed within a time frame corresponding with the number of days suspended.

The maximum grade that a student can receive on any assignment/test given during a suspension period is 67% (D). It is the student's responsibility to hand in the work completed. Work not completed will be given a zero.

Expulsion*: A student who is recommended for expulsion may lose the privilege of attending school and/or performing in any athletic event, field trip, or dance for the remainder of the school year.

*For more details please refer to the STPSB Handbook on Attendance, Discipline, and Student Records which is given to each student upon entering CSJH.

General Discipline Guidelines

The following may result in Afterschool Support:

Disrespect
Tardiness
Uniform Violation
ID Violation
Academic Dishonesty
Willful Disobedience
Refusal to follow classroom rules
Refusal to serve teacher consequences
Multiple lunch detentions, academic assistances etc.
Possession or use electronic devices or other items disruptive to the school environment

The following may result SS, ISS, or OSS:

Disrespect
Habitual violation of any procedure or rule
Failure to serve administrative consequences
Obscene language/gestures
PDA
Skipping
Misbehaving for a substitute
Leaving class w/o permission
Possession or use electronic devices or other items disruptive to the school environment
Willful Disobedience
Vandalism
Fighting

STPSB's Bullying Policy

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.
- Cyberbullying 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, and intimidated).

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 and Education Program**. All materials that will be used in the instruction may be previewed by contacting school administration or counselor. We would also like to encourage you to talk with your child about this topic as well as other general safety issues.

Sexual Harassment is a violation of the law and STPSB policy. Sexual harassment will not be tolerated, condoned, or overlooked. Students who believe they are being or have been harassed need to see an administrator, teacher, the counselor, or RHT. ALL incidents of sexual harassment will be documented.

Students and parents need to refer to the St. Tammany Parish Handbook for all state and parish policies regarding attendance, discipline, dress code, pupil progression, etc. This is not meant to replace that handbook, simply to outline/explain it in further detail as it applies to CSJH.

MLA Style Bibliography

The bibliography must always be placed at the end of your work on a separate piece of paper. It must list, in alphabetical order, all the sources you used in researching your paper. Do not number the entries. Punctuation is important and must be consistent. Always indent the second and subsequent lines. Single space each entry, but leave a space between entries.

- Book** McCullough, David. Truman. New York: Simon and Schuster, 1992.
- Article in Encyclopedia** Moore, John R. "El Paso." World Book Encyclopedia. 1986 ed.
- Magazine Article** Schwarz, Benjamin. "What Jefferson Helps to Explain." The Atlantic Monthly. March 1997: pp. 60-72.
- Article in Newspapers** Bramham, Daohne. "War." Times Picayune. Sept. 1996: A1.
- Internet** Brown, Robert D. "Edison Mini-Biography." Tom Edison's Home Page. Online. <http://www.kaiwan.com/~webpro/edison.html>. November 5, 1997.

Types of plagiarism:

1. Turning in a paper a peer has written for the student.
2. Copying a paper from a source text without proper acknowledgement.
3. Copying materials from source text, supplying proper documentation, but leaving out quotation marks.
4. Paraphrasing materials from a source text without appropriate documentation.
5. Turning in a paper from a "free term paper" website.

Plagiarism may result in a ZERO (0) on the assignment &/or additional consequences

Internet reference sources:

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|---|--|---|
| www.stpsb.org (STPSB home web page) | http://www.louisianapass.org/ (LEAP practice-student and tiger) | www.noodletools.com (bibliography generator) |
| http://creeksidejunior.stpsb.org (Creekside Jr High web page) | www.charliefrench.com (More LEAP practice) | http://www.m-w.com/ (dictionary, thesaurus, etc) |
| https://jpams.stpsb.org/jpweb (JPams home grading system) (It needs to be run in Google Chrome or Mozilla Firefox.) | http://www.local.com/ (local phone, address, resource search) | http://babelfish.altavista.com/ (foreign language translator) |
| www.classzone.com (7 th – 12 th gr Math and Reading series web site-online book) | http://crimestoppersno.org/contact.html (Crime stoppers) | http://www.idioms.myjewelz.com/index.html (list of idioms and their meanings) |
| http://www.hrw.com/ (1 st – 6 th Reading series web site) | http://neworleansnorth.com/home.htm (St Tammany Parish info) | http://www.factmonster.com/pages/unitconversion.html (measurement conversion calculator) |
| http://www.glencoe.com/sec/science/ (Science series: book and additional resources) | www.nola.com (<i>Times Picayune</i> newspaper) | http://www.great-quotes.com/ (Quotes) |
| | www.teacherweb.com (many CSJH teachers have web sties here) | http://www.nasa.gov/home/index.html (NASA home page) |

My Schedule:

Period	Subject	Teacher	Room #
1 st			
2 nd			
3 rd			
4 th , 5 th , or Lunch			
4 th , 5 th , or Lunch			
4 th , 5 th , or Lunch			
6 th			
7 th			

