

Folsom Jr. High

2020-2021

Handbook



This handbook belongs to:

Name _____

Address _____

City _____ Zip Code _____

In addition to this *School Handbook*, students have access to the *District Handbook* online which covers information on the school system's mission and vision; school, student, and home partnership roles and responsibilities; operation/administration policies; maintaining a safe learning environment; attendance, dress, and personal grooming; and expectations for student conduct and consequences. All information contained in this handbook is in accordance with the rules and regulations stated in the *St. Tammany Parish School System Handbook on Attendance, Discipline, and Student Records*. Any changes that occur in the parish handbook supersede the rules in the *Folsom Jr. High Handbook*.

School Traditions

Mascot: Hawks **Colors:** Royal Blue, Red, And White

Mission Statement

Folsom Junior High is committed to education as a life-long endeavor.

We are H.A.W.K.S.

Honoring Achievement With Kindness and Self-Respect

Beliefs Statements

- The primary task of teachers as leaders and designers is to create engaging work that encourages students to volunteer and commit to reaching their full potential.
- Students, as customers, volunteer commitment and involvement in their tasks to produce high-level engagement and quality work.
- The school system, parents, community members, and students share in the accountability for providing a supportive environment for life-long learning.

Important Information via Email

At the beginning of each week, an email blast is sent out to parents detailing the week's activities and important reminders. A school calendar is also sent out each month. In order to receive this email you must provide an email address to the office. You can do this by putting the email on your child's emergency card or emailing Leslie.Hano@stpsb.org.

School Supply Fee

Each year students will pay a \$12 supply fee to offset the cost of copies and instructional materials used in the classrooms. As an incentive, students who pay their supply fees will receive a voucher for 1 free permanent ID, 1 free temporary ID, and a free tardy pass.

Dress Code

ID's

As per the St. Tammany Parish School Board policy, every junior high and high school student is required to wear a student ID at all times when on campus. Each student will be given a permanent picture ID and a school approved lanyard once ID's are printed and made available. **Every student is required to wear the ID on a lanyard around his/her neck in plain sight with the front visible at all times.** ID's are also used as lunch and breakfast cards, so students without a permanent ID will have to go to the end of the lunch line. The ID is not to be defaced or cut in any way (no stickers, pins,

photos, or markings). Defaced and cut IDs will be taken away, the student will receive a discipline consequence, and he/she must purchase a replacement ID for \$5. Students who forget their IDs can purchase a temporary ID for \$1 or 20 hawk bills in the front office. The temporary ID is only good for 1 day. Failure to have or purchase a permanent or temporary ID will result in the following consequence per nine week period:

- 1st – 2nd Offenses - Infractions
- 3rd Offense – After School Detention
- 4th Offense and Above – Consequences will be determined by administration

Uniforms:

Boys: Khaki or navy blue twill shorts or pants (no windsuit, spandex, legging, or jean material).

Red, white, or navy blue polo-style shirts in long or short-sleeves.

Red or navy blue crew neck t-shirt in long or short-sleeves.

Girls: Khaki or navy blue twill shorts, skirts, skorts, pants, capris or jumpers (no windsuit, spandex, legging, or jean material)

Red, white, or navy blue polo-style shirt in long or short sleeves.

Red or navy blue crew neck t-shirt in long or short sleeves.

- Any t-shirts worn underneath uniform pieces must be **plain red, white, navy blue, or gray.**
- Undergarments should not be visible.
- **Any article of clothing worn over the uniform for warmth must be PLAIN red, navy blue or gray, OR the official school sweatshirt.**

*****Winter coats/jackets worn during cold weather are the only exception; these will be removed once inside the building.**

- A school t-shirt may be purchased for \$10, and may be worn any day of the week.
- School spirit shirts may be purchased for \$15, and may be worn on Fridays.
- Sports and cheerleader uniforms and club t-shirts may be worn on days designated by and with approval from the principal.
- Head gear of any kind (hoodies included) must be removed when entering any building. Reminder: Per parish policy, caps and bandanas are not allowed on campus.
- Folsom Jr. High's dress code is in compliance with the St. Tammany Parish School Board's Handbook on Discipline and Attendance.
- Students who transfer to FJH from another school will have 10 days to acquire a uniform. If a family cannot afford a uniform, a special fund has been set up to help out. A form will have to be filled out to verify all information.

Consequences for Uniform Violations

Uniform infractions: **1st offense:** infraction form warning; **2nd offense:** after school detention, **3 or more infractions** are at the discretion of the principal. Sagging or excessively tight pants are included in these consequences. *Uniform violations can ultimately result in suspension and/or expulsion.

Physical Education Uniforms

All students are required to wear a PE uniform during their physical education classes. The uniform consists of a plain red shirt with royal blue shorts and a pair of sneakers. Students must have **only** their names clearly written on the back of their shirts. No other writing or pictures are allowed. Their shorts must also be labeled on the front of the left leg. Uniforms can be purchased through the PE teachers for \$20 (\$10 each piece).

Course Offerings

All Courses are scheduled for a full year, and changes will not be made.

English Language Arts, Math, Science, Social Studies, Physical Education

Electives: *Band, *Art, *Agriculture, *Study Skills, *Chorus,

*Quest for Success, Introductory Spanish

Courses with an asterisk (*) indicate those in which Carnegie units can be earned in 7th & 8th grade.

Grading Policy

The St. Tammany Parish grading scale is as follows:

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

Nine weeks exams will be given to all 7th & 8th grade students. These exams count for 20% of the nine-week average. Interim reports are available on JPAMS during the 5th week of each nine-week period. Parents are encouraged to schedule conferences if they have any questions about their children's grades.

Report cards are sent home four times during the year following the completion of each nine-week period. The nine-week period for the 2020-2021 school sessions will end on October 9th, December 18th, March 12th, and May 21st.

Report cards are mailed home at the end of the year by the school board. **Pupil Progression Policy** for 6th – 8th grades: In order to be promoted at the end of 6th, 7th, and 8th grade, a student shall pass the following: English Language Arts **AND** Math **AND** One of these subjects: Science or Social Studies.

JPAMS

It is important that both parents and students keep up with JPAMS. Parents are encouraged to regularly check their children's grades on JPAMS. The link can be found on the school's website or at <https://jpams.stpsb.org/jpweb/>. Parents can also keep up with students' assignments by checking the teachers' web pages each week. Teachers' lesson plans with assignments/homework/tests are posted on Monday of each week.

Chromebooks

Please see chrome book instructions and user agreement.

Textbooks

All textbooks at Folsom Jr. High are the property of the State of Louisiana, and students are responsible for keeping up with them and keeping them in good condition. If a textbook is lost, the student must pay the original price for it before a new textbook will be issued. Most new textbooks cost in excess of \$25, 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.

Visitors

If you are coming to our campus for any reason, you must check in the office and present your state ID to be used in our badge pass system every time you come to our campus.

Checkout & Office Procedures

In the event of student illness, the office staff will call home for the student. Upon arrival of the parent/guardian, the student will be called out of class to check out. **In the event that someone other than the parent/guardian must check the student out, that person's name MUST be on the emergency card in the office.** Once the student returns, he/she must bring a written excuse for any class missed due to checking out of school. *Please refer to the district handbook for information about compulsory attendance laws.*

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 cards must include at least two phone numbers to call in case of an emergency. Any person who you believe may have to check out your child in the event you are not available should be put on that card. Release of students' personal information, academic or otherwise, must be authorized by the parent in writing and kept in the office.

Messages to and from Students

Students cannot receive messages or reminders from home, and students cannot call home for items they have forgotten. Any arrangements, such as transportation, should be made prior to school. Only emergency messages will be given. Students will not be called out of class to take phone calls. **In the event of an emergency, please make every effort to call before 2 p.m.**

Health Services and Regulations

If a student gets hurt at school, the extent of the injury is determined by the office; the parent is notified if deemed necessary. Parents must sign emergency forms which are kept on file in the office. Release of students' personal information, academic or otherwise, must be authorized by the parent in writing and kept in the office.

Insurance

To help cover the cost of accidental injury to students, an insurance policy is made available at a small cost. At the beginning of each school year, parents are notified about this policy and strongly encouraged to obtain it.

Transportation Policies

Students are allowed on the school campus starting at 7:00 a.m. Any student waiting for car or bus rides should remain in the designated areas. Any transportation changes require a **written note** signed by the parent or legal guardian that must be turned in before school or during 1st hour. *Transportation changes cannot be taken over the phone.*

Car Riders & Walkers

Car riders may be dropped off starting at 7:00 a.m. and should leave promptly by 2:55 p.m. Any student not picked up by 2:55 p.m. will receive the following consequences:

1st time - verbal warning; **2nd and 3rd time** - written warning; **4th time** – parent conference

5th time – Saturday detention

Students who walk to or from school must have a parent note on file in the office. These students cannot leave campus in the afternoon until after the bus line and car line is clear.

Bus Riders

Most of the junior high students ride buses to and from school. Students must check with the School Board's Transportation Office at 898-3373 or visit the school board's website to find out where and when the bus will pick them up.

Students must remember that the bus is an extension of school and the bus driver is responsible for their safety and well-being while students are on the bus. Students must obey the bus rules while on the bus. Students violating bus regulations or endangering themselves or others in any way by misconduct on the bus will be referred by the bus driver to the principal. Students who receive behavior referrals for bus misconduct will be disciplined by the principal and/or suspended from the bus.

A student who must ride a bus other than his/her own must have a **written request** brought to the front office **before school**. When the request is approved, the student will be given a special bus note. This note will be given to the bus driver who will permit the "visitor" to board the bus if space permits. Students without proper bus notes will not be allowed on another bus. Requests for a bus change will not be accepted during dismissal time.

School-Wide Positive Behavior Intervention & Support (PBIS)

The PBIS mission statement of Folsom Junior High is to honor achievement with kindness and self-respect. Through this we will create a positive learning environment where the PBIS expectations are practiced by all members of the faculty, staff, and student body. Each child's health, safety, and happiness are our primary concern. We believe it is necessary for children to learn self-discipline in order to further their learning. Our aim is to help each student to have a good attitude, make good choices, and use good behavior at school.

School-wide PBIS Expectations/Fish Philosophy

- **Play/Have Fun** – play is not just an activity, it is a state of mind that brings energy to the tasks at hand and sparks creative solutions.
- **Make their day** – The world becomes a better place the moment you act on an intention to serve another.
- **Be there** – You can multi-task "stuff," but you need to "be there" for people.
- **Choose your attitude** – The attitude you have right now is the one you are choosing. Is it the one you want?

Each area of the school has specific rules related to that area.

<p>Classroom Rules:</p> <ul style="list-style-type: none"> • Keep hands, feet, and objects in your own personal space. • Arrive prepared for class, seated with all of your materials ready to work before the tardy bell rings. • Move safely and be on time. • Follow directions of all adults. • Use a classroom voice and polite words 	<p>Cafeteria Rules:</p> <ul style="list-style-type: none"> • Keep hands, feet, and objects in your own personal space. • Stay in line. • Keep your area clean and dispose of trash in the proper place. • Follow directions of all adults. • Talk softly using polite words
<p>Playground Rules:</p> <ul style="list-style-type: none"> • Keep hands, feet, and objects in your own personal space. • Walking only • Follow directions of all adults. • Respect equipment. • Resolve conflicts quickly and peacefully. 	<p>Restroom Rules:</p> <ul style="list-style-type: none"> • Keep hands, feet, and objects in your own personal space. • Use facilities and exit quickly; no loitering. • Book bags, pens, and pencils remain outside. • Use facilities and supplies properly keeping it clean and graffiti-free.
<p>Gym Rules:</p> <ul style="list-style-type: none"> • Keep hands, feet, and objects in your own personal space. • Arrive prepared for class, dress out and sit in assigned area in a timely manner. • Move safely and be on time. • Follow directions of all adults. • Use a classroom voice and polite words. • During assembly sit in the assigned area and show respect for presenters. 	<p>Bus and Car Area Rules:</p> <ul style="list-style-type: none"> • Keep hands, feet, and objects in your own personal space. • Go immediately to the car or bus area when the bell sounds. • Follow directions of all adults. • Talk softly and use polite words.
<p>Bus Rules:</p> <ul style="list-style-type: none"> • Keep hands, feet, and objects in your own personal space. • Stay seated and facing the front at all times. • Eating and drinking are not allowed. • Respect school property and the property of others. 	<p>Office Rules:</p> <ul style="list-style-type: none"> • Keep hands, feet, and objects in your own personal space. • Wait your turn without interrupting. • Follow directions of all adults. • Use a soft voice and polite words.

When addressing inappropriate behavior, the following procedures will be followed:

- Students will sign a Minor Infraction Form which will be sent home and the student is expected to discuss this with their parents. If the student receives a second infraction from the same teacher within the same nine weeks, the teacher will contact the parent.
- After the third infraction, the student will serve after school detention or a consequence assigned by administration.
- The fourth infraction will require a formal referral and major consequence.

These steps will start over each semester.

***Students who do not receive any discipline referrals during a nine-week period will be rewarded for their good behavior at the end of each nine weeks.**

Tardy Policy

Since a full class period is necessary for academic achievement, it is necessary for students to arrive to school and class on time.

Tardies TO SCHOOL & CLASS per nine week period

Consequence: 4 - mandatory parent conference; 5 – after school detention; 6 - Saturday support;
7 or more – at the discretion of administration

In-School Support (Second Chance Alternative)

The goal of in-school support is to provide students in grades 3-12 who violate the rules and regulations in the St. Tammany Parish Discipline Policy with an alternative to out-of-school suspension. Students assigned to In-School will work on assignments sent by their teachers and on character development program.

A student may be assigned from 1-5 days at a time. Infractions of the rules while in “in-school” will result in an extension of the days (5 is the maximum stay per offense), or elimination from the program which can result in an out-of-school suspension. All students will be assigned to in-school by an administrator ONLY. The number of days assigned will also be decided by the administrator.

Library Procedures

- The library will be open 15 minutes before school, during lunch, and during school hours on the days the librarian is scheduled at Folsom Jr. High.
- A fine of .5 cents per day per book will be charged for overdue books. After midterm, any student with a fine or overdue book will not be allowed to check out books until the fine is taken care of.

Banned Items/Electronic Devices

No caps, bandanas, gum, toys, or electronics such as radios, CD players, MP3 players, cameras, smart watches etc...are allowed in the buildings or on any part of the campus during school times. The School System Policy for Possession and/or use of Electronic Communication Devices will be strictly enforced according to the STPSS handbook. Students taking pictures or videos, or using social media on campus will receive immediate consequences. If any of the banned items are picked up by a teacher and sent to the office, the items will have to be picked up by the parent. **Folsom Jr. High is not responsible for any electronic devices brought to school.**

Cell Phone Policy

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 tape 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, purse, or pockets and shall not be displayed in view using any type of clip or other device. If a student is found using a cell phone, displaying a cell phone, or in possession of a ringing cell phone during the instructional day or on the school bus, the disciplinary procedures as outlined in the District Handbook for Students and Parents shall be utilized as a consequence. The Superintendent or his/her designee may authorize exceptions to this policy on an individual, case by case basis. Nothing in this policy shall prohibit the emergency use of electronic telecommunication 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

- Warning or Administrative Detention

- Administrative Detention or Saturday Detention or In School Suspension

- Saturday Detention or In School Suspension or Suspension

- Suspension and/or Expulsion 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.

Phones are to remain turned off and stored away on campus even after the dismissal bell unless given permission by a teacher, coach or administrator.

Dances

School dances will be scheduled throughout the year. The cost of admission is \$5. If parents wish to chaperone, we ask that they do not bring young children to the dance and do not photograph any children other than their own. Dances will be held on Friday nights. The dress code for dances is casual unless otherwise stated. All attire must be within dress code regulations. Parents must be prompt in picking up their children through car line. They should arrive at least 15 minutes before the dance is over. If a parent parks and walks in, he/she must park in the lot closest to the main office. Once inside the cafeteria, students cannot go outside for any reason. Students who are discipline problems at a dance may not be allowed to attend future dances. This decision will be made by the principal. Exclusion from any school dance will be at the discretion of the principal. Dances are for Folsom Jr. High students only.

Code of Conduct for Dances:

- When dancing (fast or slow), remain at least 6 inches from the person/people you are dancing with. No dancing in tight groups – students should stay separated.
- Dance appropriately. No overly suggestive movements.
- Walk – no running or horseplay.
- No stunts or gymnastics when dancing.

Student Organizations

*4-H *FFA *Yearbook *Student Council *NAC *Honor Society *Big Hawk Little Hawk Promise

Each club/organization sponsor will present members with information regarding eligibility, fees, rules, and expectations specific to that club. Unless an organization has more stringent requirements, ALL club members must have and maintain a 1.5 gpa and have no more than 2 Major Disciplinary Infractions. Major Disciplinary Infractions are defined as Suspensions, Saturday Support, or Two Times in In-School, regardless of the number of days. Students are expected to adhere to the requirements set forth. If a student is deemed ineligible because of grades, discipline, etc..., s/he will be notified by the sponsor and will no longer be allowed to participate in club meetings, functions, etc.

Athletic Programs

Announcements for tryouts for all athletic teams are made at school. Contact one of the PE teachers for more information. **Teams:** *Football, Basketball, Volleyball, Softball, Baseball, Track, and Cheerleading*

In order to be eligible at the beginning of the school year for fall sports, the students must have passed 5 out of 7 subjects for the last 9 weeks of the previous year. Academic eligibility will then be determined using the grades for each 9 weeks preceding the sport. (Parish Athletic Association requires a 1.5 average, passing 5 out of 7 subjects.) All students interested in participating in athletics **must receive an annual physical exam AND must also provide a copy of their medical insurance card BEFORE trying out or practicing for any sport.** A parent permission letter is also required before an athlete can participate in practices. Copies of the physical form and parent permission letter are available online through our website's "Sports" page.

All athletes are responsible for all uniforms and equipment given to them by the school. If lost or damaged, the athlete will have to pay for the replacement. Failure to do so will cause the athletes to be declared ineligible to play any other sport at FJH. Athletes who participate in softball, baseball, track, or boys' volleyball will have to purchase their uniform shirts from the school. The cost will be approximately \$15-20, but the athlete will be able to wear the shirt on game days and will keep the shirt at the end of the season. Athletes will be responsible for keeping up with their shirts in order to participate in games and team pictures.

Transportation to and from games is available ONLY for football. There is no bus transportation for any other sport. Coaches are NOT responsible for providing transportation to practices or games. Parents must make arrangements beforehand AND complete the transportation permission form which indicates who the child can ride with.

No athlete is guaranteed playing time just because he/she is on a team. FJH Hawks are to be role models for their peers, and the kind of representatives for our school that we are proud of. Behavior/disciplinary problems at school can be considered loss of eligibility. A student becomes ineligible to participate in athletics immediately after he/she receives more than 2 Major Disciplinary Infractions. Major Disciplinary Infractions are defined as Suspensions, Saturday Support or Two Times in In-School Support, regardless of the number of days. If an athlete quits a sport, or is removed from the team

during the season for disciplinary reasons, participation in other sports will be determined by the administration and coach. Students who are deemed ineligible because of grades can try out for another sport when their grades are brought up to a 1.5 g.p.a. ***each case will be evaluated by the coach, athletic director, and principal.** Failure to complete one's obligation to a sport will also result in the student not being eligible for awards at the banquet. FJH coaches and the athletic director will make the final decision regarding rule interpretation and any infractions. All FJH athletic guidelines are in compliance with the St. Tammany Parish Athletic Guidelines regarding academic and participation requirements.

Note: During the year, changes may be made by the Parish Athletic Council. All Folsom Jr. High rules will be changed in accordance with the parish rules at that time.

Criteria for Athletic Awards

The student must be an 8th grader currently enrolled at Folsom Jr. High and must have maintained a 2.0 average for the 7th and 8th grades. Students cannot have any disciplinary infractions for the 8th grade (includes in-school support, Saturday Support, or suspension). The student must complete the entire season of the particular sport to be recognized. Exceptions will be considered and approved by the principal and the athletic director ONLY. The following requirements must also be met:

Boys – must have completed the season in football or basketball, or 2 out of 3 minor sports (volleyball, baseball, or track).

Girls – must have completed basketball, football, cheerleading or 2 of the 3 minor sports (volleyball, softball, or track).

*Two minor sports equal one major sport.

Field Trips

Field trips are an opportunity for students to experience learning first hand. In order for a student **to attend a field trip, he/she must not be suspended or** in ISS on the date of the field trip. Administration reserves the right to exclude students based upon behavior in class. Students must remember that a field trip is an extension of the school. The same rules that apply at school also apply on the field trip. In order to arrange for buses, admissions, etc., all fees and permission slips are due one week prior to the field trip. NO REFUNDS will be issued once the fees are paid. If a student normally pays for lunch in the cafeteria, he/she must take a cafeteria lunch on the day of the field trip. Students who choose not to attend a field trip are not excused from attending school. Participating in a field trip does not excuse a student from his/her classwork. All work must be made up when the student returns to school.

Mandated Child Sexual Abuse - Prevention Education & Reporting Program

As mandated by the St. Tammany Parish School Board, students in grades K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education and Reporting. All materials that will be used in the instruction may be previewed by contacting the school administration. We would also like to encourage you to talk to your child about this topic as well as other general safety issues.

Education of Children and Youth in Homeless Situations

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

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

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

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

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