



**FIFTH WARD
JUNIOR HIGH**



**2015 – 2016
Parent & Student
Handbook**

Home of the Falcons

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These forms and policies are available in the school library to be reviewed as needed.

Civil Right Act of 1964
Section 504 of the Rehabilitation Act
Educating Students with Attention Control Difficulties
Education Students with Language Related Difficulties
Free Appropriate Public Education and Discipline
Sexual Harassment

NOTE: YOU WILL RECEIVE SEPARATELY THE ST. TAMMANY PARISH SCHOOL BOARD'S HANDBOOK ON ATTENDANCE, DISCIPLINE, AND STUDENT RECORDS. PLEASE REFER TO THIS AS NEEDED.

Office Hours

7:25a.m. to 3:30p.m. Daily

School Hours

7:55 a.m. to 2:55 p.m. Daily

School is open to the students at 7:25 a.m.

Students must be picked up by 3:05 p.m.

Student Half day - 7:55 a.m. to 11:30 a.m.

Students must be picked up within 30 minutes of conclusion of all after school activities.

Siblings of students participating in after school activities must be supervised at all times by a parent/guardian.

Lunch Schedules

K – 2nd Grade Lunch 10:30 a.m.

Pre K Lunch 10:45 a.m.

3rd – 5th Grade Lunch 11:43 a.m.

6th – 8th Grade Lunch 12:36 a.m.

Meal	2015-16 Prices
Student Breakfast	\$.70
Employee Breakfast	\$1.35
Elementary Lunch	\$1.20
Middle/High Lunch	\$1.45
Employee Lunch	\$2.75

Cafeteria will be open for visits by parents beginning
Wednesday, August 12, 2015

Reservations for lunch with your child
should be scheduled a day in advance
by calling the cafeteria at (985) 886-3471.
(Monday through Friday but not on ½ days)

LETTER FROM OUR PRINCIPAL

Dear Parents:

Welcome to Fifth Ward Junior High School, a GREAT place to learn. The faculty and administration look forward to working with parents to ensure that our students reach their potential and achieve success in the academic world and the world in which they live. Our children are our future. When parents, faculty, and administration work together, our future is bright.

Our theme this year is: “FWJH Dives into Learning”. The faculty will focus on designing engaging learning opportunities that will enable our students to develop a love of learning. When children want to learn, great accomplishments follow. Please join us on this journey by reading the webpage of your child’s teacher every week and visiting the school website regularly to learn about upcoming exciting events.

We are excited to hear your ideas and suggestions as we work together for the well-being of our students. The goal is to continue to strengthen communication between home and school. You know your children better than anyone and, by working together, we can support them as they work to learn and succeed.

At Fifth Ward Junior High School, we have a very active volunteer program and we encourage everyone to become involved. Research indicates that children perform better in school when parents are involved. We welcome you and appreciate your parental involvement in your child’s education at school and at home. Joining our PTA is a terrific way to be involved. The PTA supports our school and this organization is crucial to the success of our children.

This handbook is a guide to help answer questions you may have about our school policies and procedures. Please review the information contained in this handbook, as well as the St. Tammany Parish School Board’s Handbook on Attendance, Discipline, and Student Records. If you have any questions or need further information, please call the school.

Please visit our parish website at www.stpsb.org and our school website at <http://fifthwardjunior.stpsb.org> to learn more about our school.

We are looking forward to a great school year. If you have any questions during the year, please call the school at 985-886-3273. We will be glad to assist you at any time.

Thank you for sharing your beautiful children with us. They are the most important treasures you have and we are honored to share in their development.

Sincerely,

Christopher R. Oufnac
Principal

FIFTH WARD JUNIOR HIGH SCHOOL PHILOSOPHY

The faculty of Fifth Ward Junior High School believes that they should present an educational program that develops the individual abilities of all students to their fullest potential. Our program strives to meet the students' needs, interests, and special talents.

We live the FISH Philosophy at Fifth Ward Junior High School. The four components of the FISH Philosophy are: Be There, Make Their Day, Choose Your Attitude, and Have Fun. Your children will continue practicing this as they continue to grow and become responsible citizens.

It is our belief that each student's self-esteem should be nurtured. The student's independent thinking skills are developed to foster each child's ability to make positive choices in daily activities. Our professional staff instills the qualities of fairness, honesty, reliability, creativity, and enthusiasm into each and every student.

Fifth Ward Junior High School works to involve the entire family and community in the educational process. We continually study, evaluate, and improve the school programs to provide the best educational experiences for every child in our school.

VISION STATEMENT

It is our sincere hope to create life long learners and productive citizens.

ATTENDANCE PROCEDURES

ATTENDANCE

The fundamental right to attend the public schools places upon the students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

SCHOOL ATTENDANCE IS IMPERATIVE, NOT ONLY TO SATISFY REQUIREMENTS OF LAW, BUT TO HELP ENSURE STUDENT ACHIEVEMENT AND SUCCESS.

Schools administer attendance regulations in accordance with State and locally adopted policies.

In order to be eligible to receive credit for courses, elementary students may not miss more than ten (10) days of non-exempted- excused absences, unexcused absences, and/or suspensions (Types Two, Three and Four) per year.

In order to receive credit for courses passed (for high school credit), students may not miss more than five (5) days of non-exempted excused absences, unexcused absences, and/or suspensions **per semester**.

Students in grades K-8 who miss more than three (3) hours of instructional time during the school day will be considered absent for the entire day.

There are four types of absences a student may obtain:

Type One – Exempted, Excused

Type Two – Non-Exempted, Excused

Type Three – Unexcused

Type Four – Suspensions

Type One Absence: Exempted, Excused

Exempted, excused absences are those that allow the student to make up work missed and will not be counted against students in determining whether a student meets attendance requirements. There is no limit to the amount of exempted, excused absences a student can incur. The exempted, excused absences are defined in the attendance policy as the following:

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- Extended hospital stay as verified by a physician or nurse practitioner licensed in the state.
- Extended recuperation from an accident as verified by a physician or nurse practitioner licensed in the state.
- Extended contagious disease within a family in which a student is absent as verified by a dentist or physician licensed in the state.
- Observance of special and recognized holidays of the student's own faith with documentation provided.
- Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting with proper documentation. These absences shall not exceed five days per school year.
- Travel for educational purposes. These absences must be approved prior to the travel with the supporting documentation submitted to the principal. Verification of the educational experience must be submitted upon return to school.
- Death in the immediate family with documentation. These absences shall not exceed five days.
- National catastrophe and/or disaster.

Type Two Absence: Non-Exempted, Excused

Non-exempted, excused absences are those incurred due to personal illness or serious illness in the family documented by parental notes. These absences allow the student to make up work missed and are considered in determining whether the student meets attendance requirements.

Type Three Absence: Unexcused

Unexcused absences are absences where a note is not provided to the principal, a note is provided outside of the specified time, or a note fails to meet the criteria needed to be considered excused. Students are not allowed to make up work for grading purposes and will be given failing grades for those days missed. These absences count against the student when determining whether the student meets attendance requirements.

Type Four: Suspensions

Suspensions are non-exempted absences. Students are allowed to make up work when suspended from school. The value of the work is determined by the school's discipline guidelines. These absences count against the student when determining whether the student meets attendance requirements.

ABSENCE PROCEDURES

Excuses for all absences must be presented in writing to the school within two (2) days of the absence. The note must include the student's full name, days of absence, reason for absence and/or doctor's verification, parent/guardian signature and date of signature.

Students participating in school approved activities which necessitate their being away from school shall be considered to be present and shall be given opportunity for makeup work.

Students with unexcused absences will be required to make-up instructional minutes before attending extracurricular events (i.e.–dances, athletic events, etc).

Students who are verified as meeting extenuating circumstances and who are, therefore, eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

Upon returning to school, please work with the teacher to create a plan for making up work missed during the authorized absence.

When a student accumulates seven (7) absences which include non-exempted excused, unexcused, and/or suspensions, notification will be made to the parents/guardians. After the tenth (10) absence which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians of the seat time recovery requirements. For students taking courses for high school credit, notification will be made to the parent/guardian of a student who accumulates three (3) absences in a semester which include non-exempted excused, unexcused, and/or suspensions. After the fifth (5) absence which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians of the seat time recovery requirements.

At the end of the semester or at the end of the year, parents must verify within a period of ten (10) school days a student's absences and make an appeal to the Child Welfare and Attendance Office.

Any student who is a juvenile and who is habitually absent or tardy shall be reported by the Supervisor or Child Welfare and Attendance to the family or juvenile court of the parish as a truant child, pursuant to the provisions of Louisiana Children's Code relative to families in need of services. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition after the fifth unexcused absence or unexcused occurrence of being tardy or if a pattern of three (3) absences a month is established.

SEAT TIME RECOVERY REQUIREMENT

Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular school day. Seat Time Recovery is held on Saturdays from 8:00am to 12:00pm. The makeup sessions must be completed before the end of the semester/year.

CHECK IN/CHECK OUT PROCEDURES

State law requires that you have your child in attendance on time. Students who are late for school (arrive after 7:55 a.m.) must be brought to the office by an adult and receive an admit slip before entering the classroom. Students, without the proper documentation, will be marked unexcused tardy. If a child is excessively tardy (five or more times), the Supervisor of Child Welfare and Attendance will be notified and disciplinary action may be taken if deemed necessary. On the sixth unexcused tardy during a nine weeks period, a student may be assigned to an After School Detention. As per the policy, the administration will complete an ACT 103 Documentation Form for the Supervisor of Child Attendance and Welfare when excessive tardiness and/or absenteeism have become a concern.

In order to protect instructional time and student learning, parents and visitors are not allowed to go to the classroom without an appointment.

Teachers are not able to stop instruction to get children ready for an early checkout. When you check your child out early, materials and assignments will go home with your child the next school day.

Check- Out Requests and Excuses:

1. Students are allowed to leave school with their parent, legal guardian, or an authorized person designated in writing on the emergency card by the parent. In case of emergencies, if the parent or authorized person cannot be reached, the student will remain in school.
2. Office personnel will initiate the checkout procedure by checking the emergency card for the name of the authorized person and checking identification of said authorized person. Office personnel will then have the student signed out and called to the office.
3. The only acceptable excuses for checking out are:

- a. Personal illness
 - b. Doctor's appointments; however, parents are encouraged to make both doctor and dental appointments after school hours
 - c. Court appearances
 - d. Special reasons authorized by the Principal
4. Unacceptable excuses for checking out are:
- a. Errands with parent(s)
 - b. Vacations
 - c. Activities that are not school approved: gymnastics, dance, etc.
5. Students are allowed to make up work if there is an acceptable excuse for checking out.
6. If a student returns to school on the same day after checking out, he/she must go through the office and sign in.
7. For the safety of all children, we ask that you refrain from picking up children between 2:30 and 2:55 PM.

TRANSPORTATION CHANGES

Any changes in transportation must be sent in writing and brought to the office before lunch for an approval signature (for your convenience p.23 contains two transportation change forms). **For the safety of all children, no changes will be made without written authorization.** Call-in and/or faxes will not be accepted for transportation changes. On half days transportation changes must be sent in writing and brought to the office before 10:00 a.m. for an approval signature. In emergency situations only, a child can be held in the office where identification of the adult picking up the student can be verified against the emergency card and a photo ID.

BUSES

Buses unload near the gym in the morning and load in the main parking area in the afternoon. Each student riding a bus to school must ride the same bus home. If a student needs to ride a different bus, the student should bring a note, written and signed by his/her parent. This note should be brought to the office before noon (10:00am on half days) for approval. A copy of the note will be given to your child to present to the bus driver.

A yellow bus procedure form will be sent home in the beginning of the school year through the bus driver. Please read and sign this form upon receipt. Return the form to the driver the following day.

CAR RIDERS

Teachers are on duty ½ hour prior to the start of school (7:25 a.m.). Car riders may exit their vehicles at this time.

In the morning, vehicles are to enter the school grounds from Highway 40. Please refrain from entering the line from Highway 21. For the safety of all children, car riders must be unloaded by the Junior High foyer. Please have your child unload from the passenger's side to avoid contact with passing traffic. For the safety of all students, do not pass vehicles while in car line.

In the afternoon, car line pickup will take place in the gym parking lot. Vehicles are to "snake" through the parking bays to the exterior gym doors. Remain in your car as the teacher assists in loading your child. Please post your child's name in large letters on the sign provided by FWJH in the front passenger window so we can safely load him/her.

BICYCLE RIDERS AND WALKERS

The administration strongly discourages students from walking or riding bicycles to school due to traffic concerns. Fifth Ward is not responsible for bicycle theft or damage. Parents who wish to have their students walk or ride a bike to and from school must first schedule an appointment with an administrator and complete an application which, when approved, will be kept on file for one year and must be renewed each year. During the meeting, in addition to completing the application, the administrator will review the

procedures, expectations, and entrance and exit routes with the parent. Once students are approved to walk or ride bikes to school, they are not to arrive on campus prior to 7:30 a.m., and must wait in the office at the end of the day until 3:05 p.m. - when all buses and cars have cleared.

WITHDRAWAL FROM SCHOOL

The procedure for withdrawal or transferring is as follows: Notify the school office of upcoming withdrawal or transfer. A withdrawal form will be processed. All outstanding library books and textbooks must be returned and all outstanding fees paid (such as cafeteria and library fees).

FINANCIAL MATTERS

SENDING MONEY TO SCHOOL

Please write a **separate** check for each child and for each type of collection.

** Please put all money in a sealed envelope and provide the following information on the envelope: child's name, homeroom, amount, and what the money is for – send the envelope to school with your child.

Example 1: If your child's teacher is collecting \$10.00 student fee money, \$2.50 lunch money, and book club money, you would write one check to the school for school fee money, one check to the school cafeteria for lunch money, and one check to the specific book club for book order.

Example 2: If you have more than one child attending Fifth Ward, and you are paying lunch money, please write each child's name on separate checks so that we can credit the accounts appropriately.

SCHOOL FEE

A student fee of \$10.00 is charged to help cover the cost of duplications, software, printer ink, publications, and other instructional supplies. This fee is separate from the fee collected by PTA.

MEALS

The breakfast and lunch menu will be posted on the school's website (<http://fifthwardjunior.stpsb.org/>) monthly. Please note that breakfast is served from 7:25 a.m. until 7:50 a.m. In order to protect instructional time, all students must finish breakfast at 7:55 a.m. when the bell rings.

Meals should be paid in advance by the month or week. Please review the menu at the beginning of each month and send money in for the days your child will be eating breakfast or lunch. Your lunch account is a debit account, and any unused funds will be returned. Make checks payable to **Fifth Ward Junior High Cafeteria**. We ask that you maintain a positive balance throughout the school year. If your child has an owed balance of \$10 or more, he/she will be asked to call his/her parent before obtaining a meal. The child will be provided a meal after the phone call home is made. If there is a financial hardship, please contact the principal. Free and reduced lunches are available for children who qualify. For guest reservations call the cafeteria at least a day in advance at (985) 886-3471. Also, you may make a cafeteria payment using the MyPaymentPlus website – a link is available at <http://fifthwardjunior.stpsb.org/>.

SNACK MONEY

During the afternoon recess, snacks, water, and ice cream will be sold. Nutritional snacks such as fruit, crackers, popcorn, etc. may be brought from home. Sweets such as candy, rich cakes and cookies are discouraged except for special occasions. Gum is never allowed. Also, no cans, energy drinks, or glass items are allowed. If you choose for your child to purchase a snack, please send the money with your child – the office staff will not call your child to the office to pick-up snack money.

BOOK CLUBS

Periodically, your child's teacher may send home order forms for various school book clubs. These book clubs offer quality children's literature in paperback form at affordable prices. While you are under no obligation to order from these book clubs, it is recommended that you make reading material of one form or another available to your child. Please contact your child's teacher for further details on book clubs.

TEXTBOOKS

All textbooks issued to students are the property of the State of Louisiana. Students are expected to take good care of their books. If a student loses a book, he/she must pay the cost of the book. There will be a fee assessed for all damaged books.

LIBRARY

1. Each student has a weekly, scheduled library period.
2. First, second and third grade students may check out two library books each week. Students in Kindergarten may check out one book each week.
3. Students will be charged and must pay for lost and/ or damaged books.
4. Food and drink are not allowed in the library.
5. A quiet atmosphere and appropriate behavior is required for library activities.

FIELD TRIPS

Fifth Ward Junior High is pleased to offer our students educational experiences outside of the classroom in the form of field trips. We place a high priority on providing safe and secure procedures as well as ensuring a learning adventure.

When field trips are scheduled, written permission must be given by the parent or legal guardian and a fee (if necessary) paid for the student to attend the trip. If for any reason you cannot pay the assigned fee, please contact the principal, prior to the due date, to discuss possible arrangements. We want all children to benefit from these educational experiences. Field trip fees usually cover bus transportation, admission and lunch.

Parents are encouraged to act as chaperones on field trips, but chaperones must provide their own transportation. Any parent who agrees to participate as a chaperone must remain at the field trip for its duration. ALL children who go on the field trip MUST ride the bus to the field trip destination(s). Students MUST ride the bus back to school following the field trip unless they have been properly checked out prior to the field trip. **A parent is allowed to check a student out from the field trip site only if the following procedure is followed:**

1. The morning of the field trip sign your child out at the front office prior to leaving school – please have your driver's license available.
2. Obtain an Authorization of Student Release from the office upon signing the student out.
3. Give Authorization to teacher for student to be released at the conclusion of the Field Trip (i.e.-students loading the bus for the return trip home).

Only children enrolled at Fifth Ward Junior High School may attend a school sponsored field trip. For safety reasons, we ask that parents not visit souvenir shops with students at any locations.

Deadlines are created to ensure smooth operation and efficiency in the planning process. FWJH makes every effort to send paperwork home in a timely fashion. For this reason, please understand deadlines will be adhered to strictly. If there is a reason you cannot abide by the deadline, please contact your child's teacher on or before the due date.

PROCEDURES FOR IMPLEMENTATION OF DEBT COLLECTION POLICY

Parents will be notified in writing that money is owed to the school. The amount and origin of the fees will be enumerated and may include such things as lost/damaged textbooks, library books/fines, unpaid lunch fees, etc.

In the case of a student transferring to another school, all financial obligations shall be met before the withdrawal is completed.

Any 4th - 8th grade student who has an outstanding cafeteria balance greater than \$10.00 will be required to call their parent/guardian. The school will continue to send home written reminders as well as phone calls on a weekly basis. After the student calls their parent/guardian, he/she will return to the cafeteria to eat lunch. No student will be denied a meal.

MISCELLANEOUS

AUTOMATED EXTERNAL DEFIBRILLATOR

Fifth Ward Junior High has two Automated External Defibrillators (AED) on campus for use in case of emergency. The AEDs are located in: 1) Gymnasium – Northeast corner and 2) East wall of the two-story building's main hall (across from the computer lab).

MEDICATION AT SCHOOL

Students will not be allowed to have any medication in their possession at school. This includes over the counter medication such as lip balm and lotions. Personnel in the office cannot and will not administer medication unless special circumstances exist for a chronic health problem. In these circumstances, the following procedure is followed:

1. Appropriate forms must be obtained from school and completed by physician and parent.
2. Medication must be brought to school by parents in a container appropriately labeled by the pharmacy or physician. Medicine must be counted and recorded at that time by the secretary. Please allow additional time for this procedure.
3. Each medication given will be recorded on a medication log which includes date, dosage, and initials of person administering the medication. When last pill is administered, the empty bottle will be sent home with your child. It is the parent's responsibility to bring a refilled prescription bottle the following school day.

MEDICAL EXCLUSIONS

The health and well being of all students are important; therefore, students will not be allowed to remain at school for the following reasons:

1. Fever of 100 degrees or above, vomiting, diarrhea, severe pain, or other conditions not conducive to learning (Please do not send your child to school until they are fever free for 24 hours.)
2. Any infectious or contagious conditions such as impetigo, pink eye, ring worm, etc.
3. Head lice infestation

VISITORS

All visitors must have a valid driver's license or state I.D. to present to the front office personnel upon entering campus. Visitors will not be allowed on campus or to checkout a student without the mentioned identification. We welcome visitors to our school. For the safety of our children, we require all visitors to check in at the office and wear the visitor's tag provided while on campus. Anyone not properly identified will be questioned. As a safety precaution, visitors are not to go on the playground. In order to protect instructional time we also ask that you refrain from stopping by your child's classroom. Thanks for helping us keep our students safe.

Please note that we encourage parents to have lunch with their child. In order for our students to have time to become acquainted with lunch routines and procedures, we ask that parents begin joining us for lunch starting Monday, August 25, 2014.

All visitors must check out in the office before leaving campus.

LOST OR STOLEN ITEMS

The school is not responsible for lost or stolen possessions. Each student is responsible for his/her personal property. Please label your child's sweatshirts and jackets and possessions they bring to school. Students are encouraged to leave their valuables at home. No toys, radios, gameboys, Nintendo DS, phones, Ipods, Kindles, etc. are allowed at school unless directed by the teacher. The teachers or principal will keep these items and return them to parents upon request to prevent loss or damage. The Lost and Found is located in the East hall of the two-story building main hall (across from the computer lab) for unclaimed items left by students. At the end of each grading period unclaimed items will be donated to charity. If you notice your child is missing items you are welcome to come to the office and sign in and check the lost and found. If there is a need for your child to have a phone at school, please call the principal to make arrangements.

PARTIES

Only two parties (Winter and Spring) are allowed each year. These are held from 1:30 p.m. to 2:30 p.m. Room parents help with the planning and implementation of activities for each party. We want all parents to join in our school celebrations. Younger siblings are allowed at the winter and spring parties.

Birthdays:

- PK – 3rd Grade birthdays may be recognized by serving cupcakes, etc. at approximately 2:30 p.m.
- No cupcakes, treats, etc. are permitted in grades 4th – 8th.

There will be no parties during instructional time. Please do not send flowers, balloons, etc. to school for your child. Invitations to private parties may not be distributed at school. Party invitations may be distributed when the entire class is invited. Individual invitations will not be sent through school.

DANCES

Students in grades 6th – 8th may attend dances sponsored by Fifth Ward if the following conditions are met:

- 1) Must adhere to STPSB dress code and discipline policies/procedures
- 2) Are in good academic standing
- 3) Have not received more than 2 after school detentions during the corresponding Nine Weeks
- 4) Have not received a Saturday Detention during the corresponding Nine Weeks
- 5) Have not received a Suspension (In-School or Out of School) during the corresponding Nine Weeks or more than 2 suspensions for the year
- 6) Must arrive at the dance within 30 minutes from the beginning of the dance (i.e. – if the dance begins at 7:00 p.m. all students must be in attendance by 7:30 p.m.) to obtain entry
- 7) Must stay at the dance until the end – students will not be allowed to leave the dance “early”
- 8) Must be in good standing with district attendance policy
- 9) Must not have an outstanding balance or monies owe

STUDENT RESPONSIBILITY

Together, parents and teachers must insist that students be accountable for their actions. If he/she forgets something at home, the student will not be allowed to phone home to have someone bring the item to school. Parents will be notified if their child consistently fails to turn in assignments, comes to class without supplies, etc. If your child still does not complete assignments, it may be necessary for a parent or teacher to call for a conference.

TOBACCO-FREE SCHOOLS

The St. Tammany Parish Public School System prohibits the use of any tobacco products by students, employees, or visitors in all buildings, centers, offices, vehicles, schools, or other property under the jurisdiction of the School Board.

STUDENT DRESS CODE

(Refer to STPSB's Discipline Handbook for more specific information)

STUDENT IDENTIFICATION CARDS

- * A FWJH regulation student identification color coded card is made for each student (6th - 8th grade) at the beginning of the school year.
- * Students are required to wear their I.D. cards at all times during the school day.
- * The I.D. card must clearly be visible and worn with a lanyard or clip.
- * The I.D. card cannot be defaced and/or altered in any way.
 1. No attachments, stickers, pins, etc., may be placed on the I.D.
 2. No other photos, other than the one taken for the I.D. may be placed on the I.D.
- * If a student defaces his/her I.D., the student will be required to purchase a new one (\$5.00) and serve an after school detention.
- * When attending school-sponsored activities, the I.D. card must be presented if requested.
- * It is the responsibility of each teacher to check that students are wearing their I.D.
- * If a student I.D. is not visible during the change of class or at lunch, the student will be directed to the front office to receive a temporary I.D. with an after school detention being issued.
- * When students arrive on our campus without an I.D., they are to proceed to the front office to obtain a temporary I.D.
 1. Students can either pay \$1.00 for a temporary I.D. or serve an after school detention on Tuesday or Thursday.
- * After securing a temporary I.D. three times in a nine week period, a student will receive an after-school detention.
- * Excessive temporary I.D.s (5) – student may receive further disciplinary action

BOYS

An acceptable well-groomed haircut will be required of all male students.

- Hair - The length may reach the shoulder but not fall below it. Afros or teased styles may not exceed three inches in height. Hair in front must be out of the student's eyes and not impair vision. Hair styles should not be distracting. Hair must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, *etc.*, will not be permitted.
- Facial Hair - Male students are prohibited from wearing beards or goatees. Sideburns may be worn to the base of the earlobe, but pork chop style is prohibited. Students may wear a neatly trimmed mustache, but handlebar styles are prohibited.
- Caps and hats will not be worn in the classrooms or school building.
- Pants worn by students must be secured at waist level with no undergarments revealed.

GIRLS

Girls must wear their hair in a standard, acceptable style.

- Hair in rollers or curlers, excessively teased, or arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, *etc.*, will not be permitted.
- Accessories must be one color.
- School principals maintain the right to determine extremes in styles of dress, grooming, appropriateness and suitability for school wear. Body-piercing ornaments are limited to the ears.

UNIFORM POLICY

Fifth Ward Junior High's Uniform is as follows:

Bottoms

Khaki long pants

Khaki walking shorts

Khaki uniform jumper

Khaki skort or skirt

Khaki capris

Leggings/Tights must be solid Navy Blue or White

* NO logos other than the school logo will be allowed on uniforms.

** We suggest that all children wear athletic shoes with non-marking soles in order to keep them safe during P.E. and recess.

Tops

Navy Blue, solid White or Navy Blue School Logo polo-type knit, collared shirt

Long or Short sleeve solid White or Navy Blue T-shirt or Turtleneck can be worn under the polo shirt

Long or Short sleeve shirt shall have 2-3 buttons and a collar - No emblems or logos (other than approved school logo) are not permitted

Fifth Ward Falcons Navy Blue T-shirt

Navy Blue, solid White or Navy Blue School Logo sweatshirt

Uniforms can be purchased from the department store, uniform shop, or catalog of your choosing. Fifth Ward Logo shirts can be purchased from the school office.

DISCIPLINE POLICY**THREATS OF VIOLENCE or SELF-INJUROUS BEHAVIOR POLICY**

With the rise in school violence nationwide, all threats of violence or self injury will be taken seriously and the Parish policy will be followed.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)**Discipline Philosophy:**

At Fifth Ward Junior High School, we believe that all disciplinary practices and interactions must teach and promote responsibility, enhance the safety and educational environment of the school, foster respect, and maintain the dignity of one's self and others. The goal of FWJH's discipline policy is to foster within students the essential internal controls that are needed to achieve success both in school and in life. To support this goal FWJH uses the "3 strike" motto. A student will receive an after school detention after receiving 3 classroom behavior lunch detentions (this is for minor behavior issues) per nine weeks. Major discipline offenses will be handled according to STPSB policy.

School-Wide Positive Behavior Support Discipline Plan:

Students who attend FWJH deserve an educational environment that promotes success. With this goal in mind, our administration, faculty and staff believe that appropriate behavior is essential. Positive Behavior Support, better known as PBS, is the system that FWJH routinely utilizes to promote positive behavior. PBS is based on a system that teaches social behaviors and reinforces them on a frequent basis.

It is our hope that this system of positive reinforcements will promote responsible decision-making by our students.

In conjunction with PBIS, FWJH embraces the FISH philosophy which aims to help create a safe, supportive, and effective school culture and learning environment. FWJH identifies their expectations as our Falcon Expectations. We use the Falcon Expectations to help teach children life skills by building strong relationships. These expectations are as follows:

- Be There – tune in to the moment. This includes being fully prepared for the task at hand and being in touch with the emotional needs of others.
- Make Their Day - seek opportunities to make someone’s day by acknowledging them, not only for what they achieve but for who they are.
- Choose Your Attitude – take personal responsibility for one’s actions. Sometimes that means behaving differently than you feel.
- Have Fun - recognize that learning and interacting with others can be fun. Celebrate learning every day.

Student Expectations:

Fifth Ward Junior High School has developed a set of Falcon Expectations. To ensure that our students learn without disruption and our teachers instruct free from interference, each teacher has posted a set of classroom expectations in each classroom and are reviewed regularly.

We do our best to reward appropriate behavior and correct inappropriate behavior. We administer timely, fair, and consistent consequences for inappropriate behavior.

FIFTH WARD JUNIOR HIGH SCHOOL – POLICY ON BULLYING

From the District Handbook for Students and Parents

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

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) or alleged victim and/or any individual(s) who report an 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 immediately report 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, 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, or intimidated).

Students will be taught the appropriate ways to socially interact. This plan was designed to support the above policy while addressing the specific needs of Fifth Ward Junior High School.

Step 1: Adult and Teacher Interventions

1. Students are encouraged to report bullying.
2. The teacher conducts a conference with the student being accused of bullying.
3. If it persists, the student will be sent to the school counselor and the parent/guardian will be contacted.

Step 2: Pre-Administrative Referral Process

1. Parent/teacher conference face to face

The following are possible interventions that may be utilized as applicable:

- Student participates in a social skills group lead by the school counselor
 - Complete a Functional Behavior Assessment (FBA) and develop a Behavior Intervention Plan (BIP)
 - Refer to SAT
 - Refer to Mental Health Provider
2. Discipline referral – submit the following:
 - Completed Louisiana Department of Education School Behavior Report
 - Parent/Conference Form
 - School-wide behavior slips

The goal of this plan is to provide a positive learning environment for all students as they learn and grow into socially competent youngsters.

STUDENT RULES OF CONDUCT

It is in the children's best interest that we work together to provide an optimum learning environment at school. We reserve the right to require appropriate behavior conducive to safety and success at school.

Possession of tobacco, drugs, alcohol, or weapons such as knives, guns (even toys), or dangerous instruments is prohibited. Fighting, insolence, disrespect, stealing, profanity or suggestive hand gestures, sexual harassment, or leaving campus without permission will not be tolerated. (Parents will be held accountable for the defacing or damaging of school property). Students who use extreme profanity (use of the "F" word) will be suspended.

Pushing, shoving, name calling, tattling, or other disruptive behavior will be addressed accordingly. Persistent or repetitive misbehavior will result in disciplinary action.

All students will be taught the proper use of playground equipment, general procedures for lining up, and other acceptable behaviors. Students who cooperate and follow rules and directions will receive verbal praise, rewards, positive notes home, special privileges, and continued respect of peers and adults.

WEAPONS POLICY

Students found using, possessing, and/or concealing a knife, a firearm, a weapon which may discharge a projectile or other dangerous instruments which may cause bodily harm shall be immediately suspended and recommended for expulsion. Police notification shall be made immediately. Students using, possessing and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument shall be immediately suspended from school and recommended for expulsion. Upon the recommendation for expulsion, a hearing shall be conducted by the Superintendent or his designee. Students in grade five or lower who have been found, in the hearing process, of using, possessing and/or concealing a weapon, or a look-alike weapon shall be disciplined in accordance with the decision made by the Superintendent or his designee. Any case involving a student in grade five or lower found in possession of a firearm on school property shall be referred to the School Board through a recommendation for action from the Superintendent. Students in grade six or higher who have been found, in the hearing process, of using, possessing and/or concealing a weapon, or look-alike weapon shall be expelled from the School System for a period of not less than 12 calendar months.

REPORTING OF STUDENT PROGRESS

CONFERENCES (PARENT-TEACHER)

It is vital that teachers and students engage in instructional activities during classroom time to ensure student progress and success. Any unnecessary interruptions that infringe on instructional activities are unacceptable. While it is the policy of Fifth Ward Junior High School to encourage parents to confer with the teachers of their children, these conferences, for the educational well-being of the students, must be scheduled with the following guidelines in mind:

1. A specific appointment time must be set up before the actual conference. (Spontaneous conferences are seldom informative or productive). Teachers need to have tangible, classroom data available to share with the parent.
2. Any convenient time (before school or after school) that is agreeable to both teacher and parent is allowable for a conference. Conferences may not take place during instructional periods.
3. Duty periods of teachers are not appropriate times for conferences. A teacher on duty is responsible for the safety and well-being of his/her charges. Conferences during duty time could jeopardize the safety of the children. Parents should, therefore, refrain from distracting teachers from their duty posts by asking for information about their children that is best disseminated during a scheduled conference.

The procedure for setting up a conference is as follows:

1. The appointment time and date must be set at least 24 hours before the conference. (The call may be initiated by either the parent or the teacher.)
2. The parent must check in at the office to secure a pass to meet with the teacher.

CONFERENCE (PARENT/STUDENT) - PRINCIPAL

The principal welcomes parents and students for conferences. An appointment should be made in order to schedule the conference.

GRADING POLICY

The following is the grading policy as accepted by the St. Tammany Parish School Board.

PRE-KINDERGARTEN

Checklist of skills shall be used to report to parents. Two teacher/parent conferences will be held during the school year.

KINDERGARTEN

A checklist of work habits shall be used to report to parents.

- √ Satisfactory
- Needs support

Grades to be assigned on the Kindergarten Developmental Profile are:

- + Meets or exceeds stated goals
- √ Progressing towards stated goals
- Emerging

The kindergarten portfolio will include: DIAL 3 Test, Test of Phonological Awareness, writing sample, Kindergarten Developmental Profile, Kindergarten Checklist and any other pertinent information.

At the end of each nine weeks, we will honor students who have perfect attendance for that quarter. There shall be no Honor Roll.

FIRST GRADE

1st Marking Period:

A letter and checklist will be sent to parents. There may be supplementary remarks added to the letter as determined by the school.

2nd, 3rd, 4th Marking Period:

- E** = Excellent/Exceeds stated goals
- S** = Satisfactory/Meets stated goals
- N** = Needs Support/Progressing toward stated goals
- U** = Unsatisfactory/ Not grasping stated goals

Conduct, Work Habits, and Handwriting will be marked with √ = Satisfactory or - = Needs Support

Students will be assessed throughout the year, using the Dynamic Indicators of Basic Early Literacy Skills (DIBELS). This state-wide standardized test measures skills which are powerful predictors of reading success including phonemic awareness, phonics, vocabulary, fluency and comprehension. DIBELS is administered in September, January, and May.

First grade students will be promoted if they show proficiency (acceptable progress) at the end of the fourth quarter marking period. At the end of each nine weeks, we will honor students who have perfect attendance for that quarter. There shall be no Honor Roll.

SECOND & THIRD GRADE

Grades **A, B, C, D** and **F** will be assigned in math, reading, language, spelling, science and social studies for each of the four quarter marking periods for all students including gifted/talented and students in specially designed regular education classrooms.

A = 93 – 100

B = 85 – 92

C = 75 – 84

D = 67 – 74

F = 66 and below

The grades **S** or **N** will be used for conduct and work habits. Students have satisfactory participation in music, physical education and art unless indicated in comments.

Students will be assessed throughout the year, using the Dynamic Indicators of Basic Early Literacy Skills (DIBELS). The state-wide standardized test measures skills which are powerful predictors of reading success including phonemic awareness, phonics, vocabulary, fluency and comprehension. DIBELS is administered in September, January and May.

Students will be promoted if they show proficiency at the end of the 4th quarter marking period. Students not showing proficiency based on all available criteria will be referred to the SAT to determine promotion or retention.

FOURTH, FIFTH, & SIXTH GRADE

Grading Scale:

A = 93-100

B = 85-92

C = 75-84

D = 67-74

F = 66 and below

Grades **A, B, C, D** and **F** will be assigned in math, reading, language, spelling, science and social studies for each of the four quarter marking periods for all students including gifted/talented and students in specially designed regular education classrooms.

The following subjects shall be graded **Excellent, Satisfactory, Needs Improvement** or **Unsatisfactory**:

Health and Physical Education

Art

Music

Handwriting

Foreign Language

The grades **E, S, N**, or **U** will be used for conduct and work habits.

SEVENTH & EIGHTH GRADE

Grading Scale:

A = 93-100

B = 85-92

C = 75-84

D = 67-74

F = 66 and below

This scale shall be used for all courses and subjects. The quarterly numerical grade and corresponding letter grade shall be recorded on the report card. The numerical grades for each quarter shall be averaged for the yearly grade and recorded on the report card along with the corresponding letter grade.

The grades **Excellent**, **Satisfactory**, **Needs Improvement** or **Unsatisfactory** will be used for conduct and work habits.

REPORT CARDS

For the first, second and third 9 weeks, all report cards shall be given out on the Thursday following the close of the 9 week period. At the close of the fourth 9 weeks, report cards will be mailed home.

The teacher is responsible for completing and issuing report cards, which include grades and other markings such as behavior, work habits and attendance to class. Students not meeting the minimum requirement on grade level objectives by the end of the school year will be brought to the SAT – Student Assistance Team- for consideration for retention or exceptional promotion. You will be notified each marking period if your child is working below grade level or not progressing as expected and a conference will be requested.

Special Ed students on Specially Designed Regular Instruction shall follow the same grading scale as regular education students. Refer to the Louisiana I.E.P. Handbook for Policy and Procedures regarding grading and promotion of Special Education students.

PROGRESS REPORTS (INTERIM REPORTS)

Interim reports for unsatisfactory work are issued by the fifth week into the grading period. It is the responsibility of the student to give the report to his/her parents. The parent is to read and sign the report. The child then returns the report to the teacher.

HOW PARENTS CAN HELP

As parents, you have been responsible for the early teaching of your child. You are the most important teachers in your child's life. The following are suggestions of ways you can help your child.

HOME

1. KEEP THIS HANDBOOK READILY AVAILABLE FOR FUTURE REFERENCE.
2. Attend individual and group conferences as often as you can.
3. Read and answer all notes from school.
4. Give special help to your child by:
 - a. Making sure your child comes to school well rested
 - b. Making sure your child eats breakfast
 - c. Making sure your child is dressed appropriately for the day's weather
 - d. Promoting good health and safety habits
 - e. Praising your child for things done well (Don't forget to praise improvement and honest effort.)
 - f. Talking about everyday experiences
 - g. Planning family activities
 - h. Reading stories to your child daily
 - i. Watching quality children's TV shows with them
 - j. Providing learning materials for use at home
 - k. Providing a well rounded background of experiences
 - l. Seeing that homework is completed

SCHOOL

Join the PTA! This is by far the best way to be involved in your child's education. Inquire about the FWJH Volunteer Program which includes: Classroom Aide, Cultural Arts, School Beautification, Field Trips, etc

PTA

The main mission of Fifth Ward Junior High School PTA is to help our school create the best possible learning environment for the children of our community. There are many opportunities to enrich our children's school experience such as serving as a Room Parent, Office Volunteer, Book Fair, or a helper at Field Day and other grade specific events.

In addition to educational events, the PTA plans various events and activities throughout the school year such as Fall Fest, an Auction, Little Caesars Pizza Sale and more. The money raised is used to purchase equipment and supplies to support educational programs. If you would like to join the PTA and/or volunteer, please contact the school office for details.

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 children and youth 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; trailer park or campground without running water and/or electricity; abandoned building; substandard housing; bus/train station;
- Awaiting foster care placement; or
- 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 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;
- Access educationally related support services;
- Make sure that disagreements between students and schools are resolved quickly.

TRANSPORTATION CHANGE FORM

Please copy and use the following information when making any changes in transportation, etc.

Fifth Ward Junior High School

Child's Name: _____ Date: ____/____/____

Teacher: _____ Grade: _____

Message: _____

Parent's Signature: _____

Fifth Ward Junior High School

Child's Name: _____ Date: ____/____/____

Teacher: _____ Grade: _____

Message: _____

Parent's Signature: _____

Student / Parent / Staff Contract

The undersigned parties acknowledge that they have read, discussed, and understand the policies and procedures of the Fifth Ward Junior High School Parent/Student Handbook including the School-Wide Discipline Plan. It is understood that ALL administrators, teachers, and staff are responsible for consistently and fairly enforcing the operating procedures contained in each plan. Likewise, parents are to support the school by setting expectations for their children which require adherence to the plans. **The contents of the plans are in accordance with St. Tammany Parish Guidelines. Persons choosing not to sign this contract will be held accountable for their actions as set forth in Louisiana Revised Statute 17.416.**

Student Signature - Date

Parent Signature - Date

_____ Teacher/Staff Signature - Date

_____ Administrator Signature - Date

PARENTS, PLEASE DETACH THIS SHEET AND HAVE YOUR CHILD RETURN IT TO HIS/ HER HOMEROOM TEACHER NO LATER THAN FRIDAY, AUGUST 28, 2015.