



**PARENT – STUDENT
HANDBOOK
2017-2018**

**BOYET JUNIOR HIGH SCHOOL
SLIDELL, LOUISIANA**

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MESSAGE FROM THE PRINCIPAL

Welcome to Boyet Junior High School, home of the Boyet Rebels. We have an outstanding school where caring, dedicated teachers provide a strong instructional program within a safe environment conducive to learning. An active PTA and an extensive group of volunteers support and enhance our school program. Boyet has a proud history of providing an academic program with high expectations and producing students well prepared for their high school years. This standard of excellence continues to be our focus. All of us at Boyet look forward to your time here and invite you to become an active member of our learning community.

BOYET JR. HIGH SCHOOL PHILOSOPHY

The Boyet Junior High School administration, faculty and staff, including students, parents and community stakeholders will work together as a learning community engaged in a continuous process of strategic planning, shared decision making, implementation of research based learning initiatives, and assessment of student performance to promote high student academic achievement in preparation for the rigors of high school matriculation.

MISSION STATEMENT

The mission of Boyet Junior High School is to create a challenging and caring community encouraging lifelong learning and P.R.I.D.E.—Positive Attitude, Respect, Integrity, Discipline and Empathy

MASCOT AND COLORS

The school mascot is a Rebel. The school colors are Red, White and Blue.

BOYET BELIEFS

The Boyet Beliefs were developed by a committee of students, parents, teachers, and administrators. They reflect the values that are important to this community. As such, all persons associated with Boyet are expected to demonstrate and abide by these guiding principles.

- **RESPECT**

- Respect for Yourself

- Respect for your Fellow Students

- Respect for Adults

- Respect for Property – Others' and School's

- **RESPONSIBILITY**
 - Personal Responsibility
 - Responsibility to your Parents
 - Responsibility to your School
 - Responsibility to your Community

- **REACHING OUT**
 - Boyet students are expected to display tolerance and acceptance of fellow students because unity among diversity makes us stronger

- **SAFETY**
 - Being Safe in our Actions
 - Keep the School Environment Safe
 - Reporting Suspected Drugs and/or Weapons brought on Campus

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. Student Services helps with these items and much more:
 - a. Attendance Records/Seat time notification
 - b. Temporary IDs after first hour bell.
 - c. Assist students with minor injuries.
 - d. Emergency contact phone numbers
 - e. Lost and found
 - f. Detention slips for all tardiness and/or failure to wear proper uniform
 - g. Owe list

2. The Front Office helps with these items and much more:
 - a. Student records, report cards, grade changes
 - b. Registration
 - c. Withdrawal from school
 - d. Address and guardianship changes
 - e. Early check out or late student arrivals

3. Counseling Department (Guidance Counselor and MHP) helps with these items:
 - a. Academic scheduling
 - b. Scheduling parent/teacher conferences
 - c. Standardized testing
 - d. Gifted testing
 - e. One on one student counseling

PARENTAL INVOLMENT POLICY

Most agree that "the children's first and best teachers are their parents." The School System recognizes that student achievement is impacted greatly by the level of parent participation in a student's education. The value of a strong partnership between school and home is immeasurable, but sure, and parents or guardians are asked to adopt these basic practices to help school personnel work with students.

1. Maintain regular communications with school teachers and school officials concerning their children's progress and conduct.
2. Ensure their children are in school, on time, every day.
3. Promptly report and explain to school officials any absence or tardiness. Assist and require children to be neat and clean.
4. Notify school officials of any problem or condition that affects their children or others at school.
5. Discuss report cards and school assignments with children.
6. Assist children in assuming responsibilities at school.
7. Maintain for school officials up-to-date home, work, and emergency telephone numbers and all other emergency and health information throughout the school year.
8. Send children to school ready to learn.
9. Students shall arrive to school no earlier than 30 minutes prior to the start bell and depart from school no later than 30 minutes after the dismissal bell each day.

ELASTIC CLAUSE

The administration reserves the right to take any steps, at any time, which in their judgment, are necessary for the well-being of the students and for maintaining the standards of the school. Any procedure, rule or regulation preceding this clause is also subject to this clause.

ATTENDANCE AND ABSENCES

Types of Absences

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: Non-Exempted Excused Absences

- 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. The parent note must be received within 2 days after the return to school in order to have the absence listed as excused. Missed work from an excused absence must be completed within the number of days equivalent to those absent.

Type Three: Unexcused Absences

- Unexcused absences are absences where a note is not provided to the principal, a note is provided outside of the specified time, or fails to meet the criteria to be

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 maximum value of the work is 75% and must be turned in during the time established by the teacher. These absences count against the student when determining whether the student meets attendance requirements.

Absences Procedures

Excuses for all absences must be presented in writing to the morning check in locations before the 8:55 bell. Seventh graders must bring notes to the attendants on the stage in the Cafeteria. 8th Graders, bring their notes to attendants in the gym lobby. Parents may bring excuses to the front office at Boyet Junior High. All excuses must be delivered 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. **Failure to send the note within the 2 day time frame will result in the student not being able to make up missed coursework, and zeros for that work will be given.** In junior high school, 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. If the student is enrolled in a course that receives high school credit, notification will be made to parents after the accumulation of three (3) absences in a semester which include non-exempt excused, unexcused, and/or suspensions. After the fifth (5) absence in a semester which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians of the seat time recovery requirements.

State law prohibits students from being absent more than ten days during the school year. This includes both unexcused and excused absences. Absences that exceed the ten day limit will need to be made-up during a Saturday school session or afterschool detentions.

Students who participate in the athletic programs or school sponsored clubs/programs are required to be present on the day of the event in order to participate.

Only those absences resulting from extenuating circumstances or documented with a medical note are exempted from this state law. Please direct any questions to the school principal.

Truancy

Parents will receive notification of the State truancy policy at the beginning of the school year. Any juvenile student who is habitually absent or tardy from school will be reported

as a truant child to the Supervisor of Child Welfare and Attendance, the family and/or juvenile court according to the provisions of Louisiana Children's Code regarding families in need of services.

CHECK OUT PROCEDURE

Boyet Jr. High School has a closed campus policy. Once students have arrived on school property, they cannot leave unless they are checked out by a guardian. Students are considered "on school property" once they arrive at a bus stop until they arrive home (if they ride a bus).

Students can check out during the first ten minutes of each class period or at the last ten minutes of the class period. That would include prior to or after each lunch period. Students will not be called out during the class period. If a student becomes ill while at school, the checkout procedure is as follows:

- a. The student must notify the teacher that the student is not feeling well.
- b. The teacher will contact the front office and request that a parent be contacted. The student does not call the parent. Student Services will initiate the call.
- c. When the parent has been contacted, Student Services will call the classroom and instruct the student as to the parent's directions.

On exam days the office will not interrupt a class to check out students. During assemblies, the office will not call into the gym to check out students. Early check out ends at 3:30 PM.

LATE ARRIVAL TO SCHOOL

Students reporting to school after the 8:58 bell are to check in through the front office. Students are issued an admit slip. The note will indicate if the tardy is excused or unexcused. Students will be allowed three warning tardies per semester.

1. On the fourth tardy students will be given an after school detention from 3:55 until 4:55.
2. On the fifth tardy students will receive a Saturday Detention.
3. On the sixth tardy students will receive a one day in school suspension.
4. On the seventh tardy students will be assigned to out of school suspension for two days.
5. On the eighth tardy students will be referred to the Supervisor of Child Welfare and Attendance.
6. Additional disciplinary action will be issued if the tardiness persists.

LATE ARRIVAL TO CLASS

Students are given four minutes passing time between classes. If the student is not present in class, as directed by the teacher, when the tardy bell rings the student will be marked tardy. If the student has been detained by a teacher, he or she will need a note from that teacher to give to the next teacher. After three disciplinary actions by the teacher (call to parent, parent-student-teacher conference, warning) student will be referred to Student Services for an administrative detention from 3:55 until 4:55. Continued violations will also be referred to the office and increasing discipline consequences will be issued. Teachers will issue detention slips for tardies during 2nd through 7th hour each day. Teachers will follow the same progression of discipline for tardies as the late arrival to school progression.

SCHOOL UNIFORM REQUIREMENTS

- A. Shirts: - will be a collared, polo-style long or short sleeve in white or dark red.
- B. Pants, shorts, skirts/skorts – must be worn with uniform shirts. Pants, shorts, and skirts/skorts must be khaki cotton twill; Khaki (tan/cream) colored and not decorated in any manner. (Shorts for girls must be fingertip length).
- C. Short and long sleeve T-shirts, turtlenecks and mock turtles may be worn underneath the short sleeve uniform shirt .
- D. Emblem/Logo: will consist of the embroidered initials BJH or Boyet Junior High School. **No other logos are acceptable.**
- E. Pullovers: Boyet pullovers may be worn over school uniform shirts. If a student chooses to wear another pullover – **it must be solid red, white or royal blue.** All zippered jackets must be unzipped so that ½ of the uniform shirt is visible.
- F. Leggings or tights will not be permitted.

FAQ's ABOUT UNIFORMS

Shirt – The commonly referred to golf shirt would be one that has anywhere from two to four buttons only.

Polo shirts do not have to be tucked in unless the shirt is excessively long. As a rule of thumb, these un-tucked shirts may not fall below the pocket opening of a pair of regular slacks (provided those slacks are secured at the waist).

Capped sleeves are unacceptable.

Pants – Pants must have straight legs/slight flair. Bell-bottom, elephant leg, wide leg pants, low-cut/hip huggers, corduroys, parachute pants, wind pants, jeans (of any type), overalls and overall shorts are unacceptable. Pants must be secured at the waist.

Belts – Belts should go through all the belt loops without hanging down significantly. Suspenders are not acceptable.

Any article of clothing that is torn, tattered, or frayed is unacceptable.

Student Dress Code for Males

The following requirements apply to appropriate grooming and dress for male students.

- An acceptable, well-groomed haircut will be required of all male students. Styles never should be such that they represent a collective or individual protest.
- Hair - The length of hair may not fall below the base of a collar on a shirt. Afros or teased styles may not exceed three (3) inches in height. Hair arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair also must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, etc., will not be permitted. Mohawks are extreme and are not 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.
- Boys are required to wear clothing that is suitable for school and that complies with the following regulation.
- Shirts must be buttoned, except for the collar button. Tank shirts and undershirts may not be worn as outer garments. Any article of clothing with suggestive symbols, words, or advertisements of products or substances prohibited by the St. Tammany Parish School Board is prohibited.
- No see-through or sheer shirts are permitted, and no skin may show between the pants and shirt in any position.
- All caps, hats, and bandannas are banned from school campuses during regular school hours.
- Walking shorts may be worn as long as they meet the length requirement. While standing erect with arms extended down, the length of shorts must come to the tip of fingers or below.
- Lower garments worn by students must be secured at waist level, with no undergarments revealed.
- Flip-flops or backless thong sandals are not permitted.
- Hoods are not to be worn on campus during regular school hours except outdoors in inclement weather.
- Leggings or tights are not permitted with shorts or skirts. If they are worn as an undergarment for long pants they cannot be visible. Leggings or tights can be worn as an undergarment for shorts in P.E. classes only.

Student Dress Code for Females

The following requirements apply to appropriate grooming and dress for female students.

- Girls must wear their hair in a conventional 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 also must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, etc., will not be permitted. Head wraps or scarfs or out of season head gear are not permitted.

- Girls are required to wear clothing that is suitable for school and that complies with the following regulations.
- No see-through, sheer shirts, or lace-like clothing are permitted, and no skin may show between the lower garment and shirt in any position.
- Culottes, split skirts, and walking shorts are acceptable providing they meet the dress length requirement stipulated below.
- All caps, hats, and bandannas and hair wraps of any kind are banned from school campuses during regular school hours.
- Leggings or tights are not permitted with shorts or skirts. If they are worn as an undergarment for long pants they cannot be visible. Leggings or tights can be worn as undergarments for shorts in P.E. classes only
- Any article of clothing with suggestive symbols, words, or advertisements of products or substances prohibited by the St. Tammany Parish School Board is prohibited.
- Tank shirts and undershirts may not be worn as outer garments.
- Lower garments worn by students must be secured at waist level, with no undergarments revealed.
- Flip-flops or backless thong sandals are not permitted.
- The minimum length of dresses, culottes, skirts, and shorts must be at the fingertip or below when standing erect with arms extended down the sides or not more than 5" above the knee.
- Hoods are not to be worn on campus during regular school hours except outdoors in inclement weather.

School I.D. Policy

- Students are required to wear a school I.D. around their neck at all times. They must be visible and not altered in any way. Students will be issued a lanyard but may wear one of their choice if it is appropriate for school. Temporary I.D.s will be sold for \$1.00 each morning until 8:55am in the Cafeteria for 7th graders and gym for 8th graders. Any student that does not have an I.D. on after 8:55am, will receive the following consequences:
 - 1st – 3rd offense, per quarter - lunch detention
 - 4th & 5th offense, per quarter – after school detention
 - 6th offense or more, per quarter - Saturday detention

NON-UNIFORM DAY

Throughout the course of the school year, there are several occasions when non-uniform day will be designated. Student attire is expected to be school appropriate. Pants should be free from holes or rips and solid in color. Shirts should be appropriate for the educational environment. The school's administration maintains the right to determine extremes in styles of dress and grooming appropriateness and suitability for school wear.

ASSIGNED DISCIPLINES

The objective of an assigned discipline is to teach/re-teach the student correct behavioral expectations, it is not meant to be punitive or for retribution.

1. Alternative Learning – students are asked to write essays on behavior as a way of reminding them what they have done and what they need to do to correct their behavior. These are generally given as a second chance by faculty and staff. Students who do not display proper behavioral expectations in the cafeteria might be required to clean tables/sweep floor in the lunchroom. Failure to meet the requirements associated with alternative learning may result in the student being referred to the administration for failure to take advantage this second chance opportunity.

2. After School and Lunch Detentions – students are assigned this discipline for repeated violations of behavioral expectations. Individual faculty and staff assign these detentions to students. A detention slip will be issued to the student indicating the time and date of the detention. Students must have the detention slip signed by the parent or guardian and returned to the teacher. Failure to meet the requirements associated with these detentions may result in the student being referred to the administration for failure to take advantage this second chance opportunity.

3. Saturday Detentions – students are assigned this discipline for any of the following: Violations of behavioral expectations, failure to complete an alternative learning, failure to meet requirements of a before school/lunch detention or for having done or failing to abide by the St. Tammany Parish guidelines for discipline. These detentions are assigned by the administration. Students are required to be at the school on time and complete the entire detention (8 a.m. to 12 p.m.) to be considered having completed the requirements of this discipline. Students MUST wear their uniform to a Saturday Detention. Failure to attend Saturday Detention may result in suspension. Parents are asked to help participate in this process by completing all forms associated with this program

4. In-School Support (ISS) – Second Chance Program – this discipline is in lieu of an out of school suspension. Students assigned this discipline are to report to the office upon arrival at school on the day(s) of their in-school suspension assignment. Students are sent to the ISS room where their class work for that day will be sent to them by their regular

teachers to complete. They will be given credit for all the work they complete while in ISS and will be counseled by the monitor in an attempt to re-teach the student the correct behavioral expectations. Parents are asked to help participate in this process by completing all forms associated with this program.

5. Suspension – removal of student from school. Student is not allowed to attend school or school activities for the period of the suspension and may be considered as trespassing if present on school grounds during the period of suspension. 2nd & 3rd Suspensions require meetings with school board officials and a letter is generated from that meeting to enable the student to return to school. Please consult with your child’s teachers regarding the policy of missed assignments during the suspension period.

At the beginning of each school year, each student will be given a parish “Handbook on Attendance, Discipline, and Student Records.” Students and parents are encouraged to read both that handbook and Boyet Junior High Parent-Student Handbook to familiarize themselves with the parish and school rules and regulations. Nothing contained in the Boyet Student Handbook is designed or intended to supersede any regulations contained in the parish handbook.

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT

Boyet Junior High has assembled a School Wide Positive Behavior Intervention Support Committee (PBIS Committee) made up of and faculty to devise a PBIS system to be used at our school. With the aid of the students, teachers, and parents we have adopted the Boyet Beliefs as the characteristics we strive to uphold, demonstrate and improve in the daily lives of our students and staff. The PBIS system is a two pronged system made up of recognizing positive behavior and a Disciplinary Action Plan. There will be opportunities and activities for recognition of those who demonstrated positive behaviors.

The Disciplinary Action Plan is listed below for those students who fail to meet the behavioral expectations set out for them in Boyet Junior High School Parent –Student Handbook and in the St. Tammany Parish Public School System – Handbook for Students and Parents. We have adopted the PBIS system because it emphasized school-wide support that include proactive strategies for defining, teaching, and recognizing appropriate student behaviors and creating a positive school environment. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary, secondary and tertiary (individual) systems of support that improve lifestyle results

(personal, health, social, family, work, recreation) for all children and youth by minimizing the occurrence of problem behaviors that interfere with the learning process.

Our school has an extremely successful program which rewards students for exhibiting good behavior. Those students who have been referred to the office for being able to make good behavior choices will get to participate in a behavior modification activity sponsored by our school counselor.

Each quarter students who have no major discipline referrals (administrative documentation) will be allowed to participate in a behavior reward activity.

DISCIPLINARY ACTION PLAN

Minor Infractions

The classroom teacher will deal with minor infractions that are documented on the “Classroom Discipline Report.”

First Offense:	Warning
Second Offense:	Lunch Detention & Phone call to Parent/Guardian
Third Offense:	Formal Teacher/Parent Conference
Fourth Offense:	Office Referral/Administrative action

Tardy to class	Tardy arrival 2 nd – 7 th hour documented by teacher
Off-Task Behaviors	Actions not pertaining to the lesson or work required
Class Disruption Minimal	Minor talking or actions that cause classroom disruption
Disobedience	Brief failure to comply
Defiance	Brief failure to respond to teacher’s request and or/shows Minor disrespect (eye rolling/no eye contact, sigh)
Annoyance/Rudeness	Use of words or actions that annoys others and disrupts Use of words that are not polite
Sleeping/refusal to work	Student sleeping in class or refusing to engage
Lack of preparedness	Not having the materials required to be successful
Gum/Food w/o Permission	Chewing gum or eating food in class
Unauthorized Movement	Student leaving seat without the permission of the teacher

Failure to follow Directions Brief, noncompliance of directions

Gum Chewing Not allowed anywhere on campus

Since all behaviors cannot be predicted, any other actions deemed to be, minor infractions by the Teachers/Administration will be subject to disciplinary action.

*Minor Infractions reset at the end of each nine weeks.

Major Infractions

Major discipline infractions will be handled through Student Services and requires the teacher to write the infraction on a Discipline Referral Form. The following chart shows the Discipline Infraction and the consequence.

	1st	2nd	3rd
Use of Electronics (Gives Device Up)	Saturday Detention	In-school 1 day	In-school 2 days
Use of Electronics (Refuses to turn in)	Suspension 1 day	Suspension 2 days	Suspension 3 days
Habitual Tardy	Saturday Detention	In-school 1 day	In-school 2 days
Habitual Violator (Uniform/ID)	Saturday Detention	In-school 1 day	In-school 2 days
Disrespect	Saturday Detention	In-school 1 day	In-school 2 days
Leaving Class (Leaving Campus)	In-school 1 day Suspension 1 day	In-school 2 days Suspension 2 days	Suspension 2 days Suspension 3 days
Vicious/Immoral Practices	In-school 2 days	Suspension 1 day	Suspension 2 days
Obscene Language	In-school 1 day	In-school 2 days	Suspension 1 day
Fighting	Suspension 3 days	Suspension 5 days	Expulsion
Stealing	Suspension 3 days	Suspension 5 days	Expulsion
Tobacco	Suspension 2 days	Suspension 3 days	Suspension 5 days
Failure To Serve Consequence (Ex. Saturday Detention)	In-school 1 day	In-school 2 days	Suspension 1 day

Vandalism	Suspension 5 days	Expulsion	N/A
Possession/Under the Influence of Alcohol	Suspension 5 days *Student will be referred to the Youth Service Bureau (YSB).	Expulsion	N/A

*The Administration reserves the right to override consequences listed above and enforce what is deemed necessary.

Possession and Use of Electronic Communication

Louisiana Law Revised Statute 17:239 prohibits any student, unless authorized by the school principal or his/her designee, from using or operating any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, smart watch, intercom, or electro-mechanical paging system, in any public school building or school grounds or in any school bus. The St. Tammany Parish School Board's practice will comply with the above Revised Statute. Any student in possession of a "wireless device" including an smart watch 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. Any device that is visible on the person of any student while that student in on campus is subject to confiscation.

Possession

Boyet Junior High School is not responsible for any lost or stolen Electronic Equipment.

HORSEPLAY/PLAYING AROUND

During the growing years of 7th & 8th grade, students are often unable to fully control body movements. Any activity that involves running, jumping, pushing, etc. or could be described as either horseplay or "playing around" is considered unacceptable and a safety concern. These types of activities often lead to injury and disagreements; therefore, participation in such may result in disciplinary action against the participants.

HALL CONDUCT

1. Students are not to be in the halls without a pass before /after or during school or during the lunch periods.
2. Students are expected to keep to the right in the halls and on the sidewalks.
3. Running, shouting, whistling, and loud talking are inappropriate inside the school buildings or on the walkway areas adjacent to the buildings.
4. Congregating in the hallways, at the end of halls, in the breezeways during school causes congestion and is prohibited.
5. Halls must be cleared promptly, orderly, and quietly at the beginning and ending of lunch periods and after school.

Students failing to adhere to these rules and regulations may be sent to the office for disciplinary measures.

OFF LIMITS AREAS

Due to the size of the BJH campus it is necessary to limit students to those areas which are regularly supervised. Before school, students are limited to the cafeteria/commons, library, gym and tutoring room. During lunch students are not to be in the halls or classrooms unless under the direct supervision of a faculty member. During school students are limited to the halls, covered walkways and classrooms. Students should use the restrooms between classes and during lunch. Being out of class decreases the amount of time students have to learn.

Off limit areas include any area not under adult supervision. All remote areas on the campus not specifically mentioned are also considered off limits. If a student leaves campus without permission the student is then subject to a two day out of school suspension. Students found in an off limits area are subject to disciplinary action as determined by the administration.

LYING TO SCHOOL PERSONNEL; FORGERY; CHEATING

First offense – zero on assignment and formal documentation

Second offense – Saturday detention

Third offense – 2 Days In School Suspension

BULLYING POLICY

Bullying is a serious social problem found in many occupations and walks of life. The role of administration is to ensure, as is responsibly practical, that there are procedures to prevent bullying. Ultimately, it is the responsibility of all members of the school community to eradicate bullying by ensuring the development of a caring and supportive attitude and climate.

Bullying can take many forms:

1. Physical -- pushing, kicking, hitting, punching, or any form of violence or threats;
2. Verbal -- name-calling, sarcasm, spreading rumors, persistent teasing;
3. Emotional -- tormenting, ridiculing, humiliation, isolation from groups or activities;
4. Sexual -- unwanted physical contact, abusive comments;
5. Financial -- extortion, dues, protection fees

The school and community are responsible for promoting good behavior and discipline in the school. All stakeholders must ensure that unacceptable behavior is not tolerated. Violations must be addressed, consistent with the discipline policy found in the school handbook and the parish policy of the public schools.

Children who are being bullied at school will not always be prepared to tell those in authority. However, when a disclosure is made, it will be treated seriously.

Targets of bullying have responsibilities. They should tell the bully to STOP. If the bullying continues, targets should not ignore the incident(s); they should report the bullying to an adult on campus, a teacher, an administrator or counselor. Parents are encouraged to report incident(s) to the school.

Witnesses to bullying are encouraged to report incidents to school personnel.

For those pupils who are unable or unwilling to inform staff or principal, certain signs of bullying should be observed:

- unwillingness to come to school;
- withdrawn, isolated behavior;
- complaints about missing possessions;
- intensified stress or apparent depression;
- damaged or incomplete work.

The school will ensure the following:

1. All bullying problems are taken seriously and are addressed in a timely manner.

2. All reports are thoroughly investigated.
3. Bullies and victims are interviewed separately.
4. Witness information is documented.
5. Written records of the incident and the outcome are maintained.
6. Staff is informed about the incident, so that they can be supportive.
7. Parents are notified within 3-5 days and status reports will be provided as the investigation goes forward.
8. Appropriate due process is followed, consistent with the school handbook.
9. Appropriate apologies are obtained.
10. Appropriate accountability, sanctions, and remedial activities are put in place.
11. Appropriate counseling support is provided to both the victim and the bully.
12. In the event that a formal report is made to a law enforcement agency, appropriate information will be provided on a need - to - know basis, consistent with Federal and State laws, regulations and guidelines.

School health and guidance classes at all levels should address this issue and inform students how they can report incidents of bullying to appropriate personnel. Parent information should be provided by the principal on this topic so that parents will have a procedure to follow should they believe a situation is occurring that affects their child.

SEXUAL HARASSMENT

Sexual harassment is any behavior that is:

- a) Sexual in nature
- b) Unwelcomed or unwanted
- c) Severe, persistent or pervasive
- d) Interfering with work or study
- e) A behavior that a reasonable person would not tolerate

Any student who alleges sexual harassment by another student should report their allegation to the appropriate school personnel, to initiate a full investigation of the allegations.

AFTER SCHOOL ACTIVITIES

Students must be picked up within 15 minutes of the conclusion of the event. Any student requiring disciplinary action as a result of their behavior at an after school activity, may be banned from further attendance at such events.

END OF DAY

The teacher will dismiss students from class at the end of the last period of the day. Students are expected to leave their classes immediately and go directly to their assigned departure area.

1. Any student wanting to ride home on a bus that is not their normal bus MUST have a pass issued by office personnel. Students should bring a signed note from the parent requesting permission to return home in this manner. Students should bring this note to Student Services before the 8:55 bell.

BUS RULES AND REGULATIONS

All students must follow the rules established by the St. Tammany Parish School Board when riding on a bus. The bus driver and building administrators shall assume responsibility for the discipline of pupils riding buses.

Boyet Bus Guidelines

1. Students will enter the bus in single file order. There will be no pushing or cutting in line.
2. Students will be seated with two or maybe three students per seat. They are to remain seated when the bus is in motion. Students should wait until the bus is at a standstill before standing/exiting the bus.
3. At no time should there be loud talking, screaming, or yelling on the bus or out of the windows. This causes a distraction for the bus driver.
4. Gum, food, and drinks are not allowed on the bus.
5. Objects are not to be thrown in the bus or out of the windows.
6. When exiting the bus, students should walk in front of the bus before crossing the street. Students should not exit toward the back of the bus or walk behind the bus.
7. A student is under the jurisdiction of the school from the time he/she leaves home until he/she returns home in the afternoon. All school rules and regulations therefore apply during this time.
8. Should an emergency arise during a bus trip, students are to exit the bus through the back emergency doors with those students in the back seats assisting others. The bus driver will give all directions during the emergency.
9. Students are not allowed to ride another bus without written parental permission that has been approved by the office. Students should bring this note to the office before the 8:55 bell.

NOTE: The bus driver is the immediate person in charge of the bus. Students are to show respect to this individual AT ALL TIME.

LOCKS AND LOCKERS

Each student who needs to use a hall locker due to a documented physical limitation may request one. Students who are issued a locker are cautioned against using the locker to store valuable items. The locker is loaned to the student and is subject to inspection by school administrators at any time. Lockers should not be used as safety deposit boxes because they can be forced open. The school is not responsible for money or articles stolen from lockers. Students may go to the lockers only at designated times. Students may not leave class to go to their locker if assigned.

Physical Education teachers will also assign individual lockers in the gym and each student will supply a lock for that locker. Students are responsible for keeping their lockers clean and free of straps or other objects hanging out of a locker. Before a student is issued a locker we wish to impress upon them that having a locker is a **PRIVILEGE** and **NOT** a student right. Failure to follow the guidelines below may result in the loss of locker privilege.

1. Students who damage locks and deface lockers must reimburse the school for the loss or damage.
2. Lockers are subject to inspection at all times and they should be kept clean and presentable. Items may not be attached to the lockers without administrative approval.
3. Students are required to keep their lockers locked at all times.
4. Students will be allowed to use their lockers only at designated times.

LUNCH

School lunches are available to all students. Listed below are the guidelines for participation in the lunch program and use of the cafeteria area:

1. Each student is assigned a lunch number (student account) and will be provided a lunch card with that number on it free of charge.
2. Checks and money to cover the cost of lunches will be collected in the morning upon the arrival of the student at school. The money collected will be assigned to that student's account and deducted from the account when they eat lunch.
3. Lunches should be paid for in advance. There is no charging of lunches.
4. Behavioral Expectations –
 - a. Students are to walk, not run, to the lunchroom. .
 - b. Students should not cut in line.
 - c. Students should have their lunch card out and ready to be presented on entrance into the lunchroom.
 - d. Students are responsible for picking up any litter on or under their table upon completion of their lunch.
 - e. Students can opt for a tray lunch to be eaten in the cafeteria or a box lunch which can be eaten in the cafeteria or outside in the commons area.

- f. Duty teachers and administration will monitor student behavior both in the cafeteria and commons area.
- g. Dropping off fast food meals to student out on lunch is prohibited for security reasons. If there is a medical reason for providing your child with alternative food supplement it must be cleared by the administration.

ENERGY DRINKS

Due to health and behavioral concerns, energy drinks are not permitted on campus. Soft drinks may be included in a student's lunch.

WATER BOTTLE POLICY

In support of a healthy life style and personal well-being, Boyet will allow students to possess water bottles on campus. The object of this practice is to allow students to have easy access to water while maintaining the quality of classroom instruction. All students are expected to follow the guidelines listed below.

- a. Water bottles must be clear and possess a twist on or pop open top.
- b. Students may not share water bottles.
- c. Empty bottles should on a regular basis be recycled or discarded.
- d. Students misusing water bottles will be subject to disciplinary actions.
- e. Water bottles may not be used in the computer lab, tech lab, science lab, and the library.
- f. Outside of the lunch period, water bottles must contain only unflavored water.
- g. For use in the classroom, water bottles should remain secured and easily accessible in the student's book bag.

MEDICATIONS

In accordance with Act 87 (LA RS 17:436.1) relative to the administration of medicate., the St. Tammany Parish School Board has formulated the following guidelines to be used when a child has to receive medication during school hours.

These regulations are:

1. No medication shall be administered to any student with an order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent/guardian. **Under no circumstances will over the counter medications (such as Tylenol or aspirin) be given to a student without proper documentation.**

2. No medication shall be administered to any student unless it is provided to the school in a container that meets acceptable pharmacy standards.
3. A registered nurse employed by the St. Tammany Parish School Board will review the physician's order and the parent's request. The registered nurse will then assess the specific child in the educational setting to determine if administration of the medication by a trained, non-licensed, health professional is acceptable.
4. In order to ensure proper identification of students receiving medication, we are requesting a recent photo of the student to attach to the medication folder.
5. The first dose of the medication must be given at home so the parent or guardian may be able to observe for unusual side effects. If your child requires medication for an acute illness, we encourage you to work with your physician to schedule doses that can be given at home. Medication for long term illness may require administration during school hours. If your child requires only short term medication, we recommend (if possible) that medication be scheduled around school hours.

ACCIDENTS AND ILLNESS

Boyett Junior High does not have a full time nurse on duty. Students who feel ill should have the teacher contact the Front Office. The secretary will contact the parents. If no one answers, the secretary will call the number that has been listed on the child's emergency card. In the event of a serious illness or accident, if Boyett Junior High cannot reach the parent, the administration will call an ambulance to transport the child to the hospital. The cost of the hospital and ambulance will be the responsibility of the parent.

TEXTBOOKS

Students are responsible for all the textbooks issued to them by the school. When a textbook is lost or damaged, the student must pay for the book before another is issued. Should textbooks be defaced or mistreated in any way during the year, a charge will be assessed at the end of the year. The amount of the charge will be determined by the age and the condition of the book.

Late Assignments/Work

In situations other than Excused Exempt or Excused Non-Exempt, late assignments will not be accepted by any teacher. Students are expected to demonstrate responsible behavior by meeting assignment/project deadlines as posted by their teachers.

PHYSICAL EDUCATION GUIDELINES

Participation

Health studies prove the importance of daily exercise for our children. Regular exercise decreases the onset of many health issues (diabetes, obesity, high blood pressure, etc.).

All students will participate in the regular Physical Education program. If a student is restricted in some way, a medical excuse signed by a doctor will be required of the student. Excuses should include specific dates of non-participation/participation and contain any individual provisions as necessary for that student. Any student refusing to participate in Physical Education activities will be disciplined according to the school discipline ladder.

Physical Education Uniforms

Students are required to change from school uniforms to a physical education uniform suitable for activity (acceptable shorts/t-shirts). Uniforms may be purchased from the Physical Education teachers.

Parents/students are asked to LABEL the uniforms. Under NO circumstances are students allowed to loan or borrow another student's uniform. Students should take their uniforms home each week and clean them over the weekend. CLEANLINESS IS A MUST.

The uniform:

- a. Shirts will be sleeved crew neck red T-shirts without collars, buttons, or pockets. Half shirts are not allowed. Eight graders will be allowed to wear their blue shirts from last year.
- b. Shorts will have an elastic waistband without buttons, zippers, pockets or belt loops. Shorts must be red. Eight graders will be allowed to wear their blue shorts from last year.
- c. Socks MUST be worn at all times during class.
- d. Tennis shoes should have a rubber sole. NO flip-flops or sandals are allowed.
- e. Sweat shirts and pants may be worn during cold weather, but uniform shirt and shorts must be worn underneath them.

Locker Room Rules:

1. All students are required to have a combination lock.
2. Students are to dress by their lockers. Dressing in the shower area or rest rooms is not permitted.
3. Purses, jewelry and valuables should be **LOCKED** in the locker.
4. **NO** student is to be in the locker room area without a teacher present.

5. After dressing out students are to report immediately to the gym floor and occupy their designated area.
6. All school bags, gym bags, purses, etc. must be stored in the locker room during PE instruction.

DANCES

Boyet Junior High School students must meet the following criteria to attend a BJH dance:

1. Free from discipline referrals that include In-School Suspensions or Out of School Suspensions 9 weeks prior to the dance **This is non-negotiable.**
2. Students must be in attendance at school the day of the dance
3. Must be clear of all debts on "Owe List"
4. Students with 2 or more Out of School Suspensions will be prohibited from attending dances, field trips, and special events (Ex. Fais do-do)
5. Students with 10 or more Administrative Referrals for the year will be prohibited from attending dances, field trips, and special events (Ex. Fais do-do)

Guests attending Boyet Junior High School Dances must meet the following criteria:

1. Must be between the ages of 12 - 15
2. Must receive signature from their own school principal
3. Has not been expelled from Boyet Junior High School or any other school
4. Have appropriate information on the guest pass form
5. Remain at the dance until the dismissal of all students
6. Must be cleared all debts on "Owe List"
7. Any student who has been suspended twice will not be permitted to attend any dances.

Passes are available in Student Services two weeks prior to the scheduled dance and must be returned to Student Services no later than the Wednesday preceding the dance.

LIMOUSINES

Due to safety and parking space issues, limousines are not allowed at school for any reason.

POSTERS – NOTICES

There will be no posting of notices, articles, posters or stickers without administrative approval. Anything posted without administrative approval will be removed. Those persons/organizations having posted approved materials on Boyet Junior High School property are responsible for their removal immediately following date(s) specified on item.

FLOWERS, BALLOONS, BIRTHDAY CAKES, AND GIFTS

Flowers, balloons, birthday cakes, and/or gifts for students are not accepted during school hours.

MESSAGES

Delivering messages often disrupts the instructional environment of the classroom. For this reason, students will not be given messages or reminders from home, unless it is an emergency. Arrangements such as doctor's appointments, etc. should be made well in advance of the school day.

FIRE DRILLS

Fire drills will be held periodically. The dates will not be announced in advance. In case of a fire drill, students must follow the procedures listed below:

1. Students must realize the importance of obeying rules, regulations, and procedures, and they must remain calm.
2. The buildings will be evacuated in an orderly fashion. Student are not permitted to talk at this time.
3. The windows will be closed, whenever possible, and the teacher should leave the room last, closing the door as he/she exits.
4. Students must clear the building and remain in line with their class and proceed to the designated area where the teacher will call roll. **NO ONE** may reenter the buildings until an all clear is given.