

**FONTAINEBLEAU JUNIOR HIGH SCHOOL
STUDENT HANDBOOK AND PLANNER
2015 -2016**



Dr. Timothy W. Schneider
Principal

Mrs. Kelly S. Grunditz
Assistant Principal

Mrs. Katherine P. Whitlock
Assistant Principal

*100 Hurricane Alley
Mandeville, La. 70471*

985-875-7501

985-875-7650 (fax)

985-875-7672 (cafeteria)

<http://fontainebleaujunior.stpsb.org>

Name: _____

1st Period Teacher: _____

Grade: _____

Locker #: _____

Student ID#: _____

Lunch #: _____

PASSWORDS AND USERNAMES

Passwords are intended to be kept private. It is your responsibility to keep your planner and passwords secure at all times.

School Computer Login

Username _____
(id number)

Achieve3000

Passwords

August _____

Username _____

Password _____

September _____ 9

October _____ 10

Gizmo

November _____ 11

Username _____

December _____ 12

Password _____

January _____ 1

February _____ 2

Reading Counts

March _____ 3

Username _____

April _____ 4

Password _____

May _____ 5

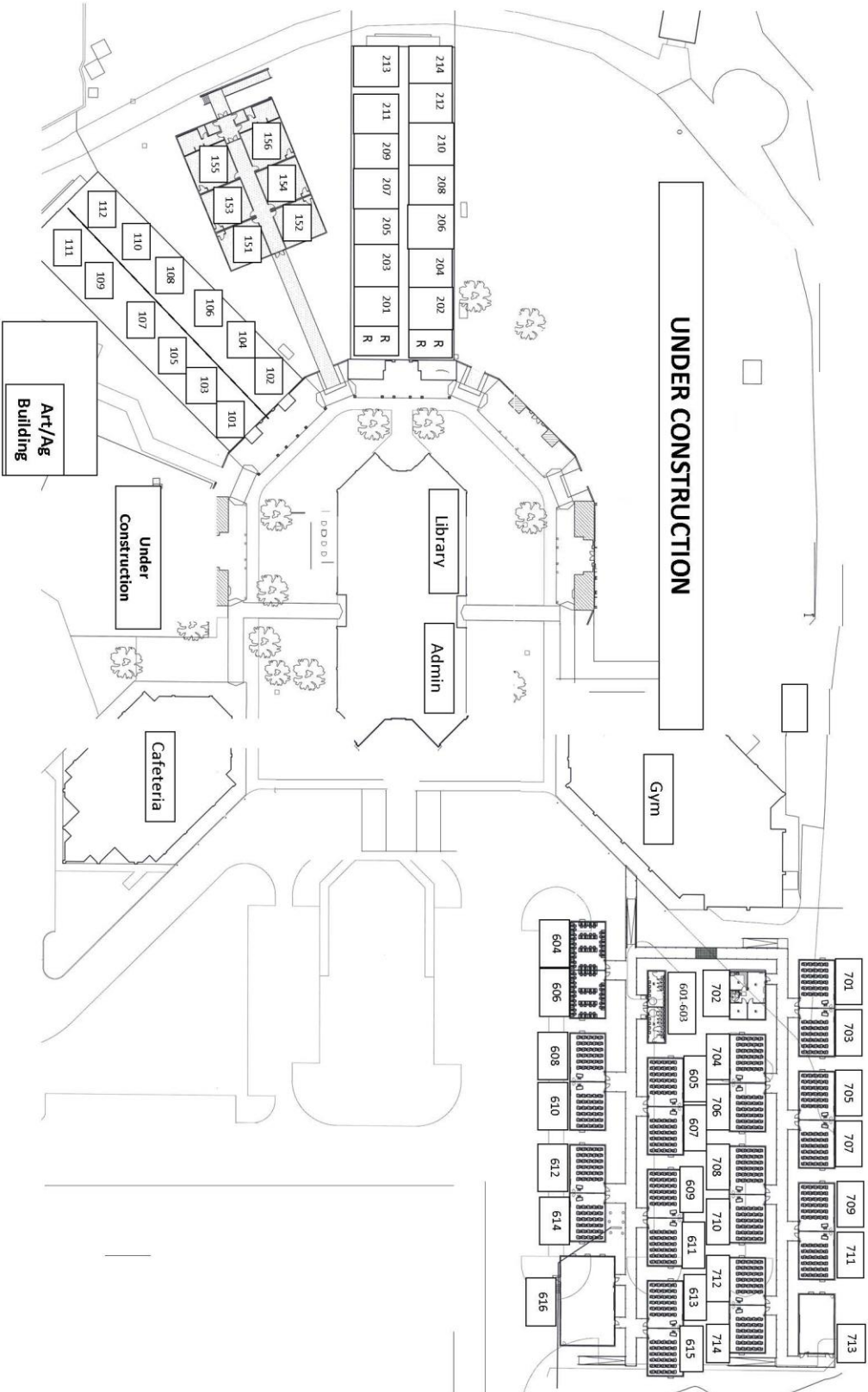
Password formula
FIRST INITIAL (Capitalized)
first two letters of last name
(lower case) ! (exclamation) a
randomly assigned 4 digit
number
Ex: John Kennedy
Jke!1234

Eagle

Other
passwords:

Username _____

Password _____



**FONTAINEBLEAU JR. HIGH
BELL SCHEDULE
2015 - 2016**

<u>TIMES</u>	<u>PERIODS</u>
8:45 - 9:43	1
9:47 - 10:40	2
10:44 - 11:37	3
11:37 - 12:55	4 (Below is class and lunch time for this period)
<u>A LUNCH GROUP</u> <i>8TH Grade</i> <i>*All PE Classes</i>	<u>B LUNCH GROUP</u> <i>7TH Grade</i>
11:37 LUNCH BEGINS	11:40 4 TH HOUR BEGINS
11:59 LUNCH ENDS	12:33 4 TH HOUR ENDS
12:02 4 TH HOUR BEGINS	12:33 LUNCH BEGINS
12:55 4 TH HOUR ENDS	12:55 LUNCH ENDS
12:59 - 1:52	5
1:56 - 2:49	6
2:53 - 3:46	7

2nd Semester

A Lunch
7th Grade

B Lunch
8th Grade
**All PE Classes*

**** Students may not be on campus before 8:15 a.m.
and should be picked up by 4:30 p.m.**

SCHOOL TRADITIONS

Mascot: Hurricanes

Colors: Royal Blue and Kelly Green

FJHS MISSION STATEMENT

Creating a challenging **A**tmosphere for **N**avigating toward **E**xcellence and **S**uccess

ABSENCES

Regular school attendance shows a close relationship with the student's success in school. Students and parents need to refer to the Parish Handbook for all state and parish policies regarding excessive and excused absences. Upon returning to school after an absence of any length, the student must bring a signed note (on a full sheet of paper) from a parent explaining the absence. The excuse should contain the following:

- a. The student's first and last name.
- b. The student's homeroom teacher's name.
- c. The date the excuse was written.
- d. The date(s) of the absence
- e. The reason for the absence.

Any written excuse from a parent or doctor must be presented to the office of student services upon arrival to school. It is the student's responsibility to check with his/her teachers to set up a schedule for completion of all work missed. If an excuse is not brought within two days upon the student's return to school, a zero for work missed will be given. Students absent 10 days or more in one year may be retained.

BALLOONS AND FLOWERS

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

BLUE LIST

Students who have been assigned Saturday Detention, In-School Suspension, Exclusion, or Suspension will be placed on the Blue List. Blue List students will not be allowed to attend the next school dance or other school functions. The Blue List will begin six weeks prior to the event.

BULLYING POLICY

The St. Tammany Parish School Board considers bullying to be an extremely serious offense. The faculty and staff of Fontainebleau Jr. High will educate students on proper social skills and will make an effort to immediately address bullying on campus.

In accordance with St. Tammany Parish School Board Policy, students found to be committing acts of bullying including, but not limited to, physical bullying, emotional bullying, or sexual bullying, as defined in the district handbook for students and parents, will be given consequences based upon the severity and frequency of the act(s). The students will be assigned to lunch detention, after-school detention, Saturday detention, ISS, or suspension, as deemed appropriate by the disciplinarian.

Students who are victims of bullying have a responsibility to report instances to school officials. Victims are encouraged to document their experience(s) in writing. Other individuals, such as family members or bystanders, are encouraged to contact school administrators when they become aware of the bullying behavior.

CAPS

Caps, bandanas, scarves or other head gear will not be allowed on campus during school hours, on field trips or at dances, unless it is a designated "CAP DAY."

JEWELRY

Earrings will be limited to one per earlobe with hoop styles not larger than 3/4". Extremes of jewelry wear, including chains, large dangling earrings, and large objects will not be permitted.

CHECK-OUT PROCEDURE

Any student who needs to leave school due to illness must check out through the office. The student's teacher will call the office and ask that a parent be notified unless the child is too sick to remain in the classroom. In that case, the student will report to the sick room and wait for a parent. No student will be allowed to check out unless a parent or guardian as designated on the student's emergency card comes to the office to sign him/her out. Anyone wishing to check a student out must present a picture ID to the office staff. Students will not be called out of class to the office to check out until the parent/guardian arrives at FJH. Students must bring a written excuse for any class missed due to checking out of school in order to make up missed assignments. **Students should not text parents to be checked out.** Use of cell phones on campus could result in disciplinary action.

DANCES

Dances will be held periodically throughout the year for FJH students only. See Blue List and Owe List

DISCIPLINE PROCEDURES

Philosophy

Students come to school in order to learn, and learning cannot take place when students do not act appropriately. Teachers come to school to teach, and teaching cannot be done when behavioral disruptions occur. We feel that all students can behave in such a manner that these two objectives - learning and teaching - may be met. In order to teach this we follow the FISH Philosophy: Be There, Choose Your Attitude, Make Their Day, and Play.

Examples of these expectations are as follows:

Be There- Students must stay in designated areas before, during, and after school.

Students should have a pass to leave the classroom for any reason.

Choose Your Attitude- Students should be familiar with and follow all guidelines in the St.

Tammany Parish Handbook on Attendance, Discipline and Student Records.

Students must follow directions of school personnel.

Students should use appropriate language.

Students should be dressed in uniform and should refrain from dressing in a manner that causes a disruptive influence on other students.

Make Their Day- Students should look for the best in others and choose positive influences.

Students should keep the campus free of litter and graffiti.

PLAY- Students should refrain from actions or play that could be dangerous.

Tardy Policy

During each nine weeks, the following disciplinary action will be taken for excessive tardies:

3 tardies: one After School Detention

4 tardies: one Saturday Detention (a missed Saturday school will result in an ISS)

6 tardies: two days of ISS/ISD (In School Detention)

8 tardies: two day Suspension

Suspensions

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

DRESS CODES

Parents and students are to refer to the Parish Handbook for all parish policies. FJH has mandatory uniform policy recognized by the school board. School colored uniforms are available at various local stores. For your convenience, if you choose to purchase a uniform shirt with an optional school logo these will be available at local uniform retailers. All students must be in uniform within ten days of the first day of school for the year or after transferring to FJH.

Parents or guardians may request an exemption from a mandatory school uniform program by submitting a written request to the school principal, prior to the beginning of each year or at the time an exemption may become existent but not before the first Friday in August. A request for an exemption must be made within 10 operational days from the effective date that the school uniform program is implemented, or from the date that the student is initially enrolled in a school that has adopted a mandatory uniform program or the occurrence of an act that would provide a basis for an exemption. Please contact the school's office for a complete description of exemption procedures.

School uniforms will consist of the following:

1. Standard Polo Style Shirt - Long or short sleeve kelly green, royal blue or white buttoned polo style with three buttonholes. A solid white or grey long or short sleeve shirt or turtle neck may be worn under the polo. No emblems or logos allowed except the optional official school logo.*
2. Oxford Shirt - Solid white button down oxford long or short sleeved. No emblems or logos are allowed except the optional official school logo.* A solid white long or grey long or short sleeve shirt or turtle neck may be worn under the oxford shirt.
3. Sweatshirt- Any solid kelly green, solid grey, solid royal blue, or solid white sweatshirt must be worn over an approved uniform top. No emblems or logos will be allowed except the optional official school logo. Current FJH approved sweatshirt sold at the spirit cart is allowed.
4. Pants, capri's, walking shorts, skirts, or skorts – Any tan khaki cotton twill or khaki corduroy with no logos or other decorations, stripes, etc. Tan or white leggings may be worn under skirt.
5. School ID must be worn at all times either around the neck on a lanyard or clipped to the front of uniform shirt.

*An example of the uniform and official school logo is the FJH Website under General Information-Uniform Policy. The school approved logo can also be found on the front page and front cover of this planner. Official school logo's are only permissible if screened or embroidered in royal blue, kelly green, or white. (ID's are a part of the dress code-See ID's for more information)

Students out of compliance with the uniform policy will be subject to regular school disciplinary procedures. PE uniforms are to be worn during PE only and do not substitute for the school uniform.

ELECTRONIC EQUIPMENT

Cell phones, i-pods, cameras, hand held electronic games, etc. are not allowed at school. Any such items picked up by a teacher and sent to the office will have to be retrieved by the parent. Students found in possession of these items are subject to disciplinary action. FONTAINEBLEAU JUNIOR HIGH IS NOT RESPONSIBLE FOR CELL PHONES, IPODS, ETC. BROUGHT TO SCHOOL. Also, laser lights or any other distracting objects should never be brought to school.

FIELD TRIPS

If a student has paid for a field trip and is absent on the day of the trip, a refund will not be given unless the student has a doctor's excuse. This is because transportation, tickets, etc. for the field trips are prepaid to the vendor prior to the trip. Hats, cell phones, iPods, hand held electronic games, etc. are not to be brought on field trips. Appropriate school uniform is required. Although field trips are educational, they are also a privilege, and a student must maintain a satisfactory disciplinary record to attend. Students may be required to purchase a school lunch for field trips.

GRADING

The St. Tammany Parish grading scale is as follows:

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

- Nine weeks exams will be given to all students. These exams are to count for 20% of the nine weeks grade. No student will be exempt from exams.
- Number grades (using the grading scale above) are recorded in teachers' grade books throughout the nine weeks. Report cards will reflect both the number and letter grade.
- Report cards are sent home four times during the school year following the completion of each 9 weeks period. (remember to login onto JPAMS to view your child's progress as necessary)

GUIDANCE

FJHS Counselor: Scott Hallila - The guidance counselor is available to help students with school, home or peer problems. Additionally, the counselor interprets standardized test scores and handles Act 504, special education concerns, and gifted and talented screenings. To make an appointment, students or parents can call, email, or leave a note at the front desk or student services.

HEALTH SERVICES AND REGULATIONS

When a child gets hurt at school, the office determines the extent of the injury and the parent is notified if deemed necessary. Parents must fill out emergency forms that are kept on file in the office. The office/ student services cannot give out any medication - including aspirin. Prescription medication must be kept in student services with forms filled out by the parent and doctor.

EDUCATION OF CHILDREN AND YOUTH IN HOMELESS SITUATIONS

The McKinney-Vento 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 the 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 school are resolved quickly.

ID

Students will be issued a Fontainebleau Jr. High ID card that must be worn daily. ID's are bar coded and will be used by the cafeteria, library, and for general identification purposes. Temporary ID's may be purchased for \$1 before school in the cafeteria. Lost ID's can be replaced in the library for \$5. Students who habitually fail to wear their ID or purchase a temporary ID will be subject to discipline and will be placed on the Owe List. Defacing the ID in any way, loaning or borrowing another student's ID is prohibited and will be subject to discipline.

INTERIMS

Interim reports are sent home with all students at the midpoint of each nine weeks. Dates for interims this year will be given in the school newsletter and on the school website.

LIBRARY

Staff: Gina Slay, Library Media Director and Coleen Davis, Library Aide

Library hours are 8:15 a.m. - 3:50 p.m. Students may visit the library before school, during lunch, and after school to check out, return and renew books; to do research; or to read. Gum, food, and drinks must be discarded before entering the library. Students' book bags must be left in the designated area upon entering the library. Students may only check out 3 books at a time. They are checked out for 2 weeks and may be renewed for an additional 2 weeks. Magazines, reference books, and cartoon books may not be checked out. Overdue fines are 5 cents per day per book. Overdue fines do not exceed \$1.00 per book.

The library has 2 book fairs each year - one in the fall and one in the spring. The fairs are available to students through their reading classes and during their lunch recess. No taxes are charged and all profits go to the library.

LOCKERS

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

LUNCH

Students will be assigned an account number. School breakfasts and lunches may be paid for with Cash, Check, or Debit/Credit Card using the PaySchool Program. Money collected will be credited to the students lunch account. We recommend that you pay at least one week's funding for your child's meals and preferable one month. One month of lunches (20) is \$29.00. Lunch prices are posted on the FJH website. When the account funds get low, the cafeteria staff will remind the student and give them a notice to help remind you as well. Questions about lunch accounts should be directed to the cafeteria manager. The cafeteria can be reached at (985) 875-7672 from 8 a.m. – 2 p.m. Students who owe lunch money will be placed on the Owe List (See Owe List).

LOST AND FOUND

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

NATIONAL JUNIOR HONOR SOCIETY

The NJHS is an organization that promotes an enthusiasm for scholarship, stimulates a desire to render service, promotes leadership, develops character and encourages citizenship. New members will be selected during the second semester by a five-member faculty committee. Students with a 3.5 scholastic average for EACH nine weeks period will be allowed to apply for membership. After completion of the application, candidates will then be evaluated on the basis of service, leadership, character and citizenship. The selection of each member to the chapter shall be by a majority vote of the faculty committee.

OWE LIST

Students who owe money to the school for fees, lunches, fines, ID's, etc. will be placed on the Owe List. Students on the Owe List will not be allowed to attend the school dance or other school functions including PBIS events. Students on the owe list may not be allowed to participate in extracurricular activities or school fundraisers.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, assistant principal, or principal by calling the school. We try to hold parent-teacher conferences 15 minutes before or after school. The administration encourages parents to contact teachers via email when possible.

PERMANENT RECORDS

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

MANDATED EDUCATION AND REPORTING PROGRAM FOR CHILD SEXUAL ABUSE PREVENTION

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

SCHEDULE CHANGES

All questions regarding schedule changes should be direct to the guidance office. Electives will be schedule for the entire year. There will be no schedule changes at midterm. Personality conflicts will not be considered among the reasons for schedule changes.

SPORTS

Tryout dates for sports teams are announced on daily broadcast and advertised around campus. To be eligible to participate students must have a 1.5 GPA and no more than 2 F's on the last report card. In addition, students who participate in school sports must provide proof of insurance, a signed school waiver form, a signed concussion statement, and a doctor's physical before they can try out for a team. Forms are available in the front office, student services, and on the school website.

STUDENT RESPONSIBILITY

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

TOBACCO, DRUGS, ALCOHOLIC BEVERAGES

These are all prohibited on the school grounds and at any school function regardless of where the function is held. Any violation of this rule subjects the student to a suspension or expulsion. **POSSESSION OR USE WILL BE DEALT WITH IN THE SAME MANNER.** Water bottles, squeeze bottles, and any drink container other than unopened canned drinks and juice boxes will be prohibited.

TELEPHONES

Students may only use the phone in student services for emergencies and must have a note from a teacher. Students will not be called to the phone during school hours. Telephone messages are not given to students unless there is a true emergency. Cell phones are not allowed on campus or on the bus. **Parents should not text or call their child's cell phone during school hours.** Students caught using cell phones on campus are subject to disciplinary actions.

TEXTBOOKS

All textbooks at FJH are the property of the State of Louisiana. Any loss or damage will result in a monetary fine. If a textbook is lost, the student must pay the original price for it before a new textbook is issued. Writing in a textbook constitutes damage to it. Most new textbooks cost in excess of \$40.00, so extra care should be taken. The student should check the textbook for damage when received and make the teacher aware of any damage found.

TRANSFER OF STUDENTS

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

TRANSPORTATION

Students are not allowed on the school campus before 8:15 a.m and should be picked up by 4:30 p.m. Students are not allowed to drive cars to school. Students who violate bus regulations or who in any way endanger themselves or others by misconduct on the bus will be reported by the bus driver to the principal or assistant principal, who can ban them from riding the bus. A student who must ride a bus other than his/her own must have a written request addressed to the principal from his/her parents. The note should be brought to student services before school. If the principal approves the request by signing it, the bus driver will allow the "visitor" to board the bus if space permits.

VISITORS

All visitors must first report to the office with picture ID and receive a pass before going on campus. Visitors will not be allowed on campus unless they have a pass from the office.

Fontainebleau Junior High School
2015-16 School Calendar
St. Tammany Parish Public Schools

August 4, 2015	Tuesday	Teachers' Professional Day
August 5, 2015	Wednesday	Teachers' Professional Day
August 6, 2015	Thursday	Teacher Day
August 7, 2015	Friday	School Opens
September 7, 2015	Monday	Labor Day Holiday*
October 2, 2015	Friday	Parish Fair Day*
October 8, 2015	Thursday	End of First Grading Period
October 9, 2015	Friday	<i>One half Day for Professional Development</i>
		<i>One half Day for Record Keeping (No Students)</i>
November 23-27, 2015	Mon-Fri	Thanksgiving Holidays*
December 18, 2015	Friday	End of Second Grading Period
		End of First Semester
		<i>One half day Record Keeping</i>
		<i>One half day for Students</i>
December 21, 2015-January 1, 2016	Mon-Fri	Winter/Christmas Break*
January 4, 2016	Monday	School re-opens
January 18, 2016	Monday	Martin Luther King Holiday*
February 8-12, 2016	Mon-Fri	Mardi Gras Holiday*
March 10, 2016	Thursday	End of Third Grading Period
March 11, 2016	Friday	<i>One half Day for Professional Development</i>
		<i>One half Day for Record Keeping (No Students)</i>
March 25- April 1, 2016	Fri-Fri	Spring/Easter Break**
TBA		State Testing
May 20, 2016	Friday	End of Fourth Grading Period
		End of Second Semester
		<i>One half Day for Record Keeping</i>
		End of Session
May 23, 2016	Monday	Teachers' Day

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

***It is understood should the state testing conflict with the Spring/Easter Break holiday that the Spring/Easter Break will be adjusted accordingly. Please continue to check the FJH and St. Tammany Parish web site for updates.*

FJH Expectations

FISH PHILOSOPHY



Classroom Rules

- Sit in Assigned Seat
- Have Materials Prepared for Class
- Raise Hand before Speaking
- Keep Hands to Yourself



Hallway Rules

- Keep to the Right
- Keep Hands to Yourself
- Maintain Low Noise Level
- Use Your Time Wisely
- Use Your Manners

Breezeway Rules

- Keep Hands to Yourself
- Keep Traffic Flowing
- Maintain Low Noise Level
- Use Your Time Wisely
- Use Your Manners

Restroom Area Rules



- Flush Toilet
- Wash Hands
- Turn Off Water
- Dispose of Trash in Proper Receptacle
- Report Any Problems

Picnic Area Rules

- Keep Hands to Yourself
- Sit on Benches
- Keep Food in Your Plate
- Dispose of Litter Properly
- Trays Stay in Cafeteria

Cafeteria Rules

- Stay in Line in Order of Arrival
- Have Money Ready
- Keep Food on Your Plate
- Dispose of Litter Properly
- Return Tray and Utensils



Gym Rules

- Discard Gum, Food, & Drinks
- Walk
- Keep Hands to Yourself
- Sit Where Assigned
- Place Bookbags in Assigned Area

THE MOST
IMPORTANT THING
ABOUT GOALS IS...

having one.

Goals for the 2015-16 school year:

1. _____

Ways to meet the goal:

a.) _____

b.) _____

This goal will be met by _____(date)

2. _____

Ways to meet the goal:

a.) _____

b.) _____

This goal will be met by _____(date)