

LEE ROAD SCHOOL

Where the

sky
is
the
limit

2021-2022

BELIEFS, VISION, MISSION

At Lee Road School, we believe:

- Students are individuals with different learning styles.
- The curriculum is designed to meet the unique social, emotional, physical and intellectual needs of all students.
- Maintaining a safe, healthy, and well-supervised environment promotes student learning.
- Teachers, parents and the community are partners in the educational process and share the responsibility for support of the school mission.
- Teachers act as facilitators to guide students toward the achievement of their fullest capabilities.
- Students develop self-confidence and a sense of responsibility when a positive relationship exists between staff and students.
- Students are to be technologically competent to compete in the 21st century.

MISSION STATEMENT

The mission of the faculty and staff of Lee Road Junior High is to educate children in an environment that strives for academic excellence, fosters a positive self-image, and promotes respect for learning while addressing the needs of the whole child emotionally, socially, and physically, to promote life long learning. This mission will be attained through the cooperative efforts of students, parents, staff and the community.

VISION STATEMENT

Our vision is to develop responsible, lifelong learners who are able to achieve and excel in a global society of continuing academic advancement. Lee Road Junior High School will invest in state of the art equipment and services, ensure teacher and staff development opportunities, and continuously maintain and upgrade these services.

THE PRINCIPAL HAS THE RIGHT AND RESPONSIBILITY TO ADD, AMEND, OR REMOVE ANY PART OF THIS HANDBOOK IN THE BEST INTEREST OF THE LEE ROAD SCHOOL STUDENTS, FACULTY AND STAFF.

St. Tammany Parish Public Schools
Title I
Parents' Right to Know
Parent and Family Engagement Best Practices

PARENTS' RIGHT TO KNOW

The **Every Student Succeeds Act (ESSA)** requires school districts to inform parents and families about their right to receive information on the professional qualifications of their children's teachers.

Parents and families have the right to know:

- Whether all employed personnel have met state qualification and licensing criteria for the position they hold within the school
- If any personnel is employed under provisional status where state qualification or licensing criteria have been waived
- All college degrees and general areas of certification held by teachers, and qualifications of the paraprofessionals
- Whether their child receives services by paraprofessionals and their qualifications

Teacher Certification/Degree Information can be verified at www.teachlouisiana.net

PARENT AND FAMILY ENGAGEMENT BEST PRACTICES

St. Tammany Parish Public School System believes that **Parent and Family Engagement (PFE)** is important for children to achieve success. Parents and families are key partners with the schools. PFE includes programs, services, and activities at the school and district level.

District Responsibilities

School Responsibilities

- Involve families in developing and reviewing the district's PFE Plan
- Hold yearly Federal Programs, PFE Stakeholders', and PFE activity planning meetings
- Support STPPS Title I schools in planning and carrying out their PFE activities
- Annually review and monitor PFE activities and school-wide programs outlined in the School Improvement Plans
- Provide a Title I PFE resource page and presentations for school personnel use
- Develop Title I PFE survey to evaluate PFE plans and use results to plan future PFE programs and adjust PFE policies and procedures

- Invite parents to a school meeting highlighting their school's educational programs, curriculum, and PFE opportunities
- Offer PFE activities at various times which support learning goals at home
- Involve parents in the planning, review, and implementation of PFE programs
- Provide parents with timely information about the school PFE policy
- Provide families with opportunities to volunteer, participate, and observe in the school and classroom
- Maintain 2-way communication with families
- Provide each student with the Compact for Student Success outlining responsibilities of students, parents, and teachers in the educational process
- Support all students in their effort to achieve success

AFTER SCHOOL CARE

Child care is offered for students in PreK – 8th grade at Lee Road School from the dismissal bell until 6 P.M. Students are provided with supervised time for doing homework, a snack, and recreation. Please contact the cafeteria manager at 892-8811 for more information about this program.

ARRIVAL

All students should arrive at school by 7:55AM, when the bell rings to go to the classroom. Students may begin arriving at 7:25AM. Bus transportation is provided for all students who live within the Lee Road School attendance boundaries. Due to heavy traffic volume during the morning hours, the bus is the only means of transportation that will guarantee your child's timely arrival. If a parent chooses not to take advantage of bus transportation, they should follow the established procedures for car-line to ensure their child's safety. Under no circumstance should children arrive at school via any other means than bus transportation or the established car-line drop-off area.

ATTENDANCE

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.

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 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.

Absences Procedures

Excuses for all absences must be presented in writing to the school principal or designee 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 will result in the student not being able to make up missed coursework, and zeros for that work will be given.

In elementary through 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.

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. The makeup sessions must be completed before the end of the current semester for high school students and the end of the year for elementary/junior high students.

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.

Tardiness

Students who frequently arrive late for school lose valuable instructional time, learn unproductive work habits for the future, and create needless disruption to the school and classroom setting. Every school has a policy for tardiness that is enforced to help ensure the maximum, high-quality instructional time for all students at the school. Parents are urged to support the academic success of students by requiring and assisting students to be on time for school every day. Upon the fourth tardy in a quarter, your child will receive a consequence.

CAR LINE

Morning Carline: Drop off begins at 7:25. First bell rings @ 7:55. Any child not in classroom at 8:00 will be marked tardy. Please do not walk your children through carline; this jeopardizes everyone's safety and inconveniences those who are waiting patiently to drop off their children.

Afternoon Carline: Students in PreK- 2nd grade will be dismissed to carline through the main entry and students in 3rd- 8th grade will be dismissed to carline through the gym. Please display your child's carline tag in the front passenger side of you window or windshield every day using the special tag issued each year by the school. Parents who do not have this tag will need to o to the office and provide identification. Your child will then be sent to the office.

CHEATING

A student who is found guilty of cheating will be given a grade of zero on that assignment. Parents will be notified, and the student will be subject to disciplinary action.

CHECKOUTS

Frequent early dismissals from school severely impede a student's chances for academic success and disrupt the classroom for others. For the sake of every child's education, please limit early checkouts to real emergencies. Checkouts are not done after 2:45pm.

ASSEMBLY GUIDELINES

Visitors attending school programs during normal school hours must provide a photo ID and an order to attend.

Students may not be checked out or leave classrooms to attend Lee Road School activities during normal school hours for family or friends. If a student is absent from school, the student must remain off-campus and will not be allowed to attend any school-related activities during normal school hours.

CONCERNS/COMPLAINTS

Parents and guardians with a concern or complaint are asked to use the following procedure:

1. Take any problem directly to the person involved. State your concern or complaint and your understanding of the problem in a cooperative manner. Ask for and listen to the other person's version of the problem. Together, decide on a course of action for each party to take to solve the problem.
2. Within a reasonable time, check back with the person involved to inquire whether the proposed solutions have resolved the problem.
3. If the problem persists, ask for a conference with the individual and the building principal.
4. If you are still not satisfied, the principal will provide you with the name of his/her superior.

Problems taken to higher levels of administration must occur in this sequence.

CONFERENCES

Parents and guardians are urged to consult with their child's teachers. Conferences may be arranged by contacting the teacher. Please contact the front office or e-mail your child's teacher to arrange an appointment. You will find e-mail links to teachers on the Lee Road School website.

DANCES

Dances are held for students in grades 7 and 8. Admission is charged to cover the cost of the dance. The St. Tammany Parish School Board dress code must be followed at all dances and after school events. Dances are open to students who attend Lee Road School in good standing. If students have served an in-school detention, in-school suspension or out-of-school suspension, they will not be permitted to the dance. In order to insure the safety of all students, once admitted to the dance, students will not be permitted to leave for any reason until the event is over. Administrators reserve the right to prohibit students with disciplinary issues from attending dances. Dances begin at 5PM and end promptly at 7 PM. We expect your child to be picked up promptly at 7 PM. Students who are not picked up promptly may jeopardize their participation in future dances. For students attending sporting events and other evening activities, prompt pickup is required as well in order to insure your child's participation in the next event. Lee Road School does not sponsor, promote, or in any way contribute to any events held after the school sponsored activity. Limousines are not permitted at Lee Road School for any reason. Parents are responsible for transportation.

DISCIPLINE

The St. Tammany Parish School System Handbook on Attendance, Discipline and Student Records is given to every student at the beginning of the school year. Lee Road School adheres to the policies and procedures set forth in this handbook. The St. Tammany Board of Education expects and requires that students act in an appropriate manner and with respect for the rights of others. Administrators in each building develop discipline rules and procedures which incorporate the School

System's policies and rules of discipline. Teachers also develop discipline rules and procedures for their classrooms. All adults who work in our schools are responsible for student behavior.

Physical aggression

Physical aggression will not be tolerated and will almost always result in severe disciplinary consequences.

Theft, Damage or Destruction of School or Private Property

A student may not intentionally cause or attempt to cause damage to school or private property, nor steal or attempt to steal school or private property. Any act of misconduct is considered serious.

Weapons

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 objects that may have the appearance of a weapon or dangerous instrument shall be immediately suspended from school and recommended for expulsion.

Harassment/Threats

A student may not harass, in any abusive manner, any student, staff member, or adult. Harassment may include unwanted sexual comments, continuous, discouraging and/or demeaning comments, threats, or abusive language.

Bullying

As defined by Act 861 of 2012, bullying is a pattern of one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces;
- Written, electronic, or verbal communications, including, but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- Electronic communication including but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- Physical acts including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- Repeatedly and purposefully shunning or excluding from activities; where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by a student while on school property, at a school-sponsored or school related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event. The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Personnel at all levels are responsible for taking corrective action to prevent bullying at any school sites or activities. Allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged victim and/or any individual(s) who report incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Retaliation is defined as meaning "to pay back (an injury) in kind." When a person is accused of having behaved in an inappropriate fashion, especially bullying, the

common reaction of that person is to be angry and want to pay the "alleged victim" back (retaliate). Retaliation must not occur and will not be tolerated. Proven allegations of bullying can have serious consequences for the person deemed guilty, including verbal or written reprimand, in-school or out-of-school suspension, disciplinary reassignment, and/or expulsion. Victims of bullying have responsibilities. Victims should clearly tell the bullies to stop. If bullying persists, victims should not ignore the incident(s) but should report immediately the incident to someone at school. Students should tell their parent(s). If the bullying continues after having clearly told the bullies to stop, students should make a written record of the incident including dates, times, witness or witnesses, and parties involved in the incident. The incident should be reported immediately to an adult who has authority over the bullies, for example, a teacher, guidance counselor, assistant principal, or principal. Victims should avoid being alone with the person(s) who attempted to bully them in the past. Victims of bullying who feel uncomfortable reporting this fact to adult personnel at school should contact another appropriate adult or friend who will report on their behalf. To minimize the risk of being accused of bullying, students should keep their hands to themselves, remember that no one has the right to harm another person in any way, think before speaking, immediately apologize for accidentally saying or doing anything that has made another person feel oppressed, and report all incidents of bullying behavior they have witnessed to appropriate school personnel. Students should not touch anyone without his or her permission. Students should not interact with a person after that person has perceived their behavior toward them as "inappropriate" and has clearly told them to "stop". Nor should they make remarks that may cause another person to feel "oppressed" (stressful, scared, intimidated).

Disrespect

Students are required to obey the directions of their teachers and other school personnel.

Students may not be disrespectful or abusive to teachers or school personnel and are absolutely prohibited from using obscene or abusive language or any form of physical violence or threat towards teachers or other school personnel.

Physical Abuse of a Student or Any Other Person

A student may not endanger the physical health, safety, or well being of other persons, or do bodily injury to any individual. Such acts include but are not limited to: false fire alarms or bomb threats; assault, battery or fighting; and intimidation by threat of force or blackmail.

Use of Narcotics, Stimulant Drugs, or Alcoholic Beverages

A student may not knowingly and unlawfully possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance, or intoxicant of any kind: on the school grounds; while being transported to or from school; or off the school grounds at a school function, activity or event.

Repeated School Violations

A student who, despite prior discipline for misbehavior, persistently violates school rules may be deemed a chronic disciplinary problem. Severe disciplinary action may result.

Cell phones & Electronic devices

Consequences will be given for students who use or display a cell phone or any electronic device during the school day. Students who take photos during the school day, or post photos taken during the school day, will be suspended. Parents must retrieve the confiscated item from an administrator.

Students who receive in-school detention, in-school suspension, or out-of-school suspension may be prohibited from attending extracurricular activities.

DISMISSAL

At the end of the day, students are dismissed to busses, gym or main hallway entry to wait

for car line pick-up. In order to ensure the safety of all students, please do not walk into the building to retrieve your child. In extreme emergencies, students may be checked out through the office. Please make sure your child knows how he/she is to get home before leaving for school each morning. Due to the high traffic in our office, we cannot absolutely guarantee that telephone messages will be delivered accurately. We cannot deliver telephone messages after or 2:00 PM.

If, during the school day, an emergency arises that necessitates a change in the way your child is to go home, you will need to either come to the office in person to request the change, or fax the change in writing along with a copy of a picture ID, preferably a driver's license. We must receive the fax by 2:00 PM in order to guarantee that the change will be communicated to your child. Only a parent or guardian may request this change.

Students who plan to go home in carline with a friend will need to bring a note signed by their parent, with a phone number. That note will need to be seen in the office and signed by an administrator before noon. The student will then get a pass to show the carline duty teachers. This is also the procedure to follow if a student is going home with another student on the bus; however, not all busses have seats for an extra rider. Thanks for your cooperation with our changes to carline; student safety always comes first!

DRESS CODE

Lee Road School follows St. Tammany Parish Dress Code as outlined in the District Handbook that is provided to each student and is available on the district website (www.stpsb.org). Consequences will be given for dress code violations. The administration makes the final decision as to what is acceptable dress.

_ Any rips/ worn areas in pants that allow skin to show should be below finger-tip length. Student tops should be long enough that no skin shows between their top and bottoms.

_ Students in grades 4 and above who choose to wear leggings worn as pants without a skirt/ dress, shorts, or top of acceptable length (finger- tip length) over them as outlined in the District Handbook are not allowed. (Tshirts and Hoodie sweatshirts are not considered appropriate tops over leggings.)

_ Hair color must be a natural color. Any student with unnatural (purple, pink, green, blue, bright red, yellow, orange) hair color will be asked to dye over the unnatural color. (This includes highlights or tips)

_ Caps and Bandanas are not allowed on campus during school hours, except on special cap days, which will be announced.

_ Pajama pants are not to be worn on campus.

DRUG DETECTION/ CONTRABAND

If there is probable cause to believe that a student has in his/her possession any illegal substance, an administrator may search the person and property of the student. Any evidence seized as the result of such a search may be used in court prosecution.

If such a search should become necessary, it will be performed by an adult of the same sex as the student. At least one witness, who is an administrator or teacher of the same sex as the student, shall be present throughout the search. Documentation of the search and the resulting findings shall be made.

EDUCATION OF CHILDREN IN HOMELESS SITUATIONS

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

- Doubled-up housing with other families or friends because they lost their home or their family is having temporary financial problems

- Living in a motel/hotel because of economic hardship or loss of housing
- Living in an emergency or transitional shelter, domestic violence shelter, or in a runaway/homeless youth shelter
- Living in a vehicle of any kind; campground without running water and/or electricity; abandoned building; substandard housing; bus/train station
- Abandoned in a hospital

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

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

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

EIGHTH GRADE CLASS NIGHT

All eighth grade students are invited to participate in Class Night. Students who present or speak at Class Night are selected by their grade point average as determined by the seventh grade scores and the first three quarters of their eighth grade year, provided that their grades at fourth quarter interim are consistent with grades earned previously that year.

ELECTIVES

In the spring of their sixth and seventh grade years, students receive an elective form. They are to choose and rank electives for the coming school year, and have the form signed by a parent. Once a child is placed in an elective class, he or she is expected to remain in that class for the entire year.

ELECTRONIC DEVICE POLICY

Teachers and staff will confiscate any student cell phone/electronic device that is in use or in plain sight. This may include but is not limited to cell phones and smart watches seen in pants pockets and hoodies, which is in compliance with the Louisiana Law Revised Statute 17:239 and the St. Tammany District Handbook for Students and Parents. The St. Tammany District Handbook states, "Any student in possession of a 'wireless device' while on school property on a normal school day and on the school bus will have that device confiscated by the principal/designee and have disciplinary consequences. Wireless devices will only be returned to the parent/guardian. The Board reserves the right to examine the contents of any wireless device found." Students may receive a suspension for refusal to immediately turn in a cell phone or other electric device. Upon confiscation, the administration has the right to search the contents of the student's cell phone. Discipline consequences will be issued for cell phone use during the school day. Students may receive a suspension for using video and camera functions of any electronic device on campus, bus, bus stop or on a field trip. Students may also receive these consequences for using social media web sites to share these illegal videos and photos. Students are not allowed at any time to use their phones during school hours on campus, bus, bus stop or field trips

EMERGENCY CARD

The parent/guardian of each student will be asked to complete an emergency card during the first week of school. The card is then kept on file in case of an emergency. Please be sure the card includes at least two local telephone numbers. In case of an emergency involving your child, this is our only means of reaching you.

EXTRACURRICULAR ACTIVITIES

The following are offered as extracurricular opportunities:

Cheerleading

4H

Future Farmers of America (FFA)

National Junior Honor Society

Sports teams

Student Council

_ Students must be present at school at least 4 hours on the day of the dance, event, or game in order to attend. Students must follow all St. Tammany dress code policies. Uniforms are not required at dances and sports events.

_ Students who attend extracurricular events held outside of school hours must be accompanied by an adult (21 years of age or older) chaperone.

_ Students who attend extracurricular events held immediately after school (for example, softball games, cheerleading practice, etc.) or during the evening may not leave campus and then return. Students whose siblings are involved in after school practices or events may not wait for the sibling, as the staff is unavailable to supervise students at that time.

FIELD TRIPS

All field trips taken by staff and students at Lee Road School are planned to supplement the instructional program. Because field trips must be prepaid to the vendor in advance of the trip, it will not be possible to refund the cost of a trip to an absent student, unless the student has a doctor's excuse. Because field trips are curricular in nature, we encourage all students to attend. Occasionally, however, a student's behavior may cause his/her teacher to recommend that the child's parent or guardian attend the trip in order to insure everyone's continued safety and comfort. In such cases, the parent may choose to attend, or the child may remain at school and spend the day in another teacher's class, completing assignments given by his own teacher. The administration reserves the right to decide that a child may not attend a particular trip. We are sorry, but siblings may not attend field trips.

FOOD SERVICES

Both breakfast and lunch are offered at Lee Road School. The food service program is computerized. Money is collected daily. Please pay in advance.

Please send all money in a labeled envelope, as follows:

Name: John Doe

Amount: \$5.00

Homeroom: Mrs. Smith

_ Checks should be made payable to Lee Road Junior High Food Services. Please combine breakfast and lunch payments in one check. You may also pay for meals using MyPaymentsPlus on the Lee Road School website. Free and reduced lunch forms are sent home with every child the first day of school. They are also available in the office throughout the year. We respectfully request that you carefully monitor your account to avoid having a balance larger than \$5.00.

GIFTED SERVICES

Lee Road School provides gifted education programming for students who qualify for these services.

GRADING

St. Tammany School System's grading scale is:

93-100 A

85-92 B

75-84 C

67-74 D

0-66 F

Nine week exams are given to students in junior high, to count for 20% of the nine weeks' grade. Numbers are recorded in electronic teacher grade books and used to average the final grade. Report cards are sent home at the conclusion of each nine-week period, for a total of four times yearly. End of year report cards will be mailed home by St. Tammany Parish School Board. Parents may access students' grades through JPAMS

GUIDANCE

The guidance counselor is available to assist students in need. To make an appointment, students or parents should call, email, or leave a note at the front office or in the counselor's office.

HALL PASSES

In order to insure the safety of every child and maintain the facilities in a neat and orderly condition, students should always have a hall pass when they are outside of the classroom. Junior High students should have a hall pass signed by a teacher, with the time they left the class and their destination. Consequences may be issued to students found in the hallways without a pass.

HEALTH SERVICES AND REGULATIONS

Despite every precaution, occasionally a child will become ill or injured at school. Parents will be notified for all but minor illnesses/injuries, using the emergency form completed by every parent at the beginning of the year. Students who become too ill to remain in class will be given a pass by the teacher and sent to the office. A parent or guardian must come to the office to sign the child out. Students must bring a written excuse from a parent or guardian upon returning to school. Students who must take prescription or over the counter medicine during school hours are required to keep that medicine in the school office. The necessary forms must be completed by the student's parent and physician. The office cannot otherwise dispense medication of any kind. Energy drinks and coffee are not allowed at school.

HOMEWORK

Teachers are responsible for deciding when, what, and how much homework is assigned within the scope of School System policy. Suggested times for assigned homework or related learning activities are:

- Primary: 15-30 minutes
- Intermediate: 30-60 minutes
- Junior high: 45-75 minutes

Homework may be started in the classroom and completed at home. If homework is accepted late or incomplete, some penalty may be assessed on the assignments by the teacher. If a child is ill or has an excused absence, assignments can be sent home at the parent or guardian's request. Requests for school assignments for absent students will be honored if the school is given 24-hour notice;

please understand that it is not always possible to get assignments together on short notice. The student is responsible for obtaining assignments given during his/her absence, and for working out a schedule for completion of those assignments with the teacher(s) involved.

INSURANCE

An insurance policy to assist in defraying costs for students who are accidentally injured is available to parents for a small fee. For further information or to enroll, visit www.stpsb.org.

INVITATIONS

In order to avoid hurt feelings, please do not distribute party invitations at school.

JPAMS

Parents may access their child's grades by computer using JPAMS. PIN numbers and passwords that can be used to access your child's grades and are assigned at the beginning of the year. There is a link to JPAMS on the school website (www.leeroadjunior.stpsb.org). Teachers are asked to update grades weekly.

LOCKERS

Lockers will be issued to sixth, seventh and eighth grade students. Students are responsible for keeping locker combinations private, and keeping lockers neat and in working order. Stickers are not permitted on or in lockers. Students are permitted to go to their lockers at scheduled times. Lockers are loaned to students for their convenience, and remain the property of St. Tammany Parish School Board, and as such are subject to inspection by the school administration at any time. Locker problems should be reported to an assistant principal. Students who jam lockers to the unlocked position, may lose locker privileges. Locker defacement is considered vandalism and will be treated as such.

LOST AND FOUND

Unclaimed articles are kept in a lost and found area. Parents are strongly encouraged to clearly label students' belongings. Students are responsible for their own belongings. Students should not leave books, book bags and purses unattended. The school is not responsible for replacing lost, damaged or stolen items. Unclaimed items will be donated to charity periodically.

MESSAGES TO STUDENTS

In order to minimize interruptions to the instructional program, messages will not be delivered to students except in cases of extreme emergency. Similarly, items (flowers, balloons, food) will not be delivered to individual students. We do not deliver telephone messages after 2:00PM. If you need to get a message to your student about how to go home, you will need to sign the message and fax along with a copy of your driver's license or other photo identification. Our fax number is (985) 892-3169. ***In the interest of safety, we no longer accept messages without the written confirmation and photo identification.***

NATIONAL JUNIOR HONOR SOCIETY

Students in seventh and eighth grade who demonstrate excellence are eligible for membership in National Junior Honor Society. This is a service organization and it is an honor to be selected for membership. Qualifications include:

1. Minimum cumulative GPA of 3.35 in the prior school year and must also meet the requirements for and achieve A or B honor roll status for the fourth marking period of the prior year.
2. demonstrated service
3. leadership qualities

4. good character
5. good citizenship

If a student earns the 3.35 cumulative average the year prior, two additional criteria will be required to determine eligibility.

1. The first quarter average from the current school year will be reviewed to ensure that it also meets the 3.35 requirement.
2. Teacher recommendations from the current and prior year's teachers regarding the non-academic components of NJHS will also be considered.

NJHS members must also be at or above their grade level academically. Any new eighth grade students enrolled in LRJH the following year will be considered for membership after reviewing their records from the previous school. All nominees must be recommended by all faculty members who are current teachers of the candidate, and approved by the NJHS Sponsorship Board, which will consist of all junior high teachers and the principal.

Nominees who are accepted into the NJHS must maintain a GPA of 3.35 or higher each quarter. If the student falls below the required GPA once in a school year, they will be placed on an academic probation. If they fall below twice in a school year, then they will be dismissed from NJHS. Students who are dismissed in their 7th grade year, will not be eligible for Honor Society in their 8th grade year.

Discipline:

Any member who receives a suspension (in-school or out of school), Saturday detention, or after school detention, will be placed on disciplinary probation. Any member who receives a second suspension (in-school or out of school) or Saturday detention will be dismissed from the NJHS.

Any member who violates any civil laws and becomes involved in a police action, which is officially reported to the Lee Road Administration, will be dismissed from the NJHS.

Any member dismissed from the NJHS because of disciplinary reasons will not be allowed to attend any NJHS trips and all monies paid will be forfeited.

Members of the NJHS are expected to demonstrate the qualities of scholarship, leadership, service, character, and citizenship.

PERSONAL POSSESSIONS

Students should not bring toys or other valuables to school unless approved by the teacher beforehand

PHYSICAL EDUCATION

All students are required to wear tennis shoes in order to participate in this class. Students without appropriate shoes will be provided an alternate assignment during their Physical Education class.

POSITIVE BEHAVIOR SUPPORT

At Lee Road, we believe in rewarding positive behavior. Students who follow rules and are positive role models are rewarded through our Positive Behavior program. Our positive behavior referral parties are for students who have not received lunch detentions or office referrals for behavior.

PROMOTION POLICY

Parents may view the St. Tammany Parish School Board Pupil Progression Plan (stpsb.org).

RECESS RULES

Students are informed of the rules for safety and fairness on the first day of school. Students who do not comply may be denied the privilege of recess. Further consequences may result if the behavior persists.

SCHEDULE CHANGES

There will be no schedule changes except in those cases with rare and extenuating circumstances.

SEXUAL ABUSE

As mandated by the St. Tammany Parish School Board, students in grade K-8 will receive instruction on the topic of Child Sexual Abuse Prevention, Education and Reporting. All materials used in the instruction may be previewed by contacting the school guidance counselor. Seventh and eighth grade students receive a pamphlet entitled St. Tammany Parish School Board's Policy on Sexual Harassment. Please review the pamphlet with your student.

STUDENTS OF THE YEAR

The Student of the Year Awards Program is designed to recognize outstanding elementary and middle/junior high school students. The program is an opportunity to recognize students who have demonstrated excellent academic achievement, leadership ability, and citizenship. The Students of the Year Awards Program is sponsored by the Louisiana State Superintendent through the State Department of Education. School administrators and other certified personnel may nominate a student or students who they believe warrant consideration for this honor. From the nominations, a Student of the Year Selection Committee will choose one student in 5th grade and one in 8th grade to represent the school. Criteria considered in the selection are outstanding academic record, participation in activities, citizenship and service involvement, and recognition and awards.

TARDIES

Regular, timely attendance at school is imperative for student academic progress. Students who are late to school or class disrupt the educational process for themselves and others. Please assist us in teaching your child the citizenship skill of promptness. After 3 tardies in one quarter, students may be subject to disciplinary action.

TEACHER REQUESTS

We do not honor requests for specific teachers. However, if you describe in writing your child's personality and learning style along with a description of the kind of teacher from whom your child might benefit most (for example, structured, nurturing, outgoing, etc.) we will do our best to match your child to a teacher with those traits. Requests for specific teachers will, regretfully, be discarded. Descriptions must be turned in by the date specified in the April newsletter in order to be considered.

TECHNOLOGY

The Lee Road School faculty is committed to preparing students to be technologically competent to compete in the 21st century. In order to avail themselves of the computer technology available at school, students and parents must sign a technology agreement stating that students will use and care for the equipment in an appropriate manner.

TESTING

State mandated tests are given to all students in grades 3-8. These tests are given during the second semester. Please make every effort to ensure that your child is in attendance for these dates.

TEXTBOOKS

All textbooks are the property of the state of Louisiana. Student use of state-owned books carries the responsibility of proper use and good care.

- If a book is damaged beyond use or not returned at the end of the session, or when a student transfers, the student must make payment at the original cost of replacing the book.
- Students are expected to bring required books to class each day.
- Students are not to loan their books to other students. Each child is responsible for the book that he/she is issued.

TRANSFERS

Should a child transfer to another school during the school year, the school secretary will facilitate the procedure. A form must be completed, textbooks must be checked in, and all fines and fees should be paid.

TRANSPORTATION

Students should not be on campus before 7:25AM. as there is no available supervision. Students may not drive cars, trucks, or any type of motorized vehicle to school. In order to insure students' safety, students waiting for car or bus rides after school must remain in the designated area.

For information regarding bus stops, please access the link on the St. Tammany Parish Schools website or call the St. Tammany Parish School Board's Transportation Office at 893-3373.

No student may ride a bus other than the one he/she is assigned without a note from a parent that is signed by a school administrator.

Students must obey the school rules on the busses as well as at school. The bus driver is responsible for the safety and well-being of his passengers, and must be obeyed and respected. Students who violate bus regulations or endanger themselves or others in any way will be reported to an administrator. A consequence may be issued. If the violations are frequent and/or severe, the possibility exists that a student will be barred from riding the bus.

VISITORS

Parents and community members are encouraged to visit Lee Road School. We especially encourage volunteers who have some time to listen to a child read. All volunteers will be asked to sign a confidentiality statement. Volunteers are welcome to spend up to 2 hours per day at the school, unless a longer visit has been approved through the administration. Each time you visit, please report to the office to sign in and receive a visitor's pass before proceeding. The staff has been asked to assist in enforcing this policy in order to insure the safety of all our students. Visitors may not confer with teachers during instructional time. We appreciate your cooperation.

Homework Help Links:

State Library of Louisiana: <http://homeworkla.org/>

St. Tammany Parish Library: https://www.sttammanylibrary.org/learning-tools/homework-help/?_ga=2.213714388.1722592516.1611175009-1152565700.1580405775