



## **STUDENT/PARENT HANDBOOK**

**2010-2011**

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## SCHOOL YEAR CALENDAR

2010-2011

August 12	First day of school for students
September 6	Labor Day – School closed
September 7	Professional Development (Faculty Only)
September 16	Progress Report Conferences (5:00-8:00 pm)
October 8	Professional Development (Faculty Only)
October 11 – 12	Fall break (Hurricane make up days if needed)
October 15	End of Session Report Cards sent home with students
November 10	Progress Report Conferences (5:00-8:00 pm)
November 22 – 26	Thanksgiving Holidays (School closed)
December 17 – January 3	Winter Holidays (School closed)
January 4	Professional Development (Faculty Only)
January 13	Report Cards sent home with students
January 17	Dr. Martin Luther King, Jr. Holiday (School closed)
February 2	Progress Report Conferences (5:00-8:00 pm)
February 18	Professional Development (Faculty Only)
March 7 – 11	Mardi Gras Holiday (School closed)
March 18	End of Session Report Cards sent home with students
April 14	Progress Report Conferences (5:00-8:00 pm)
April 18 – 25	Spring Vacation (School closed)
May 26	End of Session Report Cards sent home with students
May 27	Professional Development (Faculty Only)
May 30	Memorial Day Holiday (School closed)
June 22	Last day of school for students – Final Report Cards
June 24	Last day of school for faculty

# MORRIS JEFF COMMUNITY SCHOOL



## OUR MISSION

Morris Jeff Community School will offer an education that is a source of freedom and possibility for children, permitting them to develop their talents fully, become contributing citizens in our democracy, and attain the foundation they need to excel at high schools, college and beyond.



## CORE VALUES

The behavioral expectations of the MJCS family are rooted in the school's culture of community, our belief that all children can learn at high levels, and our united commitment to supporting children in their learning. In order for this culture to grow and thrive there must be guidelines and social norms that are established for the creation of an ordered, safe, stimulating climate for learning. Hence, the school rules established at MJCS are based upon six core values that support life-long behaviors and responsibilities. These six values form the RECIPE for SUCCESS:

- |              |              |
|--------------|--------------|
| 1. Respect   | Respetar     |
| 2. Empathize | Indenticarse |
| 3. Create    | Crear        |
| 4. Inquire   | Investigar   |
| 5. Persevere | Perseverar   |
| 6. Empower   | Capacitar    |

## CONDUCT

MJCS students shall respect and cooperate with all others in the school community. This means that the student will embrace learning and be considerate of all people.



## DRESS CODE POLICY

**School Uniforms** - Morris Jeff Community School students will wear a school uniform to school each day. We believe that this will provide all students a learning environment that will promote unity and be free from distractions and divisions that often occur around fashion trends.

### SCHOOL UNIFORM INFORMATION for 2010-2011 SCHOOL YEAR

The school uniform for all students at Morris Jeff Community School consists of:

Khaki Pants, Khaki Shorts for boys and girls

Khaki Skirts, Khaki Shorts, and Khaki Jumpers for girls

Navy Polo Shirts for boys and girls

White Oxford Shirt for boys

White Peter Pan Collar Blouse for girls

Burgundy Cardigan Sweater or Sweatshirt (with MJCS monogram) – MUST BE PURCHASED AT:

POREE'S EMBROIDERY AND UNIFORM STORE

3630 Mac Arthur Blvd., New Orleans, 70114 (504-367-9187)

White or navy tennis shoes or saddle shoes (no designs, pictures, etc.)

White socks

\*All items (EXCEPT SWEATER) may be purchased at the store of your choice. Poree's will also place orders for any items parents choose.

- All apparel and accessories worn to school must be deemed safe and appropriate by the principal. "Safe" items are items that can be worn in an active environment and in close proximity to others without risk of injury. "Appropriate" items exclude any items that create undue distraction for others while respecting specific cultural dress customs (such as headscarves).
- Other items that are not allowed at MJCS are: weapons or fake weapons, illegal substances, matches, portable electronics, and any other items deemed potentially dangerous.

Note: The principal or designee reserves the right to rule on anything not included here that the school might deem unacceptable attire or appearance.

Parents will be contacted for dress code violations that cannot be corrected immediately. Parents will be asked to bring a change of clothing. Repeated dress code violations will result in disciplinary action determined by the principal or designee.

## CELL PHONE POLICY

Cellular phones are discouraged for young students. If a parent insists on his/her child having a cell phone at school, it must be kept on silent in the students' backpack.



## ATTENDANCE

Regular and punctual attendance is a key factor in the achievement of academic success. Absences cause a loss of continuity in the daily learning process. The State of Louisiana Compulsory Attendance Law mandates that students cannot be absent more than 16 days for an academic school year. Students in all grades must be in attendance at least 156 days a year to be eligible for promotion.

### LOUISIANA TRUANCY LAW R.S.17:233

**233 Cases of habitual absence and or tardiness will be referred to juvenile or family court. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by the Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and the teacher have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month or a pattern of five absences a month is established.**

### Excused and Unexcused Absences, Tardiness

**Excused:** An absence, tardiness or early departure may be excused if due to personal illness with a doctor's note, death in the immediate family, impassable roads due to inclement weather, religious observance and education, quarantine, required court appearances, approved field trip, or other such reasons upon approval by the principal. All of the above, to be considered excused, must have appropriate documentation and the approval of the principal. Please note that missing the bus does not constitute an excused absence.

**Unexcused: Writing a note does NOT mean that an absence is automatically excused.** An absence, tardiness or early departure is considered unexcused if the reason for lack of attendance does not fall into the above categories. The following are considered unexcused absences: personal illness without a doctor's note, suspension, lack of required immunizations or waiver-signed by parent, family vacation, kept home by parent, no transportation, improper pick up by parent, missed bus, violations of dress code, truancy, oversleeping or other reasons.

**Tardiness Procedure** - Students are tardy to school after 8:00 a.m. Learning starts promptly at 8:00 with Morning Meeting. When students are late, they miss the opening activities and lessons for the day, which can lead to confusion about routines and lack of confidence for a great deal of their day. We do not want a student to feel this way, as it hinders learning. Please assure that your child is in school on time. Students who are tardy (after Morning Meeting) must report to the office and sign in late, and then report to class. Parent conferences will be required for students who are consistently tardy.

**Early Dismissal** - Students will not be released early if a parent makes this request after 3:00 p.m.

**Emergency School Closures** - In the event of emergency school closures due to hazardous weather conditions, mechanical failures, fires, etc., WWL-AM (870 on the dial) will broadcast that information on the hour and half-hour beginning at 5:00 a.m. Your morning news channels will also present the latest information.



## SCHOOL HOURS

Morris Jeff's hours are from 8:00 a.m. to 3:30 p.m. Monday, Tuesday, Thursday, and Friday. On Wednesday, school hours are from 8:00 a.m. to 2:30 p.m. Students are dismissed early on Wednesday so that teachers can participate in professional development and staff meetings. Students are admitted on campus at 7:50 a.m. Students who are participating in our breakfast program are allowed to enter at 7:40 a.m. Breakfast is from 7:40-7:50. Students enter and exit Morris Jeff through the gate to the student playground on Poydras Street. All visitors shall enter through the breezeway at the front Poydras Street entrance.

**Supervision** - Because adult supervision is not available before 7:50 a.m. or after 3:40 p.m. (2:40 p.m. on Wednesdays), the school does not assume responsibility for students who arrive before or after those times, unless they are enrolled in the before- or after-school programs. After

dismissal, students who are not engaged in supervised activities and are not picked up in a timely manner (after 15 minutes have passed since dismissal) following dismissal will be sent to the after-school program and parents will be charged a daily fee for supervision.

**Morning and After-school Care** - Early morning care and after-school programs are offered for a reasonable fee. Anyone interested in enrolling his/her child may sign up in the main office. All other students are not allowed on school property prior to 7:50 a.m. unless the student is participating in the breakfast program. (add blurb about Explorers Program here)

## GENERAL INFORMATION



**Morning Meeting** - The purpose of Morning Meeting is to strengthen the bonds of our school community by beginning our day together and celebrating our school culture. Morning meetings are held each morning at 8:00. Parents are always invited to attend morning meeting.

**Food Service** - Morris Jeff has a Breakfast and Lunch Program. Breakfast is served in the cafeteria from 7:45 to 7:55 each morning. Applications for free or reduced-cost lunches are distributed to all parents at the beginning of the school year or may be obtained from the School Office. All parents are required to complete this form each year, as it is the basis from which our federal funds are determined. Students may bring a bag lunch and purchase milk if they choose not to eat the school lunch.

**School Newsletter** - As a means of informing parents about our school life, the school newsletter is distributed each Friday and posted on Morris Jeff's website under the News link. Parents, teachers, or students may contribute articles to the newsletter. Items must be submitted to Ms. Perkins by noon Thursday for Friday's distribution.

**Medication** - The guidelines regarding students taking medications at school are as follows: All medication in the school setting must be ordered by a MD or dentist licensed in Louisiana. Medication must be in a container acceptable by pharmacy standards. Clear instructions for the administration of medication must be provided. All medication which is to be administered routinely at school must be brought to the school office by a parent. Forms must be filled out by both the parent and the doctor each year and a medication plan must be developed with the



school nurse. Students may not carry their own medication unless the doctor's orders specify that the student has been instructed in self-administration. Any questions on these policies should be directed to the school nurse. Antibiotics, cough medicines, aspirin, etc., are not permitted, however, parents or designees may come to administer such medicines. Students will be called out of class to the office for a parent to administer the medicine.

**Lost and Found Items** -Lost and Found items will be placed in the Lost and Found box in the school office. Students should have their names in all of their clothing, books, and personal items. Items not claimed will, periodically throughout the school year and at the end of the school year, be donated to charity.

**Textbooks and Instructional Supplies Usage** - Students are responsible for taking care of their textbooks, library books, and instructional supplies and equipment. Parents will be required to cover the cost for replacing any lost or damaged textbooks, library books and instructional supplies.

**Field Trips** - We believe that learning occurs both in and outside of classrooms and so we schedule field trips periodically throughout the school year. Academic enrichment, class trips, and community service often take place away from school. Written parental permission and student insurance, along with necessary fees for transportation and admission are required for any student to take part in such activities.

**Expensive Items** - Students are cautioned not to bring large amounts of money or expensive items, such as jewelry, cameras, watches, electronics, etc., to school. Students--not the school--are responsible for their personal items. Inappropriate items will be collected by school personnel.

**Telephone Procedure** - Parents are asked to leave messages for students only in cases of emergency, and to make after school arrangements in advance whenever possible. Students can use the office telephones in cases of emergency.

**Fire Drills** - The school holds regular unannounced fire drills. A student should follow the directions posted in each classroom concerning the proper method of exiting the buildings. Students must always follow the direction of their teachers and leave the buildings in an orderly manner, with no talking or running.

**Visitor Policy** - Persons visiting Morris Jeff during school hours must first go to the office to sign in and obtain a visitor's pass. Upon leaving the school, the visitor must return to the office to sign out and return the pass.

**Parent – Teacher Conferences** - Parents may request a conference with their child’s teacher during his/her teacher’s planning period by calling the office and leaving a message along with a return phone number. All conferences with teachers should be pre-arranged; an appointment is required. Call 373-6258 to schedule an appointment with your child’s teacher.

**Release of Grades, Reports, Records** - Parents may inspect their child’s education record in accordance with the Federal Family Education Rights and Privacy Act (FERPA). MJCS student records can only be released at the written request of a parent or legal guardian, who is listed on the emergency contact form.

## **STUDENT PROGRESS REPORTS AND REPORT CARDS**

Student Progress Reports will be discussed with parents on parent conference nights. End of Session Report Cards will be sent home with students. The schedule for these reports follows:

### **Student Progress Report Conferences** (all conferences are held between 4 and 8 pm)

September 16, 2010

November 10, 2010

February 2, 2011

April 14, 2011

### **End of Session Report Cards** (sent home with students)

October 15, 2010

January 13, 2011

March 18, 2011

May 27, 2011

June 22, 2011

**Promotion Policy** - The student promotion policy for K-8 students will follow that of the Louisiana Recovery School district:

- Students in all grades must be in attendance at least 156 days a year to be eligible for promotion

### **Promotion from Kindergarten**

For promotion from kindergarten, the student shall:

- Attain mastery of at least 70% of the required Grade-Level Expectations as evidenced by works samples, anecdotal records, pictures/portfolios, and observations (WAPO).

## Promotion: Grades 1 and 2

The student shall:

- Attain at least a 70% average in each of the promotional subjects of reading, English Language Arts (oral and written communication, handwriting, and spelling), and Mathematics based on the required Grade-Level Expectations.



## SUPPORT SERVICES

**Social Worker** - Morris Jeff Community School is partnering with Communities in Schools for the services of our school social worker and for other resources that will be made available to us through this partnership.

**School Nurse** - The school nurse is available on a part-time basis to screen students as needed and to address student health concerns. Immunization records are monitored regularly. Any chronic health problems should be reported to the nurse through the school office.

**Immunization and Health Requirements** - At the time of student registration, parents submit immunization records and completed health forms for each child. All forms must be completed before the child's first day of school at Morris Jeff. A student will not be allowed to attend school if she or he does not comply. If you have questions, please see the school secretary or school nurse.

**Computer and Technology Policy** - Network access is a privilege, not a right. I understand my child may lose this privilege and may receive other consequences if his or her computer or internet use is inappropriate. All hardware and software is the **property of the school**, not the student; therefore, all information saved on or transmitted through any part of the school network is subject to school review. Parents are required to read and sign the Parent Consent Form and make sure the student abides by this policy.

**Notice of Board Meetings** - The schedule for Board Meeting is listed on our website at [www.morrisjeffschool.org](http://www.morrisjeffschool.org)



## DISCIPLINE POLICY

Morris Jeff Community School's discipline policy encourages positive support for our students, emphasizes cooperation between home and school, and intends to ensure that our school culture is not compromised by misbehaviors and/or unruly conduct. Parents and/or guardians are responsible for their child's behavior and are strongly encouraged to make sure their child knows and understands the school rules. Parent-teacher cooperation results in the best possible learning environment for all children. The policy is outlined below and relies on open communication between school and family.

*The following behaviors are the standard offenses in accordance with R.S. 17:416 for the public school system according to the La. Department of Education.*

**Class I behaviors will be handled at the classroom and grade levels, with support from the Principal and/or Social Worker. These offenses may result in a teacher-student conference, a phone call to or conference with the parent or guardian, time-out from class and/or recess, or after-school detention. Repeated Class I behaviors may result in a suspension.**

Being unkind/teasing

Distraction of other students in class

Willful disobedience/ disrespect (Extreme cases are referred to the school principal or social worker.)

Minor disruptions in class

Unexcused absences/tardiness

Repeated failure to bring classroom materials or homework to class

Violating the dress code

Consuming food or drink without teacher approval

Inappropriate behavior in the cafeteria, at morning meeting, special performances/assemblies, or fire drills and any emergencies

Violating cell phone policy

**Class II behaviors will be handled by the Principal and/or Social Worker. These serious offenses may result in suspension or expulsion. Severe and/or repeated behavioral issues may result in a referral to the Student Assistance Team.**

Repeated violations of Class I behaviors

Cheating/plagiarism

Skipping class

Harassment, intimidation and bullying

Intentional disrespect for authority/willful disobedience/persistent disobedience

Use of profane/obscene language

Inappropriate touching or advances with sexual overtones

Fighting

Theft (stealing) or extortion of an amount of money less than \$100, or an object valued at less than \$100.

Possession of stolen property

Using or possessing tobacco products, matches or lighters

Trespassing

Vandalism

Battery (without bodily injury) on another student

Assault (verbal threats) to any employee

Any other offenses which are similar to Class II behaviors

**Class III behaviors will be handled by the Principal and/or Social Worker. These serious offenses may result in suspension or expulsion. Severe and/or repeated behavioral issues may result in a referral to the Student Assistance Team.**

Fourth suspension

Third fight

Battery with bodily injury

Possession, use, concealment, or transmittal of illegal drugs or alcohol or drug/alcohol paraphernalia at school or school related activities

Arson

Theft (stealing) or extortion of property valued at \$100.00 or more

Burglary of school property (unauthorized entering of any building with the intent to commit theft or damages)

Possession, use, transmittal, or concealment of a knife (or similar object) or the use of any object or substance to harm, frighten or intimidate others

Any other offenses which are similar to Class III behaviors

**BUS CONDUCT** - Students who ride a bus to and from school are responsible for their actions boarding, riding, un-boarding the bus, as well as waiting for and leaving the bus. The bus driver has the responsibility of maintaining orderly behavior of students on school buses and will report, in writing, all misconduct to the transportation services manager and the Principal. The Principal will have the authority to take appropriate disciplinary action for students engaging in misconduct on a school bus. To avoid discipline issues and to meet expectations for student behavior on the school bus, students should follow the guidelines listed below:

- Be respectful of the driver and other students riding the bus
- Remain seated at all times on the bus
- Keep the aisle of the bus free of all objects
- Respect the property and space of others

Any Morris Jeff student, who is in uniform, is under obligation to the school's behavior expectations before, during, and after school regardless of where he or she may be in public.

**PROPERTY, SEARCH, AND SEIZURE** - A student and his or her possessions can be searched if there is reasonable suspicion that that specific student violated the law or school rules. A school administrator or teacher may seize any contraband that is illegal or violates school rules, including weapons and drugs. Students' desks and other school property can be searched at any time and for any reason, with or without notice.

**HARRASSMENT** - Harrassment is prohibited in *all* relationships at the school (supervisor-subordinate, employee-employee, employee-student, etc.). The following behaviors are prohibited at MJCS:

- Sexual harassment (verbal, nonverbal, and physical)
- Harassment based on any protected right (including race, sex, disability, religion)

- This list is not all-inclusive.

A student who believes she or he is a victim can report it the school principal or social worker who will investigate and respond. All records will be kept confidential except as required by law.

**ANTI-DISCRIMINATION POLICY** - Morris Jeff Community School does not discriminate against students on the basis of race, color, national origin, gender, disability, sexual orientation, family situation, religion, or political affiliation. For questions or concerns contact the school principal, lead teacher, or special education teacher.

**SPECIAL EDUCATION POLICY** - The school has a duty under the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 to identify, refer, and evaluate students with disabilities. Any parent concerned that his or her child has a disability and wishes to learn more or request an evaluation should contact our special education teacher.



## **DRUG AND ALCOHOL POLICY**

Morris Jeff Community School considers alcohol/drug use among children a very serious threat to their well-being and to the well-being of the entire school community. MJCS will seek a balance between non-disciplinary and disciplinary response for the ultimate good of the entire student body.

For our young students, expectations and rules that apply to both alcohol and substance use will be communicated through a school climate that encourages non-use. To request a copy of our policy, please call the school office.