

# *Houma Jr. High School*

## *Student/Family Handbook*

### **Vision Statement**

Houma Junior High's vision is to provide a safe and positive environment, enabling students to achieve success as reflected in their academic grades, performance on state testing, and attainment of future endeavors.

### **Mission Statement**

Houma Junior High will provide the highest quality education to prepare every child for academic success.

*PBIS Acronym: B.A.R.K.*

***B**e There; **B**e Ready*

***A**lways **R**espectful*

***R**epresent the **B**ulldogs*

***K**now **Y**our **P**art*

This information is intended to serve as a guide for parents and students, helping them stay informed about general school procedures and expectations. It contains information about the academic curriculum and school activities. Please note that not all aspects of the school's or the parish's procedures are included in this handout. Reference is made to the parish Code of Conduct book, which outlines important policies and state laws. *This information is a supplement to the Code of Student Conduct.*

*Revised 2025*

## **Our Team:**

### **Administration**

Principal - Terez LeBlanc  
Assistant Principal - Kanika Smith  
Assistant Principal - Chandra Gambler-Torbert

### **School Counselors**

Marlaina Larouse  
Monica Talbot

### **Faculty**

**ELA:** Sheri Bardeleben, Kristi Blood, Ashley Gravois, Catherine Haag, Melissa Landry, Gwen Stephens (Plaisance), Amy Williams, Jeremey Zeringue

**Math:** Christy Badeaux, Jen Corbin, Charles Domino, Italia Houston, Joyce Johnson, Trisha LeBoeuf, Chantelle Smith, Emily Thomas

**Science:** Trudie Flemming-Bryant, Erica Carter, Jonathan Rippetoe, Shane Willis

**Social Studies:** Alan Gerstle, L'Kesha Howard, Tammy Murphy, Michele Patin

**Physical Education:** James Frank, Karen Moore, Tasha Ryals, Stuart Vitter

**Band:** Megan LeBlanc and Adreanna Thrift

**Special Education:** Denton Laurent (Resource), Victoria Battaglia, Deanna Billiot (Case manager) Ricky Darcey, Ashley Soudelier

**Gifted & Talented:** Erika LeBoeuf

**ISS** Zack Hebert

**Librarian:** Olivia Pfothhauer

**Paras:** Peter Nguyen, Charlotte Parr

### **Office Staff:**

**Secretary:** Thelma Mead

**Guidance Secretary:** Tara Jordan

**Attendance Clerk:** Barbara Johnson

**School Nurse:** Kristen Brown-Frank

### **Lead Custodial Staff:**

James Sims - Building Manager

Stacey Sims - Floor Manager

**Cafeteria Manager:** Montez Washington

**Health Aide:** Dara Heath

## Class Schedules

- Student schedules can be found in the Student Progress Center beginning in mid-July.
- TPSD Middle Schools/Junior High Schools are moving to an eight period day.
- Following TPSD guidelines, students who are not in band or choir will rotate through assigned exploratory electives.
  - Project-Based Learning
  - No assessments
  - No out of school assignments
  - Students will be provided rubrics for grading
  - Examples of Exploratory Electives include: (not limited to the following/subject to change)
    - Digital Graphic Design
    - Yearbook
    - Drama
    - Google Knowledge
    - Financial Literacy
    - College and Career Exploration

HJH 7th Grade Bell Schedule 2025-2026	Take-In Time is 6:55-7:10	
	Homeroom/Music	7:10-7:22
	1st Period	7:26-8:11
	2nd Period	8:15-9:00
	3rd Period	9:04-9:49
	4thPeriod	9:53-10:38
	5th Period	10:42-11:27
	6th Period	11:31-12:16
	Lunch	12:16-12:41
	7thPeriod	12:45-1:30
	8thPeriod	1:34-2:20

# HJH 8th Grade Bell Schedule 2025-2026

Take-In Time is 6:55-7:10  
Homeroom/Music

1st Period

2nd Period

3rd Period

4th Period

5th Period

Lunch

6th Period

7th Period

8th Period

7:10-7:22

7:26-8:11

8:15-9:00

9:04-9:49

9:53-10:38

10:42-11:27

11:27-11:52

11:56-12:41

12:45-1:30

1:34-2:20

## Daily Expectations Overview:

- Students may not arrive on campus before 6:55 AM.
  - There are no adults on duty until 6:55 AM.
- Students may not be checked out after 1:45 PM.
- Upon arrival, students will either go directly to the cafeteria for breakfast and then straight to homeroom, or students will go straight to homeroom if they choose not to eat.
- Students must wear a school-issued ID while on campus.
  - Temporary IDs will be available in the morning before homeroom at the Snack Shop. (White sticker ID)
    - White ID sticker - infractions **will be** applied. After receiving 3 temporary IDs a consequence will be issued.
    - Students line up on the temporary ID line for lunch.
  - Students may purchase a new ID in the morning before homeroom at the Snack Shop.
    - A yellow temporary sticker will be given until the purchased ID is ready.

- Infractions **will not** apply.
  - New ID cost is \$3.00
  - Students will receive their newly purchased ID by the end of the day.
  - Newly issued IDs remain school property as they are a replacement to the one provided.
- PE uniforms will be sold in the morning through the snack shop.
  - Boys - Shorts/Shirts
  - Girls - Optional
- A free breakfast and lunch will be provided to all students.
  - Students may bring a healthy bag lunch.
    - No fast food.
    - No can drinks.
    - No energy drinks.
  - Unless participating in a school-sponsored event, visitors are not allowed to join students for breakfast or lunch.
- The Snack Shop will be open during lunch.
- Student attendance will be taken in homeroom.
  - Tardy Policy: Students arriving after 7:10 will be considered tardy to school and are to report to the office to sign in.
    - Excessive tardiness to any class will result in disciplinary action following TPSD guidelines.
      - 1<sup>st</sup> Offense – Tardy is recorded
      - 2<sup>nd</sup> Offense – Tardy is recorded / Warning issued.
      - 3<sup>rd</sup> Offense – Parent conference. School consequence issued to student.
      - 4<sup>th</sup> Offense – School consequence issued to student.
      - 5<sup>th</sup> Offense – Alternative or Suspension
- Students will take ownership in receiving a high-quality education.
- Students will follow all classroom, school, and district expectations, guidelines, and procedures.
  - BARK expectations will be shared with students.
- Unless a teacher and/or the school is sponsoring an event, **students are not allowed to eat in classrooms. Clear water bottles are allowed.**
- Personal items that are not needed for instructional purposes are to be left at home.
  - AirPods are not allowed.
    - Headphones will be provided by the school when needed.
  - Smart Watches are not allowed.
  - Cell phones are allowed with the following conditions:
    - LA ACT313**
      - Following state law and TPSD policy, cell phones must be off and left in school bags from the time students step onto campus until 2:20 PM.
      - Following TPSD policy, cell phones that are visible will be taken by school personnel and will not be returned to the student.

- A parent/guardian must pick up confiscated phones from the school's office during normal school hours.
  - A signature will be required during pick-up.
- It is the responsibility of the student to inform his/her parent/guardian when a phone is confiscated.
- Consequences for cell phone violations will follow TPSD policy.
- Additional offenses with cell phone use will lead to school disciplinary actions and/or the involvement of law enforcement. This may include, but is not limited to:
  - Videoing
  - Cyberbullying
  - Cheating
  - Taking inappropriate pictures and sharing them with others

### **Instructional Time:**

Our goal is to provide students with the highest quality education. Courses offered are those required by the Louisiana State Board of Elementary and Secondary Education (BESE). Course content follows the objectives set forth by the state and district grade level expectations and standards.

- Instructional time is protected time.
  - Students will not be called out of class to visit with family members, to collect items that may be brought to school, or called to the phone.
  - For safety reasons, to preserve instructional minutes, and to protect the privacy of our students, parents/guardians are not allowed to walk the halls or visit classes during the school day unless invited by the school to participate in a school-sponsored event.
  - Deliveries to students, such as flowers, balloons, gifts, cupcakes, food, etc., will not be accepted by the school for students.
  - Students may be checked out of school, if needed, by parents/guardians or their approved designees who have been added to the checkout log.
    - Students will only be released to approved persons who can provide a valid identification card with a photo (Ex, driver's license). The valid ID must be shown each time a student is checked out of school.
      - Changes to approved adults allowed to check out students over the phone is not allowed.
    - Students may not check themselves out.
    - Changes to afternoon transportation will not be taken over the phone.
    - Bus notes will not be accepted.
    - The latest a student can be checked out is 1:35.
- Teachers are not available during instructional time.
  - Teachers can be reached via email.
    - TPSD email accounts are the employee's [firstname.lastname@tpsd.org](mailto:firstname.lastname@tpsd.org)
  - School Status can be used to communicate with teachers.
  - Conferences can be set up during a teacher's unencumbered time.
  - The main office phone number is 985-303-4820.
- Students are expected to immerse themselves in the lessons provided.

- Distractions to the learning environment will have consequences.
  - Students in grades six through twelve who receive a third out-of-school suspension within the same school year for any offense, excluding those related to dress code or tardiness, will be up for a mandatory expulsion.
- Visit the school's website for the optional supply lists.
  - Rolling book bags are not allowed.

## Student Clear / Mesh Bag Guidelines

### BACKPACKS

Beginning with 2025-2026  
School Year



#### CLEAR

- CLEAR
- CLEAR TINTED COLORS PERMITTED
- NO DESIGNS, PRINTS, OR LOGOS
- LEATHER CORNERS / STRAPS PERMITTED



#### MESH

- SEE THROUGH SOLID COLORS PERMITTED
- NO DESIGNS, PRINTS, OR LOGOS
- LEATHER CORNERS / STRAPS PERMITTED

### PURSES, HANDBAGS, AND LUNCH BAGS



Non-transparent lunch bags may not be larger than approximately 9" x 6" x 5". Non-transparent privacy bags cannot exceed 5.5" x 7.5". All other bags that exceed that size must be clear and cannot be larger than 12" x 6" x 12".

### EXTRACURRICULAR BAGS AND EQUIPMENT

Extracurricular equipment bags do not have to be clear or mesh and must be stored in an assigned area as designated by each school immediately upon arrival on campus.



TPSD POLICY H-3.4 Mandatory School Uniforms - Revised 05-06-2025



## Grading

Grading procedures at Houma Jr. High School are in accordance with the policies and procedures established by the Terrebonne Parish School Board.

**LA ACT428** - requires public schools to use a uniform 10-point grading scale.

### Grading Scale:

- A: 100-90
- B: 89-80
- C: 79-70
- D: 69-60
- F: 59 & below

- Progress reports are issued 4 ½ weeks into each nine-week session and will be posted to the Student Progress Center.
- Report cards are posted to the Student Progress Center.
- Honor Roll:
  - A Honor Roll – all A's in academics and conduct.
  - A/B Honor Roll – a combination of A's and B's in academics and conduct.

### **Attendance:**

Every day is important. Attending school regularly allows for greater academic growth and social development.

**NOTE:** Students with a fever, vomiting, diarrhea, signs of the flu or COVID-19, or who are not feeling well are to remain at home.

State law requires that all students enrolled in school must attend a minimum of 167 days, and that the students not miss more than 10 days during the school year. The minimum requirements for attendance must be met for promotion to the next grade.

- Students must have a written excuse every time he or she is absent.
  - A written excuse allows students to make up for missed work.
  - The only days missed that are excused absences are those for which the student presents a valid doctor's excuse or has an extenuating circumstance as listed in Bulletin 741. All other absences are considered unexcused.
  - Parental notes for illnesses that do not require a doctor's visit are also considered unexcused, however, a child can make up any work missed during his/her absence.
  - Vacations scheduled during school time are not excused, and students will receive failing grades on any work missed during his/her absence.
  - Checkouts are marked as tardies (per TPSD guidelines).
  - Students are responsible for making arrangements with the teacher to make up any assessments or assignments. Work must be made up in a timely manner - generally within three days of returning to school.
  - Students will receive an "X" in the teacher's gradebook until work is made up.
    - Work that is left incomplete will become a failing grade.
  - Parents may request daily assignments if a child will be out for several days.
    - Requests for make-up work must be made in the morning before 9:00 A.M.

### **Communication Avenues:**

- Email
  - TPSD email accounts are the employee's [firstname.lastname@tpsd.org](mailto:firstname.lastname@tpsd.org)
- School Status
- School Phone 985-303-4820.
- Student Progress Center
  - Provides 24/7 access to student grades and information
- School Website: <https://www.tpsd.org/schools/hjh>
- Facebook: search HJH Bulldogs - Please follow our page.



## **Transportation - General Information**

- For security reasons, changes to how a student will get home will not be accepted over the phone.
- Bus riders can only ride their assigned bus. Changing buses is not allowed.
- The school will review all bus expectations with students. Parents/guardians are asked to discuss transportation safety with their children.
  - Students are expected to remain seated and speak in quiet tones while riding the school bus to and from school.
  - Students are to follow the directions of the bus driver at all times.
  - School consequences can be issued from the time students travel to their bus stop in the morning to the time students enter their homes in the afternoon.
  - Students not meeting bus expectations are subject to disciplinary consequences, including being removed from the bus.
    - Students involved in a physical altercation on a school bus will result in the students being suspended from bus transportation for a minimum of one full semester.
      - It is the responsibility of parents/guardians to provide transportation for students suspended or expelled from school bus transportation.

## **Dress Code - Basic Information**

*Refer to the TPSD Student Code of Conduct for more details.*

- Uniform Shirt Colors: Solid Navy or Solid White
- Uniform Bottoms: Khaki or Black school uniform pants.
  - Khaki/Black jeans are not allowed.
  - Khaki/Black leggings are not allowed.
  - Khaki/Black jogging pants are not allowed.
  - Khaki/Black cargo pants are not allowed.
  - Skirts must be no shorter than 2 inches above the knee when standing.
- Hoodies, Sweatshirts, Sweaters: Solid
  - Hoods are not allowed to be worn in the building.
- School-appropriate jackets that zip all the way may be any color.
- School-issued IDs must be worn above the waist while on campus.
- Blankets are not allowed at school.
- Students may wear school spirit shirts with uniform bottoms every Friday, on days designated by administration, or when issued a dress down pass by a school employee.
- Students may dress down, wear spirit shirts, and/or wear jeans (no rips, frays, or holes of any kind) on days designated by the administration or if issued a dress down pass by a school employee.
- Shoes - All shoes must have a hard bottom.
  - Closed-toe with a back (full shoe)
  - Crocs or shoes resembling Crocs are not allowed
  - Slippers are not allowed
  - Flip flops are not allowed
- Earrings are the only approved visible body piercings. Nose rings and face piercings are not allowed.

- Ornate or cumbersome jewelry of any kind is not allowed.
- Caps/hats/beanies are not allowed.
- Body armor is not allowed.

*The principal and/or designee may exercise discretionary authority in the interpretation of the aforementioned rules and anything that necessitates judgment as to what is appropriate.*

## **Illness and Medications at School**

- Medication Policy: Terrebonne Parish School Board Policy prohibits teachers from giving medicine to students. An authorization form for medication administration must be obtained from the office. The forms must be completed and signed by the doctor prescribing the medicine. Students are NOT allowed to keep prescribed or over-the-counter medication in their possession. This includes holistic oils.
- Student Illness
  - Any student who is not feeling well should inform their classroom teacher.
  - Students will be allowed to report to the health aide's office with a health referral, and a parent may be contacted.
    - The school employs a registered nurse and a health aide.
      - Diagnosing illnesses is not in their job description.
  - Students must be fever, diarrhea, and/or regurgitation free for 24 hours before reporting to school.
- Insurance: A student accident insurance policy is offered to students. Refer to the instructions in the brochure that will be sent home the first week of school.

