

St. Martinville Junior High's Student Handbook 2026 - 2027

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ST MARTINVILLE, LA 70582
PHONE (337) 909-3150

To Parent(s)/Guardian(s),

Please read and refer to the handbook online so that you can familiarize yourself with St. Martinville Junior High School policies and procedures and have access to the policies at all times. This handbook will hopefully prove to be helpful to you and your child in having a successful stay at SMJH and in answering any questions which may arise. If you have any questions, please contact the school at (337) 909-3150.

After reading, please sign the statement below indicating that you have read it and that you understand the policies set forth. *(Cut along the line)*

- -

Student: ____

HOMEROOM TEACHER: ________________________________

I have read and understand the St. Martinville Junior High School Student's Handbook

____ ________

Parent/Guardian Signature Date

ALMA MATER

St. Martinville Junior High,
may your walls forever stand,
To give a noble heritage
to our glorious land.
Your colors Green and Gold,
and deeds as yet we know
Will stand out in days to pass,
never to grow old.

We never shall forget
the many things you've done.
We pray God bless you ever more,
St. Martinville Junior High.

MOTTO

"Education is the gate to knowledge-hard work and effort are the only keys that open it."

-Marcus Cormier-May, 1986

MASCOT

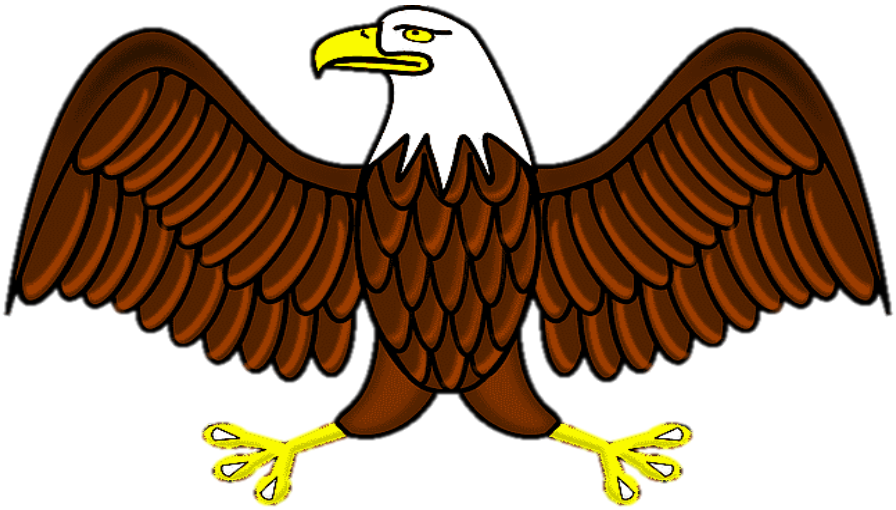
The Soaring Eagle

SCHOOL COLORS

Green and Gold

School Mission Statement

St. Martinville Junior High School will provide instruction so that every student will learn and reach his/her academic potential.



School Vision Statement

The vision of St. Martinville Junior High School is to inspire all students to gain the knowledge, skills, respect, and attitude that will enable them to be successful and productive members of society and the community in which they live.

SMJH BELL SCHEDULE 2026 – 2027

HOUR	TIME		MINUTES
Student Arrival/Breakfast	7:05-7:35		30
Homeroom	**7:35 – 7:43**		**8**
Transition to 1st Period Accelerate	*7:43 - 7:45*		*(2)*
1st Period Accelerate	**7:45 - 8:30**		**45**
Transition to 1st Period	*8:30 - 8:33*		*(3)*
2nd Period	**8:33– 9:31**		**58**
Transition to 3rd Period	*9:31 – 9:34*		*(3)*
3rd Period	**9:34 - 10:32**		**58**
Transition to 4th Period	*10:32 - 10:35*		*(3)*
1st Lunch (6th & 7th) *Report to 4th Period 1st	**10:35 - 11:00**		**25**
4th Period (6th & 7th)	**11:00 – 11:58**		**58**
Mrs. Mallery Class &ISS LUNCH	**11:20 – 11:50**		**30**
4th Period (7th & 8th)	**10:35 - 11:33**		**58**
2nd Lunch (7th & 8th)	**11:33 - 11:58**		**25**
Transition to 5th Period	*11:58 - 12:01*		*(3)*
5th Period	**12:01 - 12:59**		**58**
Transition to 6th Period	*12:59 - 1:02*		*(3)*
6th Period	**1:02- 2:00**		**58**
Transition to 7th Period	*2:00 - 2:03*		*(3)*
7th Period	**2:03 - 3:01**		**58**
Transition to 1st Period **(*Return chromebooks)**	*3:01 – 3:08*		*(7)*
1st Load Bus Dismissal	3:08		-
Car riders	3:11		
2nd Load Bus Dismissal	3:14		-

PHILOSOPHY

All persons having an interest in St. Martinville Junior High recognize the importance of its position as an institution of further learning among young people. The school bases its operation on a handbook for teachers which enables instructors to know what is expected of them at all times. Using these resources, the school works to provide a functional education for all its members and strives to obtain community cooperation and involvement that is needed to make its operation a success. Our school recognizes that all students hold certain attitudes and experiences in common while they are widely divergent in intellectual capabilities and interests. Therefore, the goals of the school are based on both common interests and individual needs in order that the learning processes in which students are involved may be more meaningful.

Further, in achieving effectiveness as a junior high school, the faculty believes it is necessary to provide the learning experiences which will ultimately assist each student in achieving at his/her highest potential. To achieve this goal, instructors are held responsible for a program of individualized instruction, allowing each child to achieve at his/her own level as determined by a series of standardized evaluative devices.

Desirable relations are encouraged among all members of the school community. Foremost on the list is the democratic behavior between students and a firm understanding that each person is due certain respect as a member of the

community. The development of desirable relationships does not end with the student; it continues with teachers, administrators, and persons who make up the rest of the school community.

Individual responsibilities and critical thinking must be stressed in the development of each child. Students must be taught to creatively identify and meet the challenges and pressures of changes so that they may develop desirable attitudes and values worthy of a democratic society.

Grading Scale

A = 100-93

B = 92-85

C = 84-75

D = 74-67

F = 66-0

School – Wide Expectations

S – Safety First

O – Organized

A – Act Responsibly

R – Respectful

School – Wide Rewards

1. Verbal Praise
2. Dress Down Day/Party on the Lawn
3. Dances by grade level (per nine weeks)
4. Student Announcements
5. Field trips

***NOTE:** …and other special days created by PBIS*

School – Wide Consequences

All of the following will be issued by **school administration** in accordance with the SMPSB discipline handbook.

1. Student Conference
2. Interventions based on individual students
3. Parental Contact (School Conference)
4. Saturday Detention
5. Probation Card
6. Detention (Partial Day)
7. In-School Suspension
8. Out of School Suspension/PBC
9. Recommendation for expulsion

SCHOOL INTERVENTIONS IN LIEU OF OUT -OF-SCHOOL SUSPENSIONS

I. Saturday Detention
II. Morning/Afternoon/Full Day School Detention
III. Adjustment Center (Mornings)
IV. TOA (Time Out Assistance)
V. In-School Suspension (ISS)
VI. Positive Behavior Center (PBC)

WEAPONS

Students are not permitted to carry weapons or objects that could be used to damage property or endanger fellow students. Pointed combs or steel rakes are not to be brought on the school grounds. This is grounds for EXPULSION if deemed by administration.

BUS SUSPENSIONS

Students will be disciplined accordingly for misbehavior on the bus. A student can be suspended from the bus for misbehavior. The suspension period can range from one day to an indefinite suspension.

POINTS OF INFORMATION

A. Disposition for violations pertains not only to school, but to all school-sponsored activities in which the student is engaged as a participant or spectators.
B. There are circumstances under which any of the violations indicated, when considered in the context of the circumstances surrounding their occurrence and/or the student's past behavior record, can lead to a recommendation for expulsion from school.

***SEE ST. MARTIN PARISH DISCIPLINE POLICY HANDBOOK

Tardies

1st tardy—Warning
2nd tardy—Reminder
3rd tardy—Parent Contact
4th tardy—In-school Suspension
5th tardy— Saturday Detention

*NOTE: Any student reporting to campus after 7:45 is considered tardy.

SCHOOL UNIFORMS

Students are required to wear total school uniforms DAILY.
-white or red polo shirt
-navy uniform pants
-student ID with school assigned lanyards

APPEARANCE CODE

The St. Martin Parish School Board has a responsibility to establish a dress and appearance policy that balances the rights of its students for freedom of expression and individuality against its duty and responsibility to maintain a positive learning environment on campus and to foster the values of the communities served by the public schools.

Students will wear clothing and optional accessories that do not detract from the learning process. To ensure an atmosphere of order, discipline, and safety, which are prerequisites to providing education, students will be required to follow the guidelines below at school, on a school bus, or at a school sponsored activity or field trip:

STUDENT DRESS & APPEARANCE CODE
2026-2027

1. All students enrolled in St. Martin Parish shall wear school IDs.

2. If earrings (including "body piercing" jewelry) are allowed by individual school policy, they can only be worn on the ear. No loops larger than a nickel and no long dangling earrings.

3. Chains hanging from belt loops or pockets and other types of items are prohibited.

4. Hair curlers and rakes of any kind are prohibited.

5. Sunglasses (unless prescribed by a physician) are prohibited. A principal or designee may request a statement from the physician.

6. Book bags, Knapp sacks, or other bags used to carry student books and accessories must be mesh or see-through.

7. Gang-related jewelry, insignias, colors, paraphernalia, and materials are prohibited. Such may vary school to school and may change year to year.

8. Make-up, hair designs, and hair colors which cause undue attention, distracting from the educational environment as determined by the principal, are not allowed.

9. Excessive jewelry or clothing that is considered a distraction or a danger by the administrator is prohibited. (ex. Black trench coats, large dangling or hoop earrings, oversized purses etc.).

10. Body art/tattoos which cause undue attention, distracting from the educational environment as determined by the principal must be covered

SMJH UNIFORM CODE (The principal has the right to be more stringent with the following policy.)

Appropriate Parish approved Uniform Allowed (Grades Pre-K through 8):

Shirt: Solid color: Red or white, Polo (golf) Short or long sleeves, two or three buttons at the top front and collar No emblems, insignias, or monograms

Skirts & Shorts: Solid color: Navy blue, Style must be cotton twill or cotton blend (no jean material) Hems no more than 3 inches above the knee when student is kneeling must be worn at waistline.

Slacks: Solid color: navy blue Style must be cotton twill or cotton blend (no jean material) Set in-side pockets, no patch pockets, No elastic or gathered at the ankles Must be hemmed and length not to exceed top of shoe No pockets on lower legs, Can be pleated or flat front.
Must have front waistband and belt loops, Elastic allowed on back and sides Must be worn at the waistline Cropped, stirrup, parachute, wind, stretch/warm-up, and jean-style pants are not allowed.

Belts: Mandatory when wearing slacks or skirts (with belt loops) Belts must be Black, Brown, or Navy Blue; Appropriate length for waist Belt buckles must be plain / large or oversized belt buckles are not allowed. Emblems, insignias, or initials prohibited

Socks/Tights: Solid colors- white, navy, black, red, or gray.

Shoes: No sandals, boots, moccasins, crocs, slippers, or heels above one-inch Close toe and closed heel shoes, If tie shoes, shoes should be properly tied No rollerblade, lighted or any extraordinary features

Sweatshirts: Solid Color: navy, white, red, gray, gold or green. Pullover, no hood (v-neck, crew, no hood) may be worn over polo shirts. No pictures or writing on clothing. School spirit sweatshirts may be worn. HOODED sweatshirts are not allowed.

T-Shirts/Undershirts, Turtlenecks/Mock Turtlenecks: Solid color: navy, red, or white; No designs, emblems, insignias, or monograms. They can only be worn under approved uniform polo shirt.

Hats/Caps: No caps, "do rags", sweatbands, sport-bands, bandanas, hairnets, wrap caps, or scarves are allowed on buses, playgrounds, or inside buildings. Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

Spirit Shirts: A school approved spirit shirt may be worn on the pre-designated days, not to exceed one day a week. No jeans allowed.

Coats & Jackets & Sweaters: Grades 6 - 7 - 8 Solid color: black or navy ONLY School issued jackets are permissible (letter jacket, A-team, band, etc.). No long, below the knee dusters or trench coats allowed. No name brand jackets allowed.

General Information: The uniforms will be classic-traditional style. No baggy or oversized clothes will be allowed. All clothing worn must be appropriate size, not oversized or too tight. Slacks must fit at the waist and crotch (within one size of student's actual waist and in-seam measurement). All clothing must be hemmed (not frayed or slit at the seams or stapled or taped at the hem) and may not have any holes or tears. Pants or skirts which are too tight, revealing, or which allow underclothing to show are not allowed. Shirts must be worn tucked into slacks, shorts or skirts so that the waist is visible. Sweaters, sweatshirts, or jackets worn in cold weather do not have to be tucked in. Belts must be kept in the belt loops. Girls may wear shorts under their skirts or jumpers as long as the shorts are not visible. Socks or tights must be worn.

Pre-Designated Days: The principal may allow on the pre-designated days for students on an approved list to wear "A" Team t-shirts, 4-H shirts, spirit shirts or their Boy/Girl Scout sashes. All other school uniform clothing must be worn on pre-designated days. No pre-designated days shall include the wearing of jeans or other clothing not stated in the above sentence. This is also true for field trips.

Incentive Days: Principals may allow for special dress days for school incentives (ex. Perfect attendance, Honor roll, Student of the Month, Positive Behavior Intervention & Support)

School Pictures: Fall Semester Pictures are uniform pictures only. The level of free dress for students for the Spring Semester pictures shall be determined by the school administrator. Any deviations from the uniform policy must comply with the Dress and Appearance Code.

Medical Necessity: Slings, casts, prostheses, bandages or the like shall not be considered to violate this policy. If the principal or other official deems it necessary, the child can be asked to bring a medical certificate as to the wearing of the item. Follow-up with the parents is indicated where the child fails to comply with such a request.

Uniform Violations

When it is determined that a student's clothing does not comply with the dress code, the student will be asked to change his/her clothing or a parent/guardian will be asked to bring an appropriate change of clothes to school. In addition, the student may also receive a disciplinary consequence for violating the school's dress code policy.

FEES

Only cash and/or money orders will be acceptable for payments to SMJH. No checks will be accepted from students as a form of payment.

TELEPHONE USE

Students are not permitted to use the telephone in the office except in cases of emergency. Permission to use the phone must be obtained from the child's teacher and the person in charge of the office. Students must have a pass from a teacher to come to the office.

Cell Phone/ Electronics Policy

The use and possession of cellular phones and similar electronic devices are prohibited for all students in grades pre-kindergarten through grade 12. They are not allowed in your possession.

When a principal or designee has reasonable cause to believe, and after verifying the same, discovers that a student is using or in possession of an electronic telecommunications device including any beeper, pager, or cell phone while on school grounds or on a school bus in violation of school board policy, that student shall be subject to disciplinary action.

The following procedures shall be followed:

- **First offense**- Remove the device, call parent, and device will be released to parent. Student will be assigned to Saturday Detention for their actions.
- **Second offense**- Remove the device, call parent, and device will be released to the parent. Student will receive a one-day OSS for their actions.
- **Third Offense**-Remove the device, call parent, device will be released to parent. Student can receive up to a three day out-of-school suspension (1-3 days).

COUNSELING DEPARTMENT

The performance responsibilities include counseling of students, guidance of students, conducts pupil appraisals, completes and interprets testing material, provides information to students and teachers on careers, develops and implements placement procedures, acts as a referral agent, consultant to parents and teachers regarding children, orients individuals on counseling and guidance activities, participates in development activities, and plans and evaluates programs.

LIBRARY SERVICES

The library program has been structured in such a way that it will attempt to meet the intellectual capabilities and interests of all its patrons as well as to support the instructional needs of teachers. Evidence of its success will be noted if pupils and teachers are not only capable of using the library, but are indeed using it.

EXTRA-CURRICULAR ACTIVITIES

All extra-curricular activities at St. Martinville Junior High operate under the supervision of qualified teacher-sponsors. The experience, knowledge, and skills gained by students from extracurricular organizations can result in improved personal and social development.

ATHLETIC AND PHYSICAL EDUCATION REGULATIONS & ELIGIBILITY RULES FOR 7th AND 8th GRADE INTERSCHOLASTIC ATHLETICS

I. AGE LIMIT

A. A student becomes ineligible for participating in interscholastic athletics if he/she reached his/her 15th birthday before September 1 of the school year.
B. Seventh graders who have reached 14 years old by September 1 are ineligible.
C. If he/she becomes 15 on or after September 1, he/she is eligible for the remainder of that school year.
D. Birth certificates are required. School records are not sufficient.

II. SCHOLASTIC REQUIREMENTS

A. A student in the 7th or 8th grade must make passing grades in 5 of the 7 subjects for the year prior to participation.
B. Participants must pass 5 of the 7 subjects at the end of each six week period to be eligible to participate.
C. Any student being socially promoted will not be eligible until midterm provided he's passing
D. On the 3rd school day after the reporting period ends, coaches and principals shall determine a student's eligibility for athletics.

PHYSICAL EDUCATION REQUIREMENTS

St. Martinville Junior High policy requires that students dress in designated attire for P.E. activities. No student will be excused from dressing out and participating in P.E. without a medical excuse.

Students who choose not to dress out for Physical Education will be given consequences. Parents/Guardians will be contacted concerning the student refusal to dress out for Physical Education.

Refer to grading rubric below.

Dressing out – 1 pts a day, 5 total by the end of the week.

❏ 1 pt - Student is wearing appropriate attire and shoes for physical activity

Activity Grade – 1 pts a day, 5 total possible points by the end of the week.

To earn their point each day, students must

❏ Perform all warm up exercises using correct form and to the best of their abilities

❏ Perform the lesson activity

❏ Follow all of the rules and directions given by the teacher

❏ Show good sportsmanship and teamwork with classmates

❏ Follow all classroom rules and procedures to maintain a safe learning environment

Total Points

_____/10

Students will receive two separate grades, each out of 10 points.

Daily Point Totals

Monday	Tuesday	Wednesday	Thursday	Friday

** If a week is short, the grade will reflect that. Example: A three-day school week will result in total scores being 6 points

Cafeteria Rules

1. When walking in to the Cafeteria. Make sure to have your school ID out & visible so that Manager can see it

2. If you pay for lunch, please have your money out and ready to pay

3. Keep all noise to a minimum, No loud talking at all, or you will be asked to leave the cafeteria after a verbal warning

4. No chewing of gum, sunflower seeds are allowed in the cafeteria at all. If you are caught with any of these you will be written up for detention.

5. Keep hands and feet off of the walls & paintings in the cafeteria do not touch what is not yours!!!

6. Make sure to wash and dry your hands and drop all paper towels in the designated trash cans

7. When getting up to dump your plate, make sure that your area is cleaned; pick up all papers, straws, and food that you brought to the table.

8. When dumping your plates at the trash cans, please pay attention to what you are doing. Dump the papers in the paper trash can and the food in the food trash can, not on the floor please.

9. Stack your plates properly do not just throw them any kind of way, take your time and fix the plate right, if you spill, please let someone know.

10. Respect everyone's plate. Do not stick your hands in someone else's plate other than yours, and you cannot take food out of

FIRE DRILL PROCEDURE

Fire drills will be held monthly.

1. Upon a signal, students are to walk quietly out of class in a single file to their designated area.
2. Each class will have an Evacuation Route posted. Teachers must take class register and check roll once outside.
3. The last person in the classroom is responsible for closing the classroom door.
4. The students will return to the classroom upon a signal from the office.
5. Each fire drill will be timed from the moment of the signal is sounded until the last person is out of the building.

WEATHER DRILL PROCEDURE

At least 3 weather drills will be held during the school year.

1. Upon hearing the long continuous bell, students will follow this procedure:
2. Assigned persons shall open all windows and doors.
3. Students shall assume a kneeling position facing interior walls with hands over back of head.
4. The balance of students shall enter halls and line up along walls in protective positions.
5. Teachers must check class roll as well as check any unsupervised areas nearby.
6. Everyone will remain as is until an "all clear signal" is given over the intercom.
7. If students are outdoors, they are to enter the building as quickly as possible.

LOCK DOWN

At least 2 lockdown drills will be held during the school year. Upon hearing of the warning of a lock down, all teachers must:

1. Secure their door (locked) until further instruction.
2. Have students remain quiet
3. Have students maintain a secure position BUT out of sight of the doors and windows…..**NOT IN DESK!**

DISMISSAL

Students should be dismissed accordingly to avoid school disturbances and to promote student safety. Do not dismiss students before their bus is called. Teachers should always ensure that the bus dismissal list is being used so that students are not dismissed for the wrong bus. This duty schedule is on a daily basis. It is your responsibility to be on time for duty.

How will we dismiss students?

1st Load Bus Riders: At 3:08 PM = The front office will call all 1st load bus riders students. Again, classroom teachers will go to their hall doors and watch their students walk down the hallway to exit out of the building and head toward the gym area. 2nd load bus riders should not leave the classroom until their 2nd load bus riders are called. Teachers should be standing in the hallways to monitor. We will have a list of bus riders by bus number on a Google Sheet posted to Google Classroom.

Car riders: At 3:11 PM = An announcement will be made to dismiss car riders. Classroom teachers will go to their hall doors and watch their students walk down the hallway to exit out of the front of the building.

2nd Load Bus Riders: At 3:14 PM = The 3:14 bell will ring to signal for all 2nd load bus riders students. Remaining classroom teachers will escort their students to the gym and put their students in the correct bus number order while waiting for 2nd load buses to arrive. As buses arrive on campus, students will be ushered out of the gym to load their buses.

Using the diagram below, traffic for car line should flow in this direction:

Car & Bus Line

