

GT

Jaguars



2016-2017

Student/Family Handbook

4720 Painters Street

New Orleans, LA 70122

(504) 708-2053

Mr. Edward Brown, M.Ed., Principal

“Every Child, Every Day”

New Beginnings Schools Foundation

www.newbeginningsnola.net

TABLE OF CONTENTS

Introduction	3
Vision, Mission, Our Beliefs	4
Academic Calendar	5-6
Arrival/Dismissal	6
Attendance	6
Budget	6
Bus Transportation	7
Carpool	7
Cell Phones	7
Change of Address	7
Check in/out from School	7
Communication	8
Counseling Department	8
Discipline	8
Dress Code/Uniform Policy	9
Electronic Devices	10
Extracurricular Activities	10
Field Trips	10
Food Service (Child Nutrition Program)	10
Grading Scale	10-11
Identification Cards	11
Illness and Health History	11
Immunizations	11
Intervention Services	11
Late Pick-up	11
Medication	11-12
Organizations/Clubs	12
Parent/Teacher Conferences	12
Positive Behavior Intervention and Supports (PBIS)	12
Response to Intervention (RTI)	12-13
School Nurse	13
School Social Worker	13
Special Education and 504 Accommodations	13
Student Records/Family Educational and Privacy (FERPA)	13
Textbooks/Novels	13
Visitors on Campus	14
Volunteers/Chaperones	14
Withdrawals	14

INTRODUCTION

Welcome to Gentilly Terrace Charter School! We are excited and looking forward to a successful year filled with learning and fun. We desire the best for every child. Our staff of dedicated teachers and school personnel has the academic and personal success of each student as the primary focus of our instructional program. We employ every resource available to support individualize instruction, creativity, problem solving, flexible thinking, and real life applications. Students will have varied experiences to learn and work to meet their fullest potential.

Parents, we encourage you to have regular conversations with your child/children about school and their work. Your role in assisting with homework, volunteering in the classroom or at home, attending school activities, and participating in PTA are all integral to the success of our school/home alliance. Together we can make it a bright and rewarding future for our children. Together we can foster a community collective focused on helping our students reach their highest potential.

This student/parent handbook is intended to provide you with important information regarding Gentilly Terrace Charter School. The policies and procedures in this handbook are subject to change. You will be notified of any amendments or changes. Please read through the handbook with your child and familiarize yourself with the policies, procedures, and expectations that make Gentilly Terrace a safe and productive learning environment. Should you have any questions please do not hesitate to contact us.

Vision Statement

The vision of Gentilly Terrace is to prepare every student for success at each step in the educational process.

Mission Statement

It is the mission of Gentilly Terrace Charter School to maintain a positive school environment built on the foundation of rigorous and quality instructions, discipline and respect. It is our mission to hold all stakeholders to high academic and social expectations and promote academic excellence for all students.

Our Beliefs

- ❖ Each student is welcomed as a valued individual with unique physical, spiritual, social, emotional and intellectual gifts.
- ❖ A safe, respectful and disciplined environment promotes student learning.
- ❖ Curriculum, instructional and assessment practices should incorporate a variety of learning strategies to accommodate differences in learning styles.
- ❖ Parental participation is essential for student success.
- ❖ Our students' understanding of different people and cultures is enhanced by the diversity that exists in our school community.

Our Creed

#imcommitted

I'm Committed:

To being the best person I can be.

I'm Committed

To being a student of excellence.

I'm Committed

To my family, school, and community.

I'm Committed

To life-long learning.

I'm Committed

To being self-disciplined.

I'm Committed

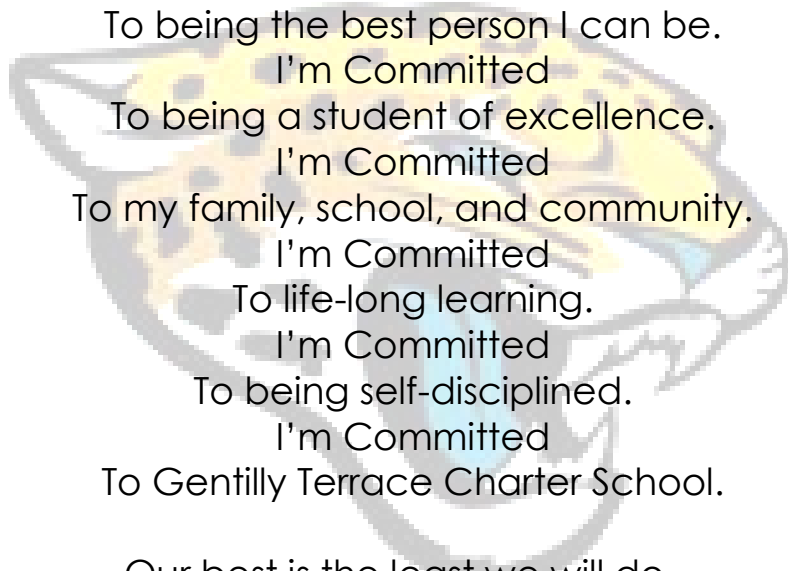
To Gentilly Terrace Charter School.

Our best is the least we will do...

With integrity, passion and purpose!

Learning today...Leading tomorrow...

I'm Committed !



2016-2017 School Calendar

August 2016	
August 8	1 st – 8 th Grade Students 1 st Day of School
August 15	Pre-Kindergarten and Kindergarten 1 st Day of School
August 31	Open House
September 2016	
September 5	Labor Day- School Closed
September 7	1 st Quarter Progress Reports
September 9	Grandparents Day
September 15	Literacy Night
September 29	Back-to-School Dance/Sock Hop
September 30	Professional Development- No School for Students
October 2016	
October 3-7	1 st Quarter ANet Assessments
October 5	Walk or Bike to School day
October 12	Anti-Bullying Day/ 1 st Quarter Report Card Conferences
October 10 - 14	Fire Prevention Week
October 14-18	Fall Break- School Closed
October 24 – 28	Red Ribbon Week
October 22	Susan G. Komen Walk
October 28	Harvest Festival
November 2016	
November 8	Election Day- School Closed
November 9-15	School-Wide Community Service - Second Harvest Food Bank
November 16	2 nd Quarter Progress Reports
November 21-25	Thanksgiving Holiday-School Closed
December 2016	
December 12-16	2 nd Quarter ANet Assessments
December 15	Winter Wonderland
December 19	Toy Give-A-Way
December 20	Professional Development ½ Day for Students
December 21- Jan. 3	Winter Break- School Closed
January 2017	
January 12	2 nd Quarter Report Card Conferences- ½ Day for Students
January 16	Martin Luther King, Jr. Holiday- School Closed
January 20	Doughnuts With Dad
January 31	Math Night
February 2017	
February 8	3 rd Quarter Progress Reports
February 13-17	3 rd Quarter ANet Assessments

February 21	Black History Program
February 24	Professional Development- No School for Students
February 27-28	Mardi Gras Holiday-School Closed
March 2017	
March 1-3	Mardi Gras Holiday-School Closed
March 17	Professional Development- No School for Students
March 9	Dr. Seuss Day/Read Across America
March 20-24	4 th Quarter ANet Assessments
March 29	Career Day
March 30	3 rd Quarter Report Card Conferences
April 2017	
April 3-13	4 th – 8 th Grade LEAP ELA, Math, Social Studies Testing
April 14-21	Spring Break-School Closed
May 2017	
May 1-5	3 rd Grade LEAP ELA, Math, Social Studies Testing
May 4	3 rd – 8 th Grade LEAP Science Testing
May 4 – 7	8 th Grade Trip
May 12	Muffins with Mom
May 15-19	4 th Quarter Final Exams
May 15	Pre K/Kindergarten Promotional Ceremonies
May 17	8 th Grade Award Celebration Ceremony
May 19	Crawfish Festival
May 22	1 st – 7 th Grade Awards Celebration
May 24	Students Last Day of School- ½ Half Day

Arrival/Dismissal

The school day begins at 7:15 a.m. (Breakfast). Students are considered tardy after 7:50 a.m. **Students arriving after 7:50 a.m. should enter the building from the Arts Street gate and must be signed in by a parent in the front office.**

The school day ends at 3:00 p.m. There will be a \$5.00 charge for students not picked up by 3:15 p.m. and a charge of \$1.00 each minute after 3:15 until the student is picked up. Repeat instances of tardiness to school and picking up students late will be referred to the school social worker.

Only those students who participate in extra-curricular or tutoring programs may remain after school. Students MAY NOT remain after school with siblings who are participating in scheduled extra-curricular activities or tutoring programs.

Attendance

Regular school attendance is essential for all students and schools will work cooperatively with students and parents/guardians toward that end. Regular and punctual attendance is important in the development of an effective learning environment as well as ensuring student success in the classroom. **New Beginnings Charter School Network requires each parent and student to sign a School Attendance Contract to sign a statement of compliance.**

Pre-Kindergarten Attendance

A student who is **absent or tardy five (5) or more days** without evidence or excused absences in any nine-week grading period may be removed from the Pre-Kindergarten Program.

Budget

All students are required to pay a school budget. This budget covers the cost of the school identification card, school t-shirt (must be worn to participate in field-trips), P.E. Uniform, and Enrichment Fees.

- PK-1st Grade-\$30.00: ID Picture, Spirit/Fieldtrip Shirt, Technology Fee
- 2nd – 8th Grade-\$45.00: ID Picture, Spirit/Fieldtrip Shirt, P.E. Uniform, Technology Fee

(The budget for 2nd – 8th grade is \$30.00 if student already has a P.E. Uniform)

Bus Transportation Service

Gentilly Terrace provides school bus transportation for students. To provide students safe and timely transportation parental support and cooperation are required to help students understand the rules and expectations of riding the bus and the consequences of misbehavior. Parents and students must sign a Ridership Agreement form in order to receive bus service. Failure to comply with the Ridership Agreement may result in loss of bus service.

School Bus Safety Rules:

- Follow the directions of the bus driver at all times.
- Eating, drinking, and chewing gum are not allowed on the bus.
- Keep bus aisles clear of books, bags, feet, legs, etc.
- Rude, vulgar, obscene language or actions are not allowed.
- Keep hands, feet, and other objects to yourself at all times.
- Remain seated at all times.
- Be at the bus stop 10 minutes prior to schedule pick up time.
- Look both ways before crossing the street.
- Use proper boarding and departing procedures.

Car Pool

Carpool students are dropped off and picked up on Painters Street. **Students may not be dropped off prior to 7:15 a.m. and must be picked up after school by 3:15 p.m.** Students who are repeatedly dropped off early or picked up late will be referred to the school social worker.

Cell Phones

Students must turn in cell phones to their homeroom teacher each morning. Cell phones are given back at the end of the school day. Cell phones are NOT to be visible, heard, or used in the school building or on school grounds. **Please refer to the cell phone policy for more information.**

Change of Address

It is very important, especially when a student becomes ill or is injured, that the school have current addresses and phone numbers in order that parents can be contacted. Please be sure to notify the school of changes of home address, phone number, place of employment, or emergency numbers.

Check In/Check Out

Students who arrive at school after the school day begins must report to the office with a parent or guardian to check-in before reporting to the classroom. Please refer to the attendance policy regarding tardiness. Students who leave school for any reason must sign out through the Office. Students may only be signed out by persons whose name(s) appear on the student data sheet. **Picture identification must be presented. Students will not be permitted to sign out on the basis of a telephone call from parents or others. Students receive important end of the day instruction and homework and should not be checked out after 2:30 p.m.**

Communication

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or the principal. The school uses these methods to communicate with families:

- Weekly newsletter regarding school activities
- E-Mails- we MUST have an e-mail address on file for each student
- "School Messenger" phone system

Counseling Department

The School Counseling Department is a service of the total school program providing academic, technology/career, and personal assistance to students. Throughout the school year, students should benefit from all opportunities provided by the department. A professional school counselor is a certified, specially trained, caring person who provides guidance to all students. The professional school counselor will:

- Assist students daily with class scheduling, curriculum questions, personal problems, grades, study habits, attendance, school, home, friends, etc.
- Schedule appointments with students as needed.
- Provide classroom guidance activities, individual and group counseling, career interest inventories and academic planning.

Discipline

Each student is responsible for his/her own behavior. Gentilly Terrace Charter School expects the highest standard of conduct and decorum of all students. The Student Code of Conduct and Discipline Handbook must be signed by students and parents/guardians. Students are expected to:

- demonstrate respect for self and others.
- demonstrate courtesy to others.

- behave in a responsible manner.
- cooperate with others.
- attend class regularly.
- be prepared for class.
- take seriously the course of study.
- dress appropriately.
- cooperate with school officials.
- respect other's property.
- adhere to the code of conduct.

Students are expected to be ambassadors for their school and must conduct themselves in a respectful and considerate way at all times whether at school, on school grounds, in route to and from school, or in the community. Students who misbehave, show disrespect to school employees, show disregard for school property, or disrupt school activities shall be subject to appropriate disciplinary action.

Dress Code/Uniform Policy

ALL students are expected to adhere to the Gentilly Terrace Dress code each day. When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. In addition, the student may also receive a disciplinary consequence for repeatedly violating the school's dress code policy.

Dress Code/Uniform Policy

Shirts: Navy Blue Polo Style Shirt w/Logo- PK-3rd Grade
 Light Blue Polo Style Shirt w/ School Logo -4th – 8th Grade
 Oxford Shirt (4th – 8th grade ONLY)
 Vest (can only be worn with the oxford shirt-4th – 8th grade ONLY)

Bottoms: Navy Blue or GT Plaid Pants, Shorts, Jumpers (PK-3rd Grade)
 (Shorts must be knee length for boys and girls)
 Navy Blue or GT Plaid Pants (4th – 8th Grade) **NO SHORTS**
 No Sagging or Tight pants
4th – 8th grade students MAY NOT WEAR SHORTS

Shoes: **SOLID ALL BLACK SHOES (NO BOOTS)**

Socks: Black/Blue or White Socks

Belts: Black or Navy Blue-(ALL students that wear shorts or pants must wear a belt.)

Outerwear: Navy Blue Cardigan with School Logo
 Navy Blue Sweatshirt with School Logo (**NO HOODS**)
 Navy Blue Jackets with School Logo
Students MAY NOT wear any type of hoodies.

Headwear: Hats, caps, sweat bands, earmuffs and bandannas are not allowed. Knit caps may be worn outside only in cold weather. Hair accessories must be in school colors- Navy Blue, White or Yellow. No headbands with flowers or any other ornamentation/decorations

Jewelry: Girls earrings should be no larger than a quarter. No excessive necklaces or bracelets- No more than 1 (one). No piercings other than ears for Girls. No piercings for boys at all. Boys **MAY NOT** wear earrings at all.

Book Bags **ALL students MUST bring a book bag to school each day with all materials and supplies.**

Electronic Devices/Toys

IPods, radios, tape players, CD players, toys or other electronic devices and any other sound-producing device, which may be distracting or disruptive, should NOT be brought to school. Cell phones are NOT to be visible, heard, or used in the school building or on school grounds. Confiscated cell phones and electronic devices will only be returned to parents AFTER SCHOOL. They WILL NOT be returned to the student.

Extracurricular Activities

Students are encouraged to participate in extra-curricular activities. Extracurricular activities are those activities that are associated with district approved, school sponsored organizations. They support learning through leadership development or guided practice by providing venues for using skills, attitudes, and knowledge that will enrich student preparation for post-secondary experience. Parents and students are reminded that participation in extracurricular activities and extracurricular organizations, including athletics, school clubs, and school organizations is a privilege, not a right. Since extracurricular activities are optional, those who elect to participate will be held to higher standards of behavior and performance in and out of school.

Field trips

Fieldtrips are an essential part of the school curriculum and opportunity for students to extend their learning beyond the school building. **Students attending school approved field trips must have a signed consent slip submitted and MUST wear the Gentilly Charter School Spirit Shirt.** Field trips are an extension of the normal school day and the same behavioral expectations are required for participation. **Field trips must be paid for by the due date. Payments for fieldtrips will not be accepted on the day of the trip.**

Food Service (Child Nutrition Program)

Gentilly Terrace Charter School operates a cafeteria that provides breakfast and lunch. All students receive free Breakfast and Lunch. **Students are NOT permitted to bring snacks such as candy, potato chips or soft drinks to school unless permission had been granted by the school administration for special activities.**

Any student who suffers from food allergies should contact the school nurse or the principal. The nurse or principal will work with the cafeteria staff to develop a plan to address the student's needs.

Grading Scale

In order to give students an appraisal of achievement in individual courses, report cards conferences are held at the conclusion of each quarter. In addition, interim progress reports will be sent home/mailed to parents. The following scale is used for grading:

A =	93 – 100	I =	Incomplete
B =	85 – 92	W =	Withdrew
C =	75 – 84		
D =	67 – 74		
F =	66 and Below		

Student must attain at least a D in each promotional subject: English/Language Arts, Math, Science and Social Studies to be promoted. 4th and 8th grade students must also pass the state standardized testing with a minimum passing score set forth by the state department of education. Students with excessive absences may fail for the school year and not be promoted.

Identification Cards (ID)

An identification card (ID) will be issued to all students and must be visible at all times. Once ID is issued, this card must be presented upon request to any member of the faculty or staff during the school day or at any school function. Failure to do so subjects the student to disciplinary action. There will be a \$1.00 fee for lost ID cards.

Illness and Health History

A student who becomes ill during the school day should report to the office or to a teacher. Students who become ill should not leave the building without properly notifying school officials. All accidents and injuries must be reported to the instructor and/or the office. In case of serious injuries or illness, parents/guardians will be notified. Parents should inform the school principal and nurse concerning students who require immediate or special consideration, such as nose bleeds, diabetes, epilepsy, hearing conditions, or any other physical restrictions.

Immunizations

Louisiana law requires that all students have age required immunizations. Non-Compliance with the state school immunization law can pose a significant public health risk to students, staff and the community. If a child is not in compliance with the immunization schedule the student will be excluded from school until an up-to-date shot record is provided.

Intervention Services

Parents who are concerned about their child's progress should speak to their child's teacher about the intervention process. The student's progress is then closely monitored. Students who do not show progress in their regular education classes over several weeks are referred to the school's Response to Intervention (RTI) team for review and further assessment, to determine eligibility

Late Pick-Up

School dismissal is 3:00 p.m. There is a late pick-up fee of \$5.00 for students not picked up by 3:15 PM. An additional fee of \$1.00 per minute is charged for every minute past 3:15 PM. Habitual tardiness to pick up students will be referred to the school social worker.

Medication

Parents/guardians have the primary responsibility for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Students requiring medication during school hours may bring medication to school following these guidelines:

- All medications should be taken directly to the office by the parent. Medication may not be kept in the classroom nor may the student administer their own medication.
- A statement indicating proper dosage, time and duration signed by the doctor is required.
- A written request and permission from the parent to the administrator shall be required.
- Medication shall be brought to school in appropriately labeled containers.
- Medication shall be kept in a locked storage area by school officials until the time it is to be administered by the school nurse or designee.
- Parents must pick up left over medication. Students may only take home empty medication containers.

Self-Administration of Prescription Asthma Medicine by Students

A student with asthma may possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity if written authorization, signed by the parent, for the student to self-administer and written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states that the student has asthma and is capable of self-administering, the name of the medicine, the time and/or circumstances under which the medicine may be administered and the dosage

Organizations/Clubs

Clubs and organizations covering many topics of interest may be offered to allow students the opportunity to grow and develop. Parents and students will be provide information regarding the various types of clubs and organizations and the requirements for participation.

Parent /Teacher Conferences

Parent/Teacher conferences are encouraged. However, **teachers may only meet with parents during non-instructional time.** If you wish to talk with the teacher at any other time, please send a note or call to request an appointment. Report card parent/teacher conferences are held each quarter to discuss and review students' progress.

Positive Behavior Intensive Support (PBIS)

School-wide Positive Behavior Support is an approach to creating and maintaining safe and effective learning environments in schools. Designed to improve behavior and academic performance by teaching and reinforcing positive behavior, it uses data as a basis for determining the reasons for problem behavior and providing

Response to Intervention (RTI)

Gentilly Terrace Charter School uses Response to Intervention (RTI), a tiered process that provides high-quality, research-based instruction and interventions matched to a student's academic and behavioral needs. Other essential components of RTI are monitoring academic and/or behavioral student progress and making data-driven decisions about student curriculum based on a review of that progress.

School Nurse

The nurse's primary role is to improve the physical and mental health of students based on campus. This includes emergency care, providing for a student who becomes ill at school, dispensing medication according to policy, and maintaining proper Immunization and other relevant medical records. If a child does become ill or is injured at school, he/she will be given first aid and the parents will be notified if the severity of the injury or illness warrants such action. Please alert the nurse of all students who appear to be affected by an illness that is contagious.

Social Worker

School Social Workers are a vital part of the total educational team. Working in collaboration with parents, school counselors, school nurses, teachers and administrators, the School Social Worker integrates the information from all of these sources to provide social, emotional, behavioral and adaptive functioning support to the child, the child's family and the school.

Special Education and 504 Accommodations

Teachers work collaboratively with special education teachers to maximize the success of students with special needs. Teachers will make any necessary adjustments to instruction for students receiving special education services, Limited English Proficiency (LEP) or 504 accommodations.

Student Records/Family Educational and Privacy Act (FERPA)

In keeping with the Family Rights and Privacy Act, student information and family information are completely confidential. Student names, addresses, phone numbers, and other personal information may not be shared with others without parent permission. Consent from either parent is sufficient unless a court order precludes one parent, or indicates both parents must sign. Discussion of details regarding student progress and personal problems will occur only with staff directly serving the student and/or the family. Educational or medical information about a student can only be obtained from or shared with other agencies after the appropriate forms have been completed and placed in the student's file. Upon request, it is the right of every parent/guardian and of every eligible student to read or have read, explained, and interpreted to them each and every portion of the student's record.

Textbooks/Novels

Students are responsible for the care of textbooks and novels issued to them. Textbooks and Novels that are issued must be returned at the end of the school year in good condition. A replacement fee will be assessed if textbooks/novels are not in good/useable condition. Students will not be given final report cards or records released until the textbooks/novels are returned.

Visitors on Campus

Parents are always welcome provided arrangements are made twenty-four (24) hours prior to class visits. You must sign-in in the office once you enter the building. Parents are not allowed to go directly to classrooms. **Only those persons who have presented themselves to the school office or have permission from the principal may visit a classroom.** This policy is in place for the safety of students and staff and to ensure that teachers are able to focus on instruction. Parents may NEVER report directly to a teacher's classroom, you must report to the office first.

Volunteers/Chaperones

We strongly encourage and welcome parent volunteers in the classrooms, the school and as chaperones. In order to ensure a safe school environment, it is important that all parent volunteers complete a background check prior to volunteering at the school. If you would like to volunteer, please complete a background check with the New Orleans Police Department and return it to the school secretary

Withdrawals/Transfers

To withdraw from a school a student must be accompanied by a parent/guardian. The counselor's office must have the new school's name and address. All withdrawal requests must be made twenty-four (24) hours in advance by a parent/guardian by completing the school withdrawal form. Parent/guardian identification must be provided when withdrawing student.