

2017-2018
GES

Gramercy Elementary School



“We’re in the Business of
Building Futures”

Student Handbook

Kay D. Dornier, Principal



WELCOME

Thank you for entrusting us with your most precious gift. We pledge to provide a nurturing, caring, and safe environment in which your child will develop academically, creatively, culturally, emotionally, socially, and physically. We are striving for excellence and look forward to working with you to achieve our school's goal: to become an "A+" school in our state's accountability system.

With your support we will pursue new and promising instructional strategies aligned with the Louisiana Student Standards that will undoubtedly pay huge dividends. Our doors are always open if you should have any questions. Thanks again for your confidence in our ability to provide your child with a quality education.

Sincerely,

Kay D. Dornier, Principal



MISSION



Gramercy Elementary School will provide a Great Educational Start to ensure all students grow academically and become lifelong learners.



GES invites you to take an active role in your child's education by visiting our campus, conferencing with teachers, volunteering, attending performances and sharing sessions, and partaking in the many activities throughout the school year. You are your child's greatest role model and advocate. We look forward to working with you to make this a rewarding school year for your most precious possession – your child!

GES MOTTO



**“Building Futures
through
Excellence”**



Our philosophy is grounded in the following belief statements:



- All children can learn in an environment that respects and nurtures individual potential, individual differences, and individual needs.
- Excellence is an achievable standard.
- The family/school/community connection is essential to the success of student learning.
- Change is a necessary component of growth.
- Individuals are responsible and accountable for their actions.
- Self-discipline and respect for others are qualities for lifelong achievement.
- Embracing diversity enriches the learning environment.
- Technology is an integrated tool for learning.
- Students are valued individuals with different abilities and interests.
- Effort affects learner outcomes as much as intellectual ability.
- Real life experiences enhance learning.
- The learning environment must be clean, safe, and conducive to learning.
- Children want to be successful and do the right thing.
- The success of the school is vital to our community.
- We hold in our hands, the most precious gift of all: **children.**



In accordance with our philosophy and belief statements, our school's objectives are:

1. To sustain an environment conducive to learning.
2. To provide learning experiences to meet individual differences and abilities.
3. To utilize various teaching strategies to encompass all modes of learning.
4. To instill in students the importance of respect for property – public, private, and personal.
5. To provide opportunities for students to learn and practice good health habits.
6. To teach concepts of acceptable social behavior through classroom activities.
7. To provide extra-curricular activities that will stimulate students' interest and participation.
8. To maintain open lines of communication with parents with regards to the school's program, philosophy, objectives, and pupil progression.
9. To enhance brain development and produce strong academic students through the Common Core curriculum.



School Info

School Hours

Beginning Time ~~~~ 7:55 am

Dismissal ~~~~~~ 3:05 pm

ARRIVAL/DISMISSAL

Our duty schedule begins at **7:25am**; therefore, **there will be NO supervision of students** before that time. **ALL** students must arrive **after 7:25am**. Any student arriving after **8:00am** will be considered tardy. Parents **must** go to the secretary's office to "sign-in" tardy students. Carpool students wishing to eat breakfast must be at school by 7:45am.

REMINDER – 3 unexcused tardies/sign-outs constitute 1 day of absence for parish perfect attendance.

Parents who pick up children after school must wait in the carpool line, enter on the left side of the school, display carpool number, and follow the instructions of the duty personnel. **To ensure the safety for all children, parents must drive through the carpool line to pick up children – students will NOT be allowed to walk across campus to get into cars.**

CHECK-OUT PROCEDURES

Students who need to leave the school grounds before regular dismissal must be "signed out" in the secretary's office. Parents are requested to send a note notifying the teacher of an early checkout. **NO sign-outs after 2:45 p.m.**

TRANSPORTATION CHANGES

Parents are requested to send a note notifying the teacher if a child's normal after school transportation will be changed. Parents requesting bus changes must send a written request to the office which will be sent in for approval.

School-Wide Discipline & PBIS

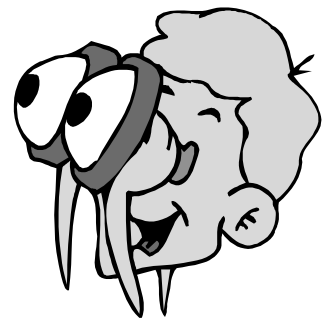
GES uses a proactive school-wide system of support to teach and support appropriate behaviors in a way that establishes a culture of competence within the school. Our discipline policies are based on State Legal Statute and District Policy adopted by the St. James Parish School Board. Please refer to the St. James Parish Student Policy Manual for the district's discipline policies.

SCHOOL EXPECTATIONS

- ☑ Be respectful.
- ☑ Be responsible.
- ☑ Be prepared.

Students are expected to be a **“True Gator”** by practicing the following classroom expectations at all times.

1. Follow teacher's directions.
2. Raise your hand for permission to speak.
3. Stay in your assigned seat or area.
4. Keep hands, feet, objects, and unkind comments to self.



Disrespect and vulgarity will not be tolerated!

PBIS Policies Continued

** Our school's Positive Behavior Intervention Support will be based on students earning "**Gator Bucks**" and "**Miles to Good Behavior**". If a student stays on "green", then he/she will earn 2 miles for that day. Students can also earn gator bucks when teachers observe them meeting the school's expectations. Individual classrooms will have their own place for students to store gator bucks and will track each student's miles to good behavior.

Weekly Activities ---

Students will be able to cash in their gator bucks for various items/activities within their classroom and/or at our school's "**Gator Store**".

Monthly Activities ---

Students earning a pre-determined number of miles for each month will be able to participate in our school's "**Good Treat**" at the end of each month. The number of miles and "Good Treat" activity will be announced at the beginning of each month. (It will also be printed on our monthly calendars.)

Semester Activity ---

Students with **no office or bus referrals** for each semester will attend a PBIS Gator Activity.

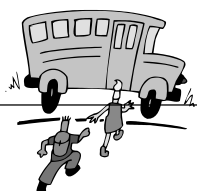
End of Year Activity ---

Students with **no office or bus referrals** for the entire year will attend Splash Day. Students must be in attendance at least one 9-week period to qualify for this award.



School-Wide Area Expectations

BUS ---

Be Respectful	Be Responsible	Be Prepared
Talk softly to neighbor – use Level 1 voice	Keep all items in school bag	Walk in a single file line
Keep hands, feet, objects, and unkind comments to self		Go to assigned seat
Follow directions first time given		Remain seated, facing front

CAFETERIA ---

Be Respectful	Be Responsible	Be Prepared
Talk softly to neighbor – use Level 1 voice	Wait your turn in line – use Level 0 voice	Walk at all times
Keep hands, feet, food, and unkind comments to self		Wash hands before getting plate
Follow directions first time given	Clean your area (table and floor)	Get tray, milk, and utensils
Chew with mouth closed and use napkin		Go to assigned seat

HALLWAY ---

Be Respectful	Be Responsible	Be Prepared
Use Level 0 voice	Sign Exit Log when leaving class	Walk at all times
Keep hands and feet to self	Stay in a straight line	Follow appropriate dress code
Leave other people's property alone	Follow teacher-given directions	

School-Wide Area Expectations

PLAYGROUND ---

Be Respectful	Be Responsible	Be Prepared
Play fair	Stay in assigned playground area	Ask duty teacher to use the restroom
Keep hands, feet, and unkind comments to self	Return equipment to its proper place	Listen for teacher signal to line up when recess ends
Let everyone have a turn	Walk and stand in class line after recess	Check for appropriate dress code after recess
Share the equipment	Follow hallway expectations	Practice safety first



RESTROOM ---

Be Respectful	Be Responsible	Be Prepared
Talk quietly - Level 1 voice	Flush toilet after use	Sign Exit Log when leaving class
Keep hands, feet, objects and fluid to self	Wash hands and put paper in trash	Have hands/pockets free of writing utensils
	Take care of restroom needs then leave	Check for appropriate dress code before leaving
	Follow hallway expectations	

School Procedures

ARRIVAL PROCEDURES ---

Preschool

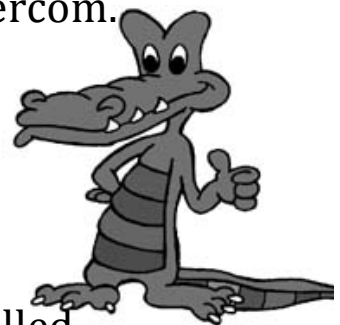
- Exit bus/car and enter through front doors of school.
- Walk to assigned area.
- Use Level 1 voice.
- Stay in assigned area with the duty teacher until your teacher arrives.

K-6th

- Exit bus/car and enter through front doors of school.
- Walk to cafeteria for breakfast or go to assigned area in the gym.
- In cafeteria: Place school bags in front of the stage.
- Follow cafeteria procedures.
- In assigned area: place school bags to your right.
- Use Level 1 voice.
- Keep hands, feet, and unkind words to self.
- Stay seated until teacher asks you to stand.
- Ask duty teacher for permission to use restroom or to leave the area.

DISMISSAL PROCEDURES ---

- Have school bag packed with homework materials.
- Listen quietly for bus or carpool to be called over the intercom.
- Remain seated until teacher dismisses each group called.
- Walk on center line to appropriate area.
- Keep all belongings in school bag.
- Level 0 voice in the hallway.
- Level 1 voice once outside by carpool or bus.
- Carpool students stay in assigned area until number is called.
- Bus students walk single file onto the bus and sit quietly.



Student Behavior Expectations

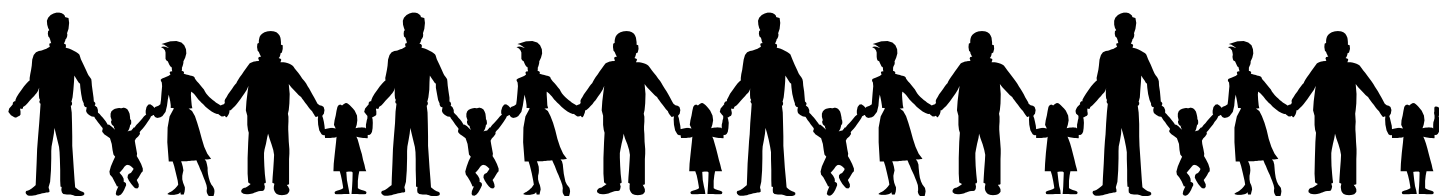
Students are encouraged to be self-disciplined. To become a responsible citizen, each student should learn: (1) to assume responsibility for his or her own behavior, and (2) to accept and deal with the consequences of his or her own behavior.

The St. James Parish School Board's Discipline Policy will be strictly enforced at GES as our instructional team feels a professional and moral responsibility to our students. Our goal is to guide them in the development of citizenship skills necessary to function successfully as a productive, law-abiding member of our democratic society.

Students who do their work and behave themselves appropriately do not normally have problems in school. Please discuss the behavioral expectations with your child. Our staff has high expectations for students. We need your support as we work together to provide the very best learning environment for all students.

1. Students will be expected to respond in a positive and timely manner to the direction or request of all staff members and adults.
2. Students are expected to complete all class assignments following teacher's direction to the best of their abilities.
3. Students should respect the personal rights and property of their classmates and others.
4. Profanity or vulgar expressions of any kind are absolutely unacceptable.
5. Care of school property and equipment is of utmost importance. All students are charged with the responsibility of helping to maintain a neat and orderly school environment.
6. Students are expected to refrain from rough or aggressive play (e.g., pushing, shoving, tripping, play fighting, and tag games), which may result in injury to themselves or others.

7. Fighting, provoking a fight, or intimidation is prohibited. Students must avail themselves of the resources here at school to resolve conflicts. Students should contact one of the following: a teacher, administrator, counselor, or other staff member.
8. Common playground and classroom courtesies are expected of all students. Students using playground equipment/apparatus should refrain from stunts or activities that have been judged to be dangerous. Hold onto bars with both hands at all times.
9. Keep to the right and walk quietly in the hall, classroom, and cafeteria.
10. Use a hall pass or name tag when going to the restroom, special class, or office. Don't loiter.
11. Personal toys and electronic devices should be left at home unless brought for a class project and/or teacher approved.
12. Orderly and otherwise appropriate behavior is expected of all students at all times.



School Procedures (cont.)

Gramercy Elementary “VOICE LEVELS”

0

NO TALKING

1

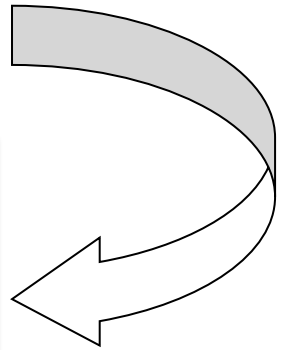
PERSON NEXT TO YOU CAN HEAR

2

SMALL GROUP CAN HEAR

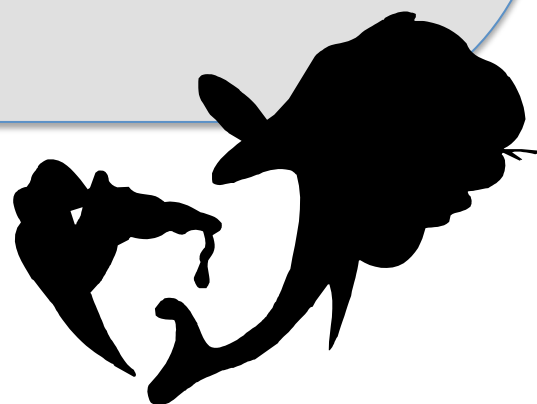
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OUTSIDE VOICE



Lunch & Breakfast Info

- Please refer to the parish's Student Policy Manual for all policies referring to lunch and breakfast.
- **Great news for you and your students!** All enrolled students of GES are eligible to receive a healthy breakfast and lunch at school at **NO CHARGE** to your household beginning **August 10, 2017** through the end of this school year. No further action is required of you. Your child (ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.
- If you have any questions, please contact Melinda Howard or Vivian Landry at the Child Nutrition Department at 225-258-4561 or 225-258-4560.
- Breakfast will be served from 7:25-7:45 daily. Carpool students wishing to eat breakfast must be at school by 7:45am.



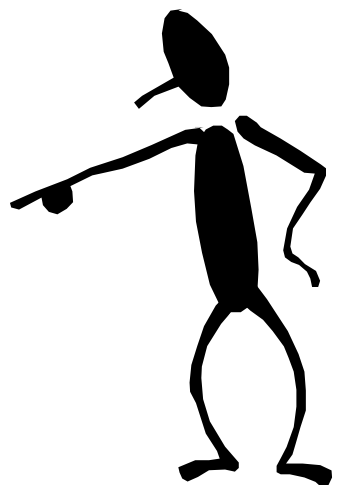
Attendance Information

- The parish's automated telephone system will notify parents when a child is not at school.
- When a student is absent, an absentee form (SJ2) or a doctor's medical excuse must be brought to school the day the student returns. Failure to bring in a medical excuse or SJ2 form will result in an unexcused absence for the student. Parents are allowed to use up to 2 (SJ2) forms in one school year.
- NOTE: After four (4) unexcused absences a referral will be made to the Child Welfare and Attendance Liaison.
- Please refer to the parish's Student Policy Manual for complete details concerning attendance policies. **NOTE: In order for students to participate in any extra-curricular or school related activity, he/she MUST be in attendance for at least ½ of the school day.**



ATTENDANCE LAW

NOTE: Please refer to the St. James Parish Student Policy Manual regarding state and parish attendance laws.



Other Policies

BICYCLES: Only students in grades 4 - 6 may ride a bike to school. If a student in grades 1 - 3 rides a bike, an adult must accompany the student. All students must bring a note from their parent giving permission to ride their bike to school. GES is not responsible for stolen bikes. Students may bring some type of locking device.

BIRTHDAY PARTIES: Birthday parties for individual students are NOT allowed in the rooms. Parents may send a snack limited to cookies or cupcakes, which may be served after lunch or at the end of the day. Please do not bring a cake that has to be sliced, presents, balloons, food, or other items.

BUS RIDERS: The Supervisor of Transportation plans all bus routes and stops. Parents who wish to make requests for changes in routes or stops must send a written request to our office. The request will be sent to the supervisor. Once the request is approved, the parent will be notified. Please contact First Student at 869-6630 for any questions/concerns regarding transportation.

CARPOOL SAFETY RULES:

- All cars must have a carpool number visible through windshield.
- Students will not be allowed to walk across campus to get into a car.
- Cars will form two lines side by side; cars first in line will pull past the covered drive.
- Students will wait for the duty teacher to signal for them to walk through the middle of the car line to enter their car.
- Several cars will be loaded at a time; once cars are loaded the duty teacher will signal for the line to move forward.
- Do not leave car unattended in the carpool line.
- Do not "skip" other cars waiting in line.
- Check all surroundings before driving off.

Other Policies (cont.)

CLASSROOM PARTIES: Teachers in all grades are allowed to have Christmas, Valentine's Day, and Easter parties.

CLUBS: Jr. Beta, 4-H, and Student Council are the service clubs offered at Gramercy Elementary. Members are expected to participate fully and follow each club's guidelines.

CONFERENCES: Parental involvement in the educational process is both necessary and important. Parents are asked to make appointments for conferences with teachers or the principal by calling the school's office at 258-4800. Teacher conferences must be scheduled during non-teaching time.

DRESS CODE: Please refer to the SJPSB Student Policy Manual for information regarding proper dress code. Gramercy Elementary School's color is "hunter green". Students may wear hunter green or white polo style shirts. They may also wear hunter green jackets or coats in addition to the parish approved colors. Students are also allowed to wear the school approved spirit shirt.

DRIVEWAY REGULATIONS: Please do not pass other vehicles (buses included) in the driveway during dismissal until the duty attendant signals that it is clear to go. Bus riders will be dismissed from the front doors of the school. Carpool students will be dismissed through the west side doors (ditch side) of the school. When dropping students off in the morning, drive through the west side of the school (carpool line). Parents who need to enter with their child, must park in the east parking lot and proceed to the front office.

EMERGENCY DRILLS: Fire, tornado drills, and shelter in place drills are conducted regularly. Detailed escape plans are posted in classrooms and reviewed with students regularly.

FIELD TRIPS: Parents will receive notices of field trips well in advance of the scheduled trip date and will have to sign field trip permission forms. The health and safety of the students are of prime concern when planning field trips. The principal has the right to deny participation/attendance in/at any school event/field trip if a student chronically fails to abide by school rules. This is necessary when the safety of other students may be jeopardized.

Parents invited to chaperone field trips must abide by the expectations of the teacher. Chaperones should consider the health and safety of the child first. Persons who do not follow the teacher's guidelines nor strive to follow safe practices will not be invited to chaperone again. NOTE: All parents who serve as chaperones are required to complete the SJPPSS parent field trip form. The forms will be kept on file in the school's office for one year. All students must ride the bus to and from field trips.

HOMEWORK: It is necessary for students to complete homework to help master skills taught. As partners in education, parents are encouraged to monitor and assist as needed. Students in grades K-6 are given a weekly contract on the first day of the school week. Homework is also posted on our school's website.

GENERAL SCHOOL RULES:

- Students are not allowed in teachers' restrooms.
- Students will not be allowed into the school until 7:25 a.m. There will be no supervision for students arriving before this time.
- Students may not loiter in the front of the school building.
- Students are not to be dropped off in the bus loading area.
- During dismissal, students are to get on their designated bus or be picked up in the carpool line.
- Parents/guardians will not be allowed to walk up to get students during dismissal. This is a safety issue and we want to protect our students. All cars are to drive through our covered "car pick up area" and duty teachers will assist in loading students.
- No sign-outs after 2:45 p.m.
- Students are considered tardy and must be signed in by a parent/guardian.

Other Policies (cont.)

ILLNESS or INJURY: If a student becomes ill or gets injured, parents/guardians will be contacted immediately. The district's nurse will be called for emergencies. If parent contact cannot be made, the office will call the sheriff's office for assistance in locating the parent. If emergency medical treatment is necessary and parents are not available, the student will be taken to the emergency room at the local hospital.

LOST AND FOUND: Please put your child's name on all removable clothing, book bags, lunch boxes and any other items he/she can put down. Small items, such as glasses, keys, and wallets if found are kept in the office. Clothing will be kept in a bin. All unclaimed items will be periodically donated to St. Vincent de Paul's charity.

MEDICATION: Teachers cannot give students medication. All medication must be housed and administered in the school office. A form signed by the physician must be on file in the office.

MONEY OWED: Students who owe money to the school will not be allowed to participate in any "extra curricular" activities until all debt is paid.

VISITORS: We welcome visitors, especially the parents of our students. Our board policy requires all visitors to sign in in the school's office with a valid license. This policy is for the safety of our students. Classroom visits are limited to 20 minutes unless approved by the administration. Any person coming into the school for any reason is a visitor. **At no time may a teacher leave the class unattended to have a conference or visit outside the classroom.** The instructional time belongs to the students. Parents should make an appointment with a teacher if a conference is needed.

It is never permissible for a parent to confront another parent's child for any concern. If your child encounters a problem with another child, please contact the teacher or the office immediately.

STUDENT AWARDS & CONTESTS: Students participate and compete in a variety of activities and contests throughout the year.

“Superintendent’s Honor Roll” – students maintaining all A’s for the 9 weeks will receive a certificate, pencil, and community coupons at the Honor’s Assembly.

“Principal’s Honor Roll” – students maintaining all A’s and B’s for the 9 weeks will receive a certificate, pencil, and coupon at the Honor’s Assembly.

“School’s Honor Roll” – students maintaining all A’s and B’s and only one C for the 9 weeks will receive a certificate and pencil at the Honor’s Assembly.

“BUG” – students who bring up a grade in at least one subject, without going down in another subject, earn the “Bring Up Grade” award for the 2nd, 3rd, or 4th nine week period.

“Perfect Attendance for Year” – students who do not miss any days (excused or unexcused) or no more than 3 tardies or early sign-outs will be awarded a perfect attendance certificate at the end of the year awards assembly.

SIXTH GRADE END OF YEAR AWARDS PROGRAM: Students must be in good academic and behavioral standings to participate in the sixth grade end of the year program.

Technology Policy

Students are expected to treat all technology devices, including laptop cases, as school property. Students will be responsible for damages to any of the devices as outlined in the Student Policy Manual.

Students must adhere to the district’s “Acceptable Use Policy” when using these devices or face consequences outlined in the district’s handbook.



Teacher Bill of Rights

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

1. A teacher has the right to teach free from the fear of frivolous law suits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 17:416 – 416.16 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his/her classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the students in the custody of the principal or his/her designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.2.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
10. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.
11. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM
2017-2018 SCHOOL CALENDAR

Administrative Days	Full-Days (All School Personnel)	Monday-Wednesday August 7-9, 2017
First Day for Students	Full-Day	Thursday, August 10, 2017
Labor Day		Monday, September 4, 2017
Professional Development Day	Full-Day (All School Personnel)	Monday, September 11, 2017
Fall Break		Thursday-Friday October 12-13, 2017
Professional Development Day	Full-Day (All School Personnel)	Wednesday, November 1, 2017
Thanksgiving Holidays		Monday, November 20, 2017 - Friday, November 24, 2017
Christmas Holidays		Friday, December 22, 2017 - Thursday, January 4, 2018
Administrative Days	Full-Day (All School Personnel)	Wednesday, January 3, 2018 Thursday, January 4, 2018
Students return to school		Friday, January 5, 2018
Martin Luther King Holiday		Monday, January 15, 2018
Mardi Gras Holidays		Monday, February 12, 2018 - Friday, February 16, 2018
Professional Development Day	Full-Day (All School Personnel)	Friday, March 9, 2018
Easter Holidays		Friday, March 30, 2018 - Friday, April 6, 2018
High School Senior Awards Night	SJHS/LHS - 6:00 p.m.	Wednesday, May 16, 2018
High School Graduation	SJHS 6:00 p.m./LHS 8:00 p.m.	Friday, May 18, 2018
8 TH Grade Pinning Ceremony	SJHS/LHS - 8:00 a.m.	Wednesday, May 23, 2018
Early Dismissal	District	Wednesday, May 23, 2018
Last Day for Students/Early Dismissal	District	Thursday, May 24, 2018
Last Day for All School Personnel		Friday, May 25, 2018

Gramercy Elementary

601 East 2nd Street
Gramercy, LA 70052



Kay D. Dornier, Principal

Harry Francois, Asst. Principal

225-258-4800

www.stjames.k12.la.us