



G.T. Woods Elementary

The Eagle Soar

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EAGLES SOAR!

Stay Safe

*Offer kind words
and actions*

Act Responsibly

*Respect everyone
and everything*

SCHOOL HOURS

Students Arrival	8:10a
Classes Begin	8:40a
Tardy Bell	8:50a
Dismissal	3:30p
Office Hours	8:00a - 4:00p

Woods' Procedures for Parents and Students 1617

Soaring to Excellence!

Our vision at G.T. Woods is for all of our students to excel as critical thinkers and problem solvers, with the skills needed to compete in a global society. We believe that our students will accomplish their goals with support from their families and teachers.

Your child will learn challenging content in reading, writing, math, science, and social studies. It is very important that your child is in school *everyday* and *on time* so that they can have the full advantage of learning the information that they need to be successful. We will have parent meetings throughout the year to discuss what your child should know and be expected to do at his/her grade level. We welcome family involvement and encourage you to communicate with us about any suggestions or concerns you may have about your child's education.

This newsletter contains G.T. Woods' procedures and guidelines that are aligned to the district policies. For complete, detailed information please read the *JPPSS Procedures and Policies for Parents and Students* handbook. Sign and return all appropriate forms to your child's teacher.

G.T. Woods Mission

Our mission is to provide opportunities for students to learn through quality, differentiated instruction. We share the responsibility to ensure that all students soar to their highest potential in a secure environment.

OPEN HOUSE

Monday, August 22
5:30 - 7:00pm

ARRIVAL/DISMISSAL

Arrival time for students: 8:10 - 8:40am

Students are not allowed on campus before 8:10am unless it is a scheduled activity or appointment.

Entrance:

All walkers and car rider students must enter the campus through the Helena Street gate. All walkers must cross at the crossing guard on 31st and Helena Streets.

Breakfast:

Breakfast is served from **8:10—8:40am** for K-5th students. PreK students are served breakfast from 8:40– 9:00am. Breakfast will not be served after these times.

Dismissal time: PreK: 3:25pm K-5th: 3:30pm

Students must be picked up from school no later than 3:45pm. Conferences will be held with parents with excessive late pick-ups.

Exit: All walkers and car riders exit through the Helena Street gate. Parents must wait at the gate to pick up their children. Students will not be released on the porch or front parking lot to parents, except in cases of inclement weather. All walkers must cross at the crossing guard on 31st and Helena Streets.

Cont'd on p. 2 "Arrival/Dismissal"

ARRIVAL/DISMISSAL, CONT'D

Buses

Read the “Safety Guidelines for Students Riding School Buses” in the *JPPSS Procedures and Policies for Parents and Students Handbook*

Only students assigned to a school bus will be allowed to ride the bus.

Students who are assigned to a bus will not be allowed to walk home unless the parent/guardian notifies the principal in writing about the arrangement. A copy of the note will be forwarded to the bus driver and transportation department.

PreK students: The parent or designee (16 years or older) must be at the bus stop to place the child on the bus in the morning and receive the child from the bus in the afternoon. If the parent or designee is not at the bus stop in the afternoon, the student *will be* brought back to the school and must be picked up at the school.

Only busses will be allowed in the front parking lot during morning arrival and afternoon dismissal.

Students who violate bus rules may receive discipline consequences and be suspended from the bus.

ABSENCES/TARDIES

*****Instructional time begins at 8:40am.*****

All absences and tardies are marked **unexcused** until a valid written excuse is received such as a doctor’s note, court appointment, a death in the immediate family, or any other district approved absence. If your child is sick and is not under a doctor’s care, a handwritten note by the parent/guardian may be sent to the school; however, handwritten notes will be accepted on a limited basis and they will be reviewed by the principal.

If your child has a chronic illness that affects his/her attendance, a chronic disability form, completed and signed by your child’s doctor, must be on file at the school. This form must be updated each school year. Request the form from the school office.

Students are allowed only **10 unexcused absences** per year. Students may be retained due to excessive absences. Parents will be notified through the automated phone system when students are absent from school. Students with excessive absences are referred to Truancy. Tardies and early check-outs are automatically added to students’ official attendance reports.

Early Check-outs: Office staff will not call students from class for dismissal between **3:15—3:30pm**. Parents must wait until dismissal time to pick up their children.

Students are tardy after **8:50am**. Students, along with their parents/guardians, must report to the office for a tardy slip if they are late to school. The following consequences will be administered for unexcused tardiness to school per semester:

1st Offense:	Verbal warning
3rd Offense:	Tardy Letter
5th Offense:	Parent Conference
7th Offense:	Detention
8th or more	Parent Conference/Truancy Referral

Students with zero “0” unexcused absences or tardies will be eligible for PBIS rewards.

Communication Devices

Per JPPSS policy, students are allowed to possess electronic telecommunication devices; however, they must be **COMPLETELY OFF** and must not be visible or audible while students are on the school grounds. The school will not assume responsibility for theft, loss, or damage of an electronic device or unauthorized calls made on a cell phone. Devices will be confiscated by the administration if they are audible or used by students during the school day and will be returned only to the parent/guardian.

POSITIVE BEHAVIOR INTERVENTION SUPPORT SYSTEM (PBIS)

The Positive Behavior Intervention Support System is a proactive system that establishes and teaches appropriate expectations, rewards positive behavior, and uses data to make informed decisions about school procedures and individual student behavior plans. PBIS focuses on the importance of positive relationships among all members of the school community to promote academic excellence. Our schoolwide behavioral expectations are: ***Stay safe, Offer kind words and actions, Act responsibly, Respect everyone and everything.*** This year, we are continuing to focus on teaching the expectations and providing explicit examples of expected behaviors. We are implementing a point system to aid in monitoring student behavior. Please support PBIS at Woods by reviewing behavior expectations with your child and providing positive reinforcements at home.

BEHAVIOR POINT SYSTEM

1ST—5TH GRADES

The G.T. Woods “*Soaring to Excellence*” Behavior Point System was developed to aid in monitoring student behavior. **Students in 1st - 5th grades will begin each week with the opportunity to earn 100 points.** Students who keep **70 to 100 points each week** will earn the privilege of participating in “Free Play Friday”. Students who earn **less than 70 points** in a week will not participate in “Free Play Friday”. Any student earning less than 70 points three times within a quarter (9 weeks) will receive a **Behavior Report**. If a student earns three behavior reports within a quarter, he/she will be required to serve a detention. Points will be calculated from Friday to the following Thursday of each week. A notice will be sent home on Thursdays for students who earn the privilege to participate in “Free Play Friday.”

Students can receive points for following SOAR expectations:

<p>Stay safe</p> <ul style="list-style-type: none"> Walk with “safe hands” Avoid horse playing Keep hands, feet, and objects to yourself Use school and classroom materials safely and appropriately Play safely on the play ground Stay safe at arrival/dismissal time 	<p>Offer kind words and actions</p> <ul style="list-style-type: none"> Be polite Help someone who needs help Accept apologies and forgive mistakes
<p>Act responsibly</p> <ul style="list-style-type: none"> Practice self-control Solve problems, issues, or differences appropriately Avoid fighting, bullying, and all physical confrontations Follow directions Complete all school assignments Keep the school clean Behave appropriately in the hallway and breezeway Use restrooms appropriately 	<p>Respect everyone and everything</p> <ul style="list-style-type: none"> Remain in seat unless given permission Raise hand and wait to be called on Be quiet when asked to do so Be honest and own up to mistakes and inappropriate behavior Use appropriate conversations and interactions Treat everyone (adults and students) with respect Respect school property and the property of others Respect the learning environment Act respectfully in all areas of the school and bus

BULLYING

Bullying Definition

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

Cyberbullying -

Bullying that takes place using electronic technology such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Preventing Bullying

- Set a good example. Do not bully others.
- Children can actively participate in anti-bullying activities and projects.
- Make sure children don't bully others and don't encourage bullying behavior.
- If your child witnesses someone bullying another, they shouldn't encourage the behavior by giving it an audience. Instead of laughing or supporting, they can let those who bully know that their behavior isn't entertaining.
- If the bullying doesn't stop, the bystander should tell an adult.
- Talk with your kids about cyberbullying and other online issues regularly.
- Know the sites your kids visit and their online activities. Ask where they're going, what they're doing, and who they're doing it with.

JPPSS Complaint Procedures

To report bullying/harassment, please do the following:

- 1st - Tell the teacher or another staff member, or principal. A written statement is preferred.
- 2nd - All school employees and parents chaperoning school events must report alleged violations to the principal.
- 3rd - The principal/designee will initiate an investigation. Parents/guardians of the alleged victim(s) and alleged offender(s) will be notified and informed of potential consequences or remedial actions that the school may take.

Resolution of the Investigation

1. Upon completion of the investigation, the principal/designee shall complete an investigation report which shall include pertinent facts, findings, and recommended remedial action, if any.
2. If there is finding of a discipline code violation, prompt and appropriate disciplinary actions will be taken.
3. Remedial action may also be taken as deemed appropriate. Remedial action may include the following:
 - a. Separating the accused harasser and the target, providing counseling for the target and/or harasser, or taking disciplinary action against the harasser.
 - b. Provide training or other interventions to ensure that students, families, and school staff can recognize harassment/bullying if it occurs and know how to respond.
 - c. Provide additional services to the victim in order to address the effects of the bullying or harassment.

Cont'd on p. 5 "Bullying"

Bullying, cont'd

- d. Disseminate existing and/or updated policies and procedures prohibiting bullying/harassment.
4. The principal/designee shall notify the complainant, victim, and offender of the findings of the investigation, in accordance with family educational privacy laws.
5. The school shall continue to take steps to prevent further bullying or harassment and to prevent retaliation against the complainant or any person who cooperated in the investigation of a complaint.



DISCIPLINE

In order to maintain an environment conducive to learning, students are expected to observe school and class rules at all times. When student behavior is disrespectful, disruptive, or dangerous to student and/or others, then appropriate interventions or discipline actions will be taken. This may include the following:

Verbal reprimand/warning	Parent conference
Punish work	Referral to Social Worker
Behavior report	Referral to ABIT
Time Out	(Academic/Behavior Intervention Team)
Detention	Suspension
Exclusion from class/school activity	Expulsion

Students who cause major disruptions in the classroom or campus will be immediately removed and the parents will be contacted.

Students are not allowed to bring any items that may cause distractions including, but not limited to: toys, games, balls, cars, dolls, paper spinners, music devices, cologne/perfume sprays, or any aerosol products. These items will be confiscated by the administration and returned only to the parent/guardian.

Read the JPPSS Discipline Policy in the *Procedures and Policies for Parents and Students* for more detailed information about student discipline and consequences.



PARENTAL CONCERNS

Please take the following steps when a concern arises:

- 1st - Talk to student
- 2nd - Talk to teacher
- 3rd - Talk to school administrator
- 4th - Contact the Compliance Department
- 5th - Contact Executive Director

Parent conferences may be initiated by the parent, teacher, or administrator. It is strongly recommended that you contact the school to schedule an appointment with the teacher or administrator so that a dedicated time can be devoted to discuss your concerns. Teachers may not have conferences during instructional time or while they are on duty.

If you are concerned about your child's academic or behavioral performance, they you may refer him/her to our Academic/Behavioral Intervention Team (ABIT).

UNIFORM POLICY

Only items that are listed below may be worn at school.

IDs

All students will be issued a school ID to be used for breakfast, lunch, field trips, and special school activities. If an ID is lost and damaged, the replacement cost is \$5.00.

Shirt

K - 5th grades

Hunter green golf shirt or t-shirt with school logo. The uniform shirt must be visible. A solid color t-shirt may be worn under the uniform shirt.

Pre-K

All JPPSS Pre-K students must wear a purple golf shirt or T-shirt with the JPPSS and school logo. This is the only uniform shirt that is accepted.

Navy blue pants/ walking shorts

Navy blue skirts/skorts/jumpers

Uniform pants/shorts only.

Pants must be hemmed and worn at the waist. Cuffs must be ankle-length.

Shorts/skorts/skirts must be mid-thigh or longer.

Belts

Brown, navy, or black. No large belt buckles.

Sweatshirts/Coats/Jackets/Sweaters

School uniform shirt must be worn underneath.

Sweaters/jackets/coats must be unzipped and/or removed while in classrooms.

Shoes

Sneakers are highly recommended. Sneakers may be any color, lace-up or Velcro.

Students need shoes that allows them to participate safely in daily P.E. activities.

Shoes must cover the entire foot (toes and heels) and must not present a safety hazard.

Boots may not be worn at school.

Cold Weather Accessories

Hats, hoods, gloves, scarves must be removed while in the buildings.

Solid color leggings or tights may be worn under the uniform.

Not Allowed:

- Jeans (except for dress down days), skinny pants, stretch or knit pants
- Pants with holes or rips
- Any shoe that presents a safety hazard including: boots, sandals, slippers, flip-flops, clogs, platform, high heels, soft-sole, open toe or open back shoes, tennis shoes with wheels.
- No boots of any kind for all students.
- No dangling or large jewelry. Earrings are not allowed for boys.
- Hats, visors, bandannas, sunglasses
- Any item that causes a distraction, suggests drugs or violence, or presents a safety/health hazard.

Dress Down Days - The JPPSS Dress Code Policy must be followed for all dress down clothes (See *JPPSS Procedures and Policies for Parents and Students*).

Uniform Violations

Students who habitually violate the uniform policy will be subject to the following disciplinary actions including:

Phone call to parent for appropriate uniform

Uniform violation report

Parent conference

Detention



Our Vision

Our vision is that JPPSS will foster the best-educated generation that the parish has ever seen.

We are committed to raising academic achievement by raising the bar, putting students first, and making faster, wiser decisions that will help our district meet the needs of all students.

We believe...

All children deserve a high-quality education that develops their unique talents and builds upon their individual strengths.

All children can learn, a belief confirmed by recent growth in student performance.

Children's academic success should not be determined by their race or socio-economic background.

All children deserve excellent teachers who provide personalized instruction that will allow students to perform at a basic level or above.

SAFETY AND SECURITY PROCEDURES

The safety and security of our students are the foundations for providing a quality education. We strive to create a balance between having a welcoming school climate and a campus that is safe for our staff, students, and visitors. Therefore, specific policies and procedures are in place to reduce the risk of potential threats to students and school personnel.

- ◆ All visitors must enter the school campus through the **“single point of entry.”** Report to the office and obtain a visitor’s pass before going anywhere else on the campus. This pass only allows visitors to go to that destination and to return to the office immediately afterwards.
- ◆ Do not loiter on campus during the school day.
- ◆ If you are volunteering, you must obtain a visitor/volunteer pass from the office and you are expected to work in that capacity while you are at the school.
- ◆ A valid picture ID is needed to check out students from school.
- ◆ **Only students may enter through the black gates during morning arrival.** K - 5th grade students will walk to the cafeteria for breakfast, then go to their classrooms. Pre-k duty personnel will meet the pre-k students in the front and bring them to the cafeteria. If you need to speak with a teacher, please report to the office for assistance. Duty personnel are positioned on the campus to monitor the students.
- ◆ Please do not try to have a conference with your child’s teacher during morning arrival and afternoon dismissal unless it is scheduled. The teacher needs to give his/her full attention to the students during these two very busy times of the day. You may leave a message in the office so that the teacher can contact you at a convenient time.
- ◆ During afternoon dismissal, all walkers and car riders will exit through the gates on Helena Street. You must wait for the students outside of these gates. Please do not wait on the front walkway.
- ◆ If you need to check students out of school early for an appointment, the student must be checked out in the office by 3:15 pm. Office staff will not

call students from class for dismissal between **3:15—3:30pm.**

- ◆ Do not interfere with the daily operations of the school. If you have any questions or concerns, please direct them to the principal.
- ◆ As an added safety measure, security cameras are located throughout the buildings and outside areas.
- ◆ Safety drills are practiced throughout the school year. These drills include: fire, tornado, evacuation, lockdown, and metal detector searches.

In the event of an emergency, the faculty and staff are trained to implement specific procedures. If we must evacuate the campus and students need to be picked up, then we will notify parents/guardians via the automated messenger system of our evacuation site. Once we have assured the safety of all our students, then we will release them to their parents or authorized persons. Students will not be released to anyone unless proper identification is provided.

If your phone number changes, notify the school immediately. We should have at least three working phone numbers on file in case of an emergency. Emergency school closings will be announced at www.jpss.k12.la.us and on WWL TV/Radio.



G.T. Woods’ Vision

All of our students will excel as critical thinkers and problem solvers with the skills needed to compete in a global society.

Our Goals:

- ◆ *Students reading at or above grade level*
- ◆ *Students reading a variety of texts, using reasoning, and providing relevant supporting evidence.*
- ◆ *Students using math skills and concepts to solve real world problems.*
- ◆ *Students using positive behavior expectations to achieve social, emotional, and academic success.*



2016-2017

STUDENT/PARENT CALENDAR

July 2016 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August 2016 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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MAY 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JUNE 2017 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

- ★ 1st Day of School 1-12
- ★ 1st Day of School Pre-K & K
- △ Student Final Day of School
- Teacher Final Day of School
- Parent Conferences

Exams	Teacher Dev't./Student Holiday
Holiday	Teacher Dev't./Late take-in

Important Dates

August 8-10	First day for teachers – no students Classroom prep./teacher professional development
August 11	First day of school for students in all schools (grades 1-12)
August 16-17	First day of school (grades PK-K)
August 24	Late take-in for students (2.5 hours)
September 5	Labor Day (holiday)
September 19-23	Interim reports issued
September 28	Late take-in for students (2.5 hours)
October 10	Employee/student (holiday)*
October 13	End of first marking period (47 days)
October 19	Report cards issued
October 26	Late take-in for students (2.5 hours)
November 1	Teacher professional development 11am-4pm (student holiday)* Parent conferences 4pm-7pm
November 8	Election Day (holiday)
November 14-18	Interim reports issued
November 21-25	Thanksgiving break (holiday)*
November 28-December 14	Fall EOC Testing Window
December 19-21	Middle/High exam days (½ day in Middle and High schools only, full day in Elementary)
December 21	End of second marking period (43 days)
December 22-January 3, 2017	Winter break (holiday)*
January 3	½ Records Day (student holiday)* ½ Teacher professional development (Elem/K-8) Teacher professional development (High schools)
January 4	Students return (begin third marking period)
January 9	Report cards issued
January 16	Martin Luther King, Jr. Day (holiday)
January 25	Late take-in for students (2.5 hours)
February 13-17	Interim reports issued
February 20	Teacher professional development 11am-4pm (student holiday)* Parent conferences 4pm-7pm
February 27-March 3	Mardi Gras (holiday)*
March 15	End of third marking period (46 days)
March 21	ACT Exam
March 24	Report cards issued
April 10-17	Spring break (holiday)*
April 24-28	Interim reports issued
April 24-May 19	Spring EOC Testing Window (High School)
May 1-5	LEAP (Grades 3-8; ELA, Math, Science, Social Studies)
May 12	Last day for Seniors exempt from all exams
May 15-17	Senior Exams
May 24-26	Middle/High exam days (½ day in Middle and High schools only, full day in Elementary)
May 26	Student final day of school
May 29	Records day/End of final marking period/Teacher final day (47 days)

*One or more days are reserved as a make-up day for inclement weather.
Days marked in bold mean there is no school for students.



ACKNOWLEDGEMENT
G.T. Woods Elementary
Procedures for Parents and Students
2016-2017

We acknowledge that we have read the G.T. Woods Procedures for Parents and Students.

We agreed that we should be held accountable for these rules and regulations.

Procedures are subject to change following the printing of this document.

Parent Signature

Date

Student Signature

Date

NOTE: Please read the procedures and guideline in the attached newsletter and in the *JPPSS Procedures and Policies for Parents and Students* handbook. Sign and return both acknowledgement pages to your child's teacher.