

**Geraldine Boudreaux Elementary School
Student/Parent Handbook
2021-2022**

950 Behrman Hwy. Terrytown, LA 70056
Phone: 504-393-8732 Fax: 504-394-4836
School Website: <http://boudreaux.jpschools.org>

Like us on Facebook at Geraldine Boudreaux Elementary



Kielyn Pereira, Principal Kielyn.Pereira@jpschools.org
Katie Higgins, Assistant Principal Katherine.Higgins@jpschools.org

MISSION

The mission of Geraldine Boudreaux Elementary School is to ensure high levels of learning for every student through a quality instructional program.

VISION

To achieve the mission of our school, we envision the staff to:

- Provide a safe environment and positive learning atmosphere.
- Arrive fully prepared daily to meet the needs of our students.
- Share open lines of communication and have a mutual respect for all, including parents/guardians, students, staff and community.
- Unite to achieve a common purpose.
- Work together interdependently in collaborative teams.
- Seek and implement promising strategies for improving student learning on a continuous basis.
- Frequently monitor each student's progress based upon individual needs.

SCHOOLWIDE GOALS

- To increase student achievement in ELA, Math, Science, and Social Studies in each grade level as measured by performance on teacher made, district, and state assessments.
- To increase student achievement for students identified as ELLs and SpEd in ELA & Math.
- To increase the percentage of students in K-3 reading At or Above grade level.
- To reduce the number of student absences, tardies, and checkouts.
- To reduce the number of discipline referrals.

CONTACT INFORMATION

- At least 3 working numbers must be provided to the school.
- Address and phone numbers must be updated as needed.
- Information will be changed in our school system- JCampus
- Notices, updates, and calls can be sent through our system JCampus using email addresses and cell phone numbers but the information must be current.

PARENTAL INVOLVEMENT

- We will follow the guidelines outlined in the JPS Start Strong Plan as it relates to visitors on campus.
- Call the office if you would like to volunteer at school.
- Potential opportunities to volunteer are Bear cart, Fall Fest, and Spring Fling if we are able to have such events on campus this year.

PARKING RESTRICTIONS

- Park in a legal parking spot in the Behrman Highway parking lot ONLY; do not block in another vehicle. Refrain from parking in a *handicapped parking* spot without the required parking permit. Additionally, parking is NOT allowed in the employee parking lot on Peter Street.

PERSONAL PROPERTY

- Students are responsible for the care and security of their personal belongings. All possessions must be labeled with the student's name.
- Students may not bring: hand held games, electronic devices other than cell phones, or toys. If a student is caught playing with any of these items, including cell phones, it will be taken away and a parent will have to pick it up.

SCHOOL HOURS

- The school day begins at 7:20 AM. Students must be in homeroom for 7:20. Breakfast will stop being served at 7:20. Students are considered tardy at 7:21 and the student and parent must come to the office for a tardy pass. Students *may not be* left at school unsupervised *prior* to 6:50; Boudreaux Elementary will only offer After School Care.
- School dismissal time is 2:10 PM.
- Early Release Day: 7:20 AM -11:40 PM.

SINGLE POINT OF ENTRY

- Access to the school campus is restricted to the Main Office. ALL visitors must sign in at the front office and secure a visitor pass and sign out upon exiting the campus.

VISITOR PASS

- The school office is the first place you must stop upon entering the school building through the single point of entry doors in the main school hallway.
- ALL VISITORS (even individuals whom we recognize as a Boudreaux parent) **must first obtain** a school pass by providing a picture ID before going to any other part of the school building.
- All visitors will be required to follow the JPS guidelines and protocols as it relates to Covid-19.

BIRTHDAY CELEBRATIONS

- Parents are not allowed to come to school to celebrate birthdays; however, they may send

individually wrapped, pre-packaged snack items for the homeroom if they wish.

SCHOOL HOURS, ARRIVAL & DEPARTURE, CHILD CARE

AFTER SCHOOL CHILD CARE

- After School Care begins at 2:15PM and lasts until until 6:00 PM
- The parent must park their car and go into the cafeteria and sign their child out of childcare. Do not park your car for pickup until 1:50 PM. You will block cars that need to get out or someone who needs to enter, which could be an emergency.
- Ollie Breaux is the Child Care director for Boudreaux. She can be reached at (504) 391-0650.
- The parent/guardian must first complete the Child Care Registration form. A one-time Registration Fee of \$20.00 per student per year is required before the student may participate
- Weekly Rates: \$27.00 PM ONLY
- Daily Drop in Fees: \$7.00 per child "drop in" PM must be paid the day childcare is used
- Late Fees: \$1.00 for each additional minute after 6:00 PM.
- All payments must be made at www.schoolcashionline.com

CHILD CARE POLICY & PROCEDURES

1. Child Care students will be released to only those persons listed on the Child Care Registration form.
2. Child Care Tuition is due on MONDAY or the first school day of the week- online payments, cash, or money order. (A penalty fee of \$5.00 per day/per family will be assessed on all late payments.) There will be NO CHARGES on any accounts. All payments must be current.
3. Drop-ins must be paid on a daily basis.
4. Refunds of Child Care Tuition are not permitted for any reason.
5. Late pick-ups will result in the student being dismissed from child care.
6. Students are expected to follow all school, school district, and Child Care rules.
7. Parents are required to park in an appropriate parking spot and sign child/children out DAILY.

BUS TRANSPORTATION

- Students living within Boudreaux's attendance zone are provided bus transportation.
- Students arrive at school between 6:50-7:20 AM when Boudreaux staff are in place for supervision of students.
- Pre-K, Kindergarten, and special needs students MUST have a parent/guardian present for bus pick up and bus drop off- Everyday. The bus driver is responsible for notifying the parent of a child with special needs if the driver is unable to run the route or if the bus attendant is unable to ride the bus and a replacement cannot be found.
- A child may not ride a bus home with another student on a different bus other than the one to which they have been assigned.

BUS RULES

- School Bus Drivers are permitted to make reasonable rules for the safe and proper operation of busses. Students will continue to have to wear masks on the bus. Students must follow all rules set by the district as it relates to Covid-19.
- Leave home at a time appropriate for arriving, no more than fifteen (15) minutes and no less than five (15) minutes before the scheduled pick-up time. Students are to walk on sidewalks whenever possible.
- Conduct yourself in an orderly manner at the designated bus stop. Stand off the road when waiting for the bus. Stay out of yards and the street.
- Always cross in front of the school bus, never behind, cross at least ten (10) feet in front of the

bus. If necessary to wait across the street from the bus stop, await the bus driver's signal before crossing.

- Board the bus only when the driver is seated at the controls.
- Board the bus in a single file line and promptly proceed to the seat assigned to you by the driver.
- Help to keep the bus clean and sanitary.
- Any student who purposely damages the school bus will be disciplined and required to pay damages.
- Avoid teasing, scuffling, or using profane, obscene, or abusive language.
- Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of the bus windows.
- Remain seated in the assigned seat at all times when the bus is in motion.
- Students are only authorized to ride the bus to which they have been assigned and for which a bus card is on file

CAR RIDERS (Morning Drop Off/Afternoon Pick Up)

- ALL CAR RIDER PARENTS MUST REGISTER THEIR CHILD/CHILDREN FOR CHILDCARE. The registration fee is \$20.00 per student, the drop-in fee for the afternoon is \$7.00 per student. This fee must be paid the day of the service.
- Parents must stay in their cars with their child until 6:50 when teachers are on duty.
- Pull all the way up and drop your child off by the overhang. This allows us to get more students out at a time. Only 1 lane.
- Do not drop students off or park your car for pick-up across the street.
- All drop offs/pickups are to be done through the car rider gate located on Behrman Hwy.
 1. Students transported to school by car enter school through the main entrance on Behrman Hwy. Parents must register for a Car Rider Tag/Bear Care in the main office.
 2. Students CANNOT be dropped off in any other area of the school except the main entrance for any reason. This entrance is located on Behrman Highway.
- Parents who are picking up their child must purchase a car rider tag in the main office for \$5.00. Parents must purchase a new car rider tag each year. Display the Car rider tag by hanging it from the mirror.
- A student will not be released to a car without a car rider tag. Parents are encouraged to buy at least two tags if different cars pick up the child.
- If you do not have a tag, the student is sent to the main office for an office check out. (This requires the parent to park in the front of the school, come into the office and sign the student out in the main office and show a picture I.D. The person's name must appear on the student's Emergency Card.)
- Students not picked up by 2:35 will be sent to childcare. Drop in fees will need to be paid at the time of pick up. Childcare ends at 6:00 PM.

POLICIES & PROCEDURES

1. Common courtesy is expected in our school community and on our school campus.
2. Wait your turn in line- Cutting ahead of the line is not permitted.
3. Students are to stay in the car until directed to exit by a member of the duty team.
4. Students must behave while waiting to get in their cars.
5. After two (2) late pick-ups the car rider tag will be revoked.
6. No cell phone usage while dropping off/picking up your child.
7. Assist teachers in the evening by cooperating with whatever the teacher on duty requests.
8. Only a right turn can be made onto Behrman Hwy.
9. Car rider privileges may be revoked for failure to comply with policies & procedures.

WALKERS

Boudreaux Elementary is located on a *major highway*, Behrman Hwy. The only students who are allowed to walk live less than a mile from the school. No student is allowed to walk on Behrman

Highway at any time.

CHANGE in the STUDENTS' AFTERNOON SCHOOL DEPARTURE

- No phone calls will be accepted to make such changes. If the manner in which you want your student transported home changes, the parent must write a note to the teacher.
- The student may become worried if the manner in which they get home from school each afternoon keeps changing. Consistency in a child's daily routine schedule is very comforting, especially for young students. *Elementary children get upset when transportation changes.*
- A child may not ride a bus home with another student on a different bus than the one to which they have been assigned.

CHECK OUTS

- Proper identification is required when checking all students out of school. Proper identification means: a valid picture I.D., driver's license, passport or state identification card for non-drivers and the person must be on the student's Emergency Card.
- No checkouts by a parent or guardian after 1:20 PM
- Early checkouts *add up cumulatively* and may cause a student to be charged with a ½ day or one (1) whole day of absence.
- If your child is frequently missing the last hour of class it may result in an (I) incomplete in the subject missed.

SCHOOL ATTENDANCE

- Students must be present and on time daily. Excessive absences can result in the student being retained for the school year. Students will be required to make up seat time (MUST) for excessive absences. Failure to make up seat time could result in failing the school year for attendance violations.
- Please provide a parent note for absences up to three days.
- Bring Doctor's notes for any appointments, for absences, check outs or tardies.
- An absence resulting from a suspension will be considered an unexcused absence.
- Any student who is habitually absent, tardy, or checked out early will be referred to the Truancy Assessment Center. The first step following a TASC Referral is an informal conference with the student, parent/ guardian, and school officials to determine the cause of the unexcused absences and/or tardy(s) and to develop a plan of corrective action to prevent further absences.

TARDY

1. Any student arriving after the start of the school day (7:20 AM) will be considered tardy or late for school.
2. A parent/guardian must accompany the tardy student into the main office foyer to check into school.
3. A tardy slip will be issued admitting the student to class. Upon reaching a fifth (5th) tardy, the student will be given a letter to schedule a meeting between the parent and a school administrator.
4. Note: Tardiness *adds up cumulatively* and may cause a student to be charged with a ½ day or one (1) whole day of absence. Additionally, if your child is frequently missing the first hour of class, it may result in an incomplete in the subject missed.

STUDENT PASS

- A pass is required for a student to move from an assigned area to another area of the school campus. It is the responsibility of the student to ask before leaving a supervised area, and then get the appropriate pass before going to a different part of the school.
- Students may never be in any area of the campus unsupervised at any time.

BREAKFAST/LUNCH & UNIFORM INFORMATION

BREAKFAST/LUNCH PROGRAM

- Breakfast and lunch are provided daily to every student at no cost.
- Breakfast served from 6:50-7:20 AM. Students eat in their homeroom class until 7:20 AM.
- Lunch schedule will be provided by the homeroom teacher.

UNIFORM AND DRESS CODE POLICY

Uniforms will be checked on a daily basis. There will be consequences for students who break the school dress code.

SHIRTS

- Grades 6-8 students wear the blue Boudreaux Middle school shirt
- Grades 1 – 5 students wear the red Boudreaux shirt.
- Pre-K/Kindergarten students wear the JPPSS purple shirt.
- Shirts must be neatly tucked in at all times.
- Long sleeve shirts worn under uniform shirts must be solid white, navy blue, or red.

PANTS/SKIRTS

- All students wear solid navy blue uniform pants, shorts, skirts, skorts, or jumper
- Shorts, skirts, skorts, and jumpers must be mid-thigh length or longer.
- Pants and shorts are to be worn at the waist.
- Solid navy blue, black, or brown belts with a small buckle must be worn with any pants having belt loops.

OUTERWEAR

- Tennis shoes must be worn daily and kept laced, tied, or velcroed.
- Solid white or black crew socks must be worn with tennis shoes (No design or knee high socks).
- No slip-on shoes of any kind are permitted
- Only Boudreaux sweatshirts, Boudreaux Spirit Sweatshirts, or Boudreaux Fleece jackets can be worn inside the school building.
- Any color jacket/sweater can be worn to/from school and to PE but cannot be worn in the school building.
- Solid navy blue, black, white or grey leggings may be worn under skirts on cold weather days only.

OTHER

- No dangling earrings or hoops are allowed
- No distracting jewelry is allowed.
- No fake fingernails or distracting nail polish are allowed.
- No distracting make-up is allowed.
- No distracting hairstyles are allowed.

Skobel's School Uniforms (504) 366-6887

1742 Stumpf Blvd.

Gretna, LA

Store Hours:

Mon.- Thurs. 10:00 AM- 6:00 PM

Fri.- Sat. 10:00 AM- 5:00 PM

OFFICE BUSINESS & PARENT/TEACHER COMMUNICATION

HOME/SCHOOL COMMUNICATION

ADMINISTRATION

- Kiplyn Pereira, Principal can be reached by calling (504) 393-8732 or by e-mail kiplyn.pereira@jpschools.org
- Katie Higgins, Assistant Principal can be reached by calling (504) 393-8732 or by e-mail katherine.higgins@jpschools.org

FACULTY/STAFF

- The best way to get in touch with your child's teacher is by writing a note, emailing, or contacting the school at (504) 393-8732.
- All teachers can be reached by email by entering the teacher's firstname.lastname@jpschools.org

PHONE MESSAGES

- When leaving a phone message, always leave your name, a number where you can be reached, and a brief message. For example, "Mrs. Concerned Parent, I can be reached on my cell phone, (504) 922-2222. I have a question about a field trip." Before you hang up, remember to ask the name of the person taking the message.
- Calls should be returned within the next business day. Teachers have a forty-five (45) minute planning period daily. We have job embedded professional development for teachers every Tuesday so they are unavailable during their planning time.
- Parents/Guardians should receive a response no more than 48 hours after message was left at school.

RESOLUTIONS FOR CONCERNS

The faculty, staff and administration of Boudreaux Elementary School are here to serve the students and the families of our school community. Steps in the resolution of concerns:

- If your child is having a problem with another student, encourage your child to go to the nearest adult and report his/her side of the story.
- If you are concerned that your child is having academic or behavioral problems at school, on the school bus or in Child Care, talk to the adult who is responsible for your child during that time.
- If after talking to your child's teacher, you still have questions or concerns, contact a school administrator.

MAIN SCHOOL OFFICE BUSINESS

- Picture I.D. is required to check a student out of school. Parents, guardians, and designees must be on the child's Emergency Card in order to check a student out of school.
- Cell phones are to be silenced in the main school office and parent conferences.
- Phone messages- Always ask the name of the person taking your message. If you do not get a call back, call again the next day. Teachers have a (45) forty-five minute, duty free planning period each day. Phone calls are not returned during class time.
- Students will not be called out of class to come to the office for a telephone call. Students may not use the phone to call for homework, books, field trip money, and so forth.

MONEY

- Students should not have to bring money to school since all payments are now made online at www.schoolcashionline.com

ACADEMIC & INSTRUCTION

Kindergarten Grading Scale

M	Mastery
P	Progressing
N	Needs Improvement

Grading Scale Letter Numerical Quality Point Value Indicates Quality of Work is:

Letter	Numerical	Quality Point Value	Indicates Quality of Work is:
A	93-100	4	Excellent
B	85-92	3	Very Good
C	75-84	2	Satisfactory
D	67-74	1	In Need of Improvement
F	0-66	0	Not Meeting Minimum Requirement

CURRICULUM

- Academic standards define the knowledge and skills that students are expected to learn in a subject in each grade.
- The Louisiana Student Standards envision what proficient students should know in order to be college or career ready and to be able to thrive in our society.
- The state of Louisiana is aligning state assessments (LEAP 2025) to the Louisiana Student Standards. For more information, go to www.louisianabelieves.com.

HOMEWORK POLICY

- Homework is an extension of subject matter taught by the classroom teacher. It is never intended to teach new subject matter, but rather, allows students to practice their newly acquired skills.
- Homework may be a written assignment or may require the student to review a study guide or read a chapter book.
- The amount of time it takes a student to complete homework will vary from child to child.

HONOR ROLL / AWARDS

A Honor Roll	As & Os in all subjects
B Honor Roll	As, Bs, Os, Ss in all subjects
Good Conduct	Os in conduct
BUG" Bring Up your Grade	Student brought up grade to a C/N or better

LIBRARY EXPECTATIONS

1. Books may be checked out for one week and renewed for one additional week.
2. Students with overdue books may NOT check out other books until the overdue book has been returned and the library fine has been paid.
3. Students are responsible for the loss of or damage to, library books and/or library equipment. Library privileges will be suspended until restitution is made for damaged library property.
4. Library voice (whisper) is used in the Library.
5. Books are to be handled with care and Respect.
6. Keep books in designated areas.

PARENT PORTAL

This allows parents to access student information (class schedules, attendance, and grades) via a secure website or an app on Apple/Android devices. Request the login information and directions from the office. After you have enrolled, the website address is <https://jpsis.jpschools.org/progress/>

TEST PAPERS

- Student's test papers will be sent home on take home Wednesdays in the Red Communication Folder. Parents are asked to sign that they have reviewed the test papers.
- Some tests for 3rd-8th grade are given electronically. Therefore you will need to view the assessments online in your students google classroom.
- Teachers will indicate how many test papers are in the folder each week. Students who fail to return their signed test papers may forfeit their right to take home their test papers. The parent would then have to schedule a conference to review the test papers.

SCHOOL SAFETY**CRISIS: PROTOCOLS & COMMUNICATION**

- In the event of a major school crisis, the Superintendent of Schools or the Public Information Officer will speak to the news media. The official news source is WWL News Radio 870 or Channel 4 on TV.
- A major school crisis is defined as a fire, a tornado, a chemical leak in the area, an intruder on campus, and a hostage situation, but is not limited to these events.
- Phone lines may be busy. Stay tuned to WWL for Official Announcements. Remain calm and listen attentively for instructions.
- Attempting to come to the school site may keep emergency vehicles and essential personnel from gaining easy access to the school site. Remain at the phone numbers listed on your child's Student Emergency Card in the event that the school is trying to contact you via

telephone.

- Accurate working phone numbers are essential in a school crisis situation. It is imperative that the numbers you put on the Student Emergency Card are numbers for a guardian/designee who can come to the school if called. (Emergency Card numbers should be made current when a number changes by contacting the school office.)

EVACUATION

1. A situation may dictate that the school campus be evacuated. If deemed that children must be removed to a neighboring school site within walking distance, students may be relocated to Livaudais Middle School, located at 925 Lamar Avenue, Terrytown, LA, phone number: **(504) 393-7544**.
2. Boudreaux staff will accompany students to the alternate site and provide information and instructions to parents for release of students from the alternate gathering site. Strict release policies will be enforced.
3. A parent/guardian/ designee must provide a valid I.D. and be on the student's emergency card before the student will be released.

EMERGENCY DRILLS

To ensure a safe environment Boudreaux will conduct routine drills- Fire Drill, Tornado Drill, Metal Detector Search, Single Point of Entry, and Lockdown.

FIELD TRIPS – PHYSICAL EDUCATION

FIELD TRIPS

- We will follow the guidelines below if field trips will be allowed later this year.
- The field trip permission form must be signed by the parent/guardian .
- The cost of the field trip may vary depending on admission cost and cost of school bus rental for the field trip.
- Field Trip money must be paid online at www.schoolcashonline.com before the specified deadline on the Field Trip Permission Form. No money will be accepted by a teacher or in the office.
- No money will be refunded for any reason.

PHYSICAL EDUCATION

- Due to Covid-19, students will remain in static groups during PE. PE teachers will adhere to all health and safety precautions and guidelines set forth by the district.
- Classes are conducted daily for forty-five (45) minutes per class. Health is taught during the physical education schedule as required by the Louisiana Department of Education Comprehensive Curriculum.
- NOTE: Scheduled PE times may be used to do remediation and interventions depending on the student's individual needs.
- Dress Requirements: Students should wear their school uniform. Girls are required to wear shorts under their jumper, or skirt during physical education class. All students must wear tennis shoes daily.
- A doctor's note is required and should be submitted if a medical doctor deems that the child has an illness or injury that would require the child not to participate in PE class.
- Students wearing dangling or large hoop earrings will not be allowed to participate due to safety concerns.
- Students should not bring anything to PE with them such as purses, food, or toys. They can bring water (Make sure it has their name on it).

HEALTH POLICIES

COVID-19 Guidelines

Boudreaux will adhere to all health guidelines and safety protocols set forth by the district as it relates to Covid-19. These can be found in the JPS Start Strong Plan at www.jpschools.org.

HEAD LICE

- The policy of the Jefferson Parish Public School System is that any student who is present at school with head lice/nits shall be excluded from school and from riding the school bus until the student is free of active infestation and all louse nits. The student may be allowed to return to school when his/her head is free of all nits, as verified by visual inspection by the parent/legal guardian and submission of written certification by the parent/legal guardian of treatment of the child and household, as per instructions.
- Students who have been treated, but do still have the nits in their hair, will not be allowed back in school until all nits have been removed.

MEDICATION POLICY

- The school district medication policy mandates that students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision except when ordered by a physician for an urgent need and after consultation between the parent/legal guardian, designated school staff, and the school nurse.
- If possible, the parent/legal guardian is advised to give medication to the student at home and on a schedule other than during school hours.
- If medication must be given to a student while in school, the parent must request a Medication packet and have it completed and return to the nurses office.
- This is completed every year.
- It is recommended that you have your child's medication approved prior to the opening of school. Please call (504) 349-7672 for a recorded message of dates and times.

BEHAVIOR EXPECTATIONS/POLICIES

In 21-22 we will continue implementing Restorative Approach (RA) strategies and Trauma Informed practices at Boudreaux from the first day of school. We are still committed to using these approaches when dealing with all behavior management as well as personnel/HR issues during this school year. Staff will participate in professional development for both Restorative Approach and Trauma Informed Practices throughout the year.

Our goal is to move from a reactive mindset to a proactive vision of behavior management, and to consider responses in a constructive way, as opposed to a strictly punitive one. This process will require all of us to further implement our vision of restorative relationships throughout:

- Community Building Circles (Staff-Staff, Students-Students, Students-Staff)
- TYRA Lessons (Teaching Youth Restorative Approaches)
- Restorative Conversations (When a disagreement has occurred)
- Restorative Building Circles (When a significant issue has occurs)

SCHOOL RULES – POSITIVE BEHAVIOR EXPECTATIONS

1. Be Safe - School is a safe place. We do not fight at the bus stop, on the bus or at school. If you

- have a problem, go to the nearest adult.
- 2. Be Respectful -Treat others the way you wish to be treated. Remember, two wrongs do not make a right. If you have a problem, go to the nearest adult.
- 3. Be Responsible - Walk with a purpose. Know where you're going, what you are going to do when you get there, and always have a pass.

MINOR OR MAJOR INFRACTION

- The consequences for failing to follow the rules are posted and taught to the students. Behavior infractions are divided into two types: Minor Infraction and Major Infraction.
- A minor infraction is one that does not put the safety of another student or adult at risk. A minor infraction disrupts the student's attention to his class work but does not prevent the teacher from giving instruction to the class.

PBIS – FIVE (5) STEP PROGRESSIVE CONSEQUENCES MINOR INFRACTIONS

- 1st Offense: Behavior Report
- 2nd Offense: Phone Conference
- 3rd Offense: Detention
- 4th Offense: Parent/Teacher Conference
- 5th Offense: JCampus Referral – Habitual Violation of School or Classroom Rules

MAJOR INFRACTIONS

- A major behavior infraction is one that puts the safety of others in jeopardy. A major behavior infraction disrupts the teaching and learning that is taking place in a classroom or school function. Major infractions go on a JPPSS Behavior Referral form for *action by a school administrator*.

BOUDREAUX'S POSITIVE BEHAVIORAL EXPECTATIONS

Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself. • Walk facing forward on the right side of the red line. • Use walking feet. • Always carry hall or bathroom pass visibly. • Sit properly. • If required, wear your face covering appropriately at all times. 	<ul style="list-style-type: none"> • Use kind words and actions to adults (back talking and inappropriate gestures will not be tolerated). • Use kind words and actions to fellow students (Bullying will not be tolerated). • Wait your turn. • Clean up after yourself. • Follow adult directions the FIRST time given. • Address others by given name. • MYOB in matters that do not involve you. • Before speaking, wait patiently to be acknowledged. • Answer all adults respectfully. • Respect other people's 	<ul style="list-style-type: none"> • Remind others to follow rules. • Wear a full uniform daily. • Be honest. • Respect school property (books, desks, walls, etc.) and all personal belongings • Writing on self is not permitted. • Respect others' belongings. • Be on time. • Leave all nonacademic materials at home • Gum chewing and spitting are inappropriate. • Follow grade level rules on purses. • Be prepared for class.

		personal space.	
Area	Be Safe	Be Respectful	Be Responsible
Arrival and Dismissal: Buses/Car Riders/ Walkers/ Childcare	<ul style="list-style-type: none"> Walk directly to bus loading/ car rider/ childcare/walker areas. Wait to be called. Sit facing forward Keep hands, feet, and objects to yourself. Enter/Exit building through designated doors. Remain seated while the bus is in motion. Writing utensils must be in a school bag on the bus. Car riders must be picked up and dropped off in the carpool line. 	<ul style="list-style-type: none"> Wait your turn in the bus line. Respond to and respect the bus driver's and duty teacher's instructions. Fighting is not permitted Car riders and bus students must remain seated in designated areas until called. Listen quietly to announcements. 	<ul style="list-style-type: none"> Arrive at school on time, 7:20. Follow bus rules. Listen to be dismissed. Car riders watch for your car and stand when called. All students must walk on the sidewalk.
Cafeteria	<ul style="list-style-type: none"> When you get off the bus, go to the cafeteria first, if eating Face forward in line. Keep feet on the floor under the table. Food and straws remain in the cafeteria. Keep hands, feet, and objects to yourself. Stay in your seat. 	<ul style="list-style-type: none"> Keep your place in line. Keep your hands off others' food. Sit in your assigned seats Use your inside voice at all times. Chew with your mouth closed. Raise hand for any problems. 	<ul style="list-style-type: none"> Leave the cafeteria when breakfast is finished and walk on the red line to the appropriate area. Wait to be dismissed after lunch. Get all utensils, napkins, milk, and condiments when in line or raise your hand if you need something. Clean your eating area. All trash goes in trash cans.
Fire Drills	<ul style="list-style-type: none"> Stop everything and walk immediately with your class and your teacher to the nearest exit quietly. Use both stairwells. 	<ul style="list-style-type: none"> Quietly listen for names during roll call. Stay two steps behind the person in front of you. 	<ul style="list-style-type: none"> Walk to a designated area with your class and your teacher. Remain in the class line and face building.
Office	<ul style="list-style-type: none"> Use the front office door. Must have a pass. 	<ul style="list-style-type: none"> Office phones for emergency use ONLY. Get permission before using the phone. Wait your turn. 	<ul style="list-style-type: none"> Respect school property.

Area	Be Safe	Be Respectful	Be Responsible
Quiet Zones: Halls, Walkways, Sidewalks, and Lobby	<ul style="list-style-type: none"> ● Stay one behind the other when walking in line. ● Allow others to pass. ● Writing tools must remain in the school bag. ● Legs should be folded like a pretzel when sitting. 	<ul style="list-style-type: none"> ● Refrain from talking in the hallways. ● Respect others' space. ● Keep your hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> ● Stay on the sidewalk unless escorted by an adult. ● Remain silent in halls. ● Always have a pass when in the halls. ● Walk on the red line.
Restrooms and Water Fountains	<ul style="list-style-type: none"> ● Keep your feet on the floor. ● Keep water in the sink and fountain. ● Wash hands. ● Put trash in garbage cans ● Report any mess to an adult. ● Writing utensils remain in class. 	<ul style="list-style-type: none"> ● Give others privacy. ● Wait your turn patiently. ● Use inside voices only. ● Fountains are for drinking purposes only. 	<ul style="list-style-type: none"> ● Flush toilet after use. ● Drink fair share of water at fountain. (1, 2, 3 That's enough for me!). ● Return to the room promptly. ● Use toilets and urinals properly. ● Respect school property. ● Must have a pass.
Special Events/ Assemblies	<ul style="list-style-type: none"> ● Wait in the classroom to be called. ● After assembly, wait until the teacher calls for your class before standing to leave. 	<ul style="list-style-type: none"> ● Enter the assembly area quietly and sit pretzel style on the floor. ● Listen to and keep eyes on the speaker. ● Applaud appropriately. ● Obey silence/quiet signal. 	<ul style="list-style-type: none"> ● Remain seated, pretzel style, throughout the special event. ● Be a good listener.
Stairwells	<ul style="list-style-type: none"> ● Walk up and down stairs one step at a time. ● Use appropriate stairwells. ● Walk on the right side. 	<ul style="list-style-type: none"> ● Keep hands and feet to yourself. ● Respect other people's personal space. ● Remain silent. 	<ul style="list-style-type: none"> ● Respect school property.
Uniform Policy	<ul style="list-style-type: none"> ● Tennis shoes must remain on, tied, and/or Velcroed at all times. ● Shoelaces must be in shoes at all times. ● A belt is required at all times for belt loops. ● Jewelry should follow Jefferson Parish policy. ● Hanging earrings are not permitted. ● Only Boudreaux Sweat shirt or sweaters without hoods can be worn inside of the school building 	<ul style="list-style-type: none"> ● Writing on self and/or uniform is not permitted. ● Navy blue uniform pants, shorts, and skirts must be worn at the waistline. ● Shirt must remain tucked in. 	<ul style="list-style-type: none"> ● Proper uniforms must be worn at all times; this includes a red Boudreaux tee or polo shirt, navy blue uniform pants, shorts, skirt, or jumper, a belt, and tennis shoes. ● Boudreaux logo must be visible on all shirts. ● Follow JPPSS Uniform policy.
Classrooms	Each classroom will define their expectations for being Safe, Respectful, and Responsible.		

VIOLENCE PREVENTION PROGRAM

Per policy, 4th - 8th grade students that engage in a fight will receive a consequence and be required to attend Jefferson Parish Violence Prevention Program:

1. Students in grades 4-12 who are suspended for fighting as determined by the school administrations will be required to undergo conflict resolution training with the parent/legal guardian before being readmitted to school. The student shall not be allowed to participate in any sports or extra-curricular activities during this suspension period.
2. The parent/legal guardian will be required to attend the four (4) hour conflict resolution session on Saturday with the students for each offense as part of the Violence Prevention Program.
3. The student or parent/legal guardian will pay \$75.00 for the cost of the Violence Prevention Program at the time of enrollment in the program. Only cash or money orders will be accepted for payment.
4. The student must attend the Violence Prevention Program in his/her full school uniform.
5. 4 hours of community service will be scheduled and supervised by the administrator at the designated school site.
6. Failure to complete all components of the Violence Prevention Program will result in a referral to Juvenile Court.

POSITIVE BEHAVIOR INTERVENTION SERVICES INCENTIVES & REWARDS

The Positive Behavior Intervention Services Program provides an incentive-based reward system that acknowledges students for making correct choices and following the schools. Positive Behavior Intervention Services School rules. Incentives include:

1. Bear Bucks: Students can use the Bear Bucks to "purchase" items from the Bear Cart or from the PBIS cabinet during the scheduled times.
2. Monthly Incentives: Every month, there will be a school wide celebration for students who meet the PBIS criteria.
3. Student of the Month: One student will be nominated by their homeroom teacher each month for following the PBIS objectives.

ACKNOWLEDGMENT

RETURN THIS FORM TO YOUR CHILD'S TEACHER

The Parent/Guardian of _____(Student's name) has read the information contained in The Geraldine Boudreaux Elementary School Student Handbook.

We agree to work with the school to ensure that our child has a successful school year.

We agree to reinforce the school policies and procedures that will lead to a safe, orderly, and successful school year for our child(ren).

Name of Student: _____

Signature of Parent/Guardian: _____ (Parent/guardian signature)

Date:_____

Phone #:_____ Cell#_____

Work#_____ Other#_____