

# **Gretna No. 2 Academy for Advanced Studies**

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Website: <http://gretna2.jpschools.org/>  
Dr. Tamara L. Warner, Principal



## **2019-2020**

# **STUDENT HANDBOOK**



## Jefferson Parish Public School System

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Website: <http://jpschools.org/>

**Dr. Cade Brumley**  
**Superintendent**

**Mark Morgan**  
**District I Board Member**

Dear Parents and Students:

This student handbook contains most of the general information you will need to know about Gretna No. 2 Academy for Advanced Studies. We hope it is helpful to you and answers many of the questions you may have about the school.

## **Our Beliefs**

We Believe

- The Gretna No. 2 faculty will design engaging, challenging, and satisfying work for every student, in a safe, nurturing and positive learning environment.
- The use of technology is essential for engaging students and for preparing them for a 21st century work environment.
- It is essential that we create differentiated learning environments that promote higher-order thinking and that allow our students to become problem solvers.
- Student effort, task commitment, and ability are equally important.
- Partnerships between home, school, and community are crucial to student success.

**\*Policies and procedures are subject to change following the initial distribution of this document.**

# Gretna No. 2 Academy for Advanced Studies Mission Statement

Gretna No. 2 Academy, with family and community, will explore, develop and enhance individual gifts, talents, and strengths of our students through engaging and challenging activities to become life-long learners with character and integrity.

## **SCHOOL HOURS**

8:30 a.m. – 3:20 p.m.

## **Child Care** is available

7:00 a.m. – 8:10 a.m.

3:20 p.m. – 6:00 p.m.

**SINGLE POINT OF ENTRY** (To areas of school site for all Parents, Visitors & Vendors): A door buzzer has been placed on the front porch. Everyone must buzz the office to enter the building. The main office foyer is the first stop for anyone entering Gretna No. 2 Academy for Advanced Studies. After arrival time, ALL access to the school campus is restricted to the Main Entrance Foyer. All visitors must sign in at the front office, secure a visitor pass, and sign out upon exiting the campus.

## ACADEMIC/BEHAVIOR STANDARDS

**Academic Dismissal:** Each advanced studies student's final course averages in grades two through eleven will be reviewed at the end of a school year. A student's final/end of course letter grade for each course attempted in language arts, math, science, and social studies will be averaged using the following un-weighted (honors points not included) quality point values: A = 4, B = 3, C = 2, D = 1, and F = 0.

In grade 2, the qualifying subjects to be averaged include language arts and math. In grade 3, a final letter grade will be calculated for science and social studies and averaged in addition to language arts and math.

If a student earns less than a 2.0 final average (rounding up is not permitted) in all qualifying courses (language arts, math, science, and social studies) attempted during a school year, he/she will be dismissed from the school for advanced studies and not be allowed to apply for readmission to an advanced studies school in Jefferson Parish for at least one academic year.

In addition to the grade point average requirement, a student's performance in all courses attempted during the school year will be reviewed at the conclusion of a school year. If a student earns a final/end of course letter grade average of "F" for any two courses attempted during the course of a school year, the student will be dismissed and not be allowed to apply for readmission to an advanced studies school in Jefferson Parish for at least one academic year. Families who wish to appeal an academic dismissal may submit an Academic Dismissal Appeal Form to the school for consideration.

**Behavioral Dismissal:** Students attending Gretna No. 2 Academy are expected to follow classroom, cafeteria, and school rules at all times. Students attending advanced studies schools will be expected to adhere to Jefferson Parish Public School System discipline guidelines as outlined in the 2017-2018 Procedures and Policies for Parents and Students.

## APPOINTMENTS AND MESSAGES

Parents are urged to arrange a conference with their child's teacher when any problems arise. However, since class time belongs to all of the children, visits should never be attempted during class hours or recreation periods. The teachers may schedule appointments during their planning time to assure sufficient time. Visits with the principal or the teacher should be made by appointment. Only messages of vital importance will be relayed to pupils during class time. We cannot disturb instructional time except in extreme emergencies. When a parent comes personally to deliver a message, the parent must deliver the message through the office. Parents are welcomed to visit and volunteer at the school, but are requested not to disturb classes or to loiter on the playground, in the halls, or in the office. Parents are also requested to ask their children for school bulletins or notes every day so that all information sent home

during the school year will be received. In the morning, students should be dropped off. Parents should not remain in the yard or outside of the fence before the bell rings.

### **ARRIVAL & DISMISSAL PROCEDURES**

The school day begins 8:30A.M. Students are tardy if they arrive **after** 8:30A.M.

Car Riders can NOT arrive on campus before 8:10A.M. CAR RIDERS MUST BE PICKED UP BY 3:30P.M. PARENTS ARE ENCOURAGED TO REGISTER FOR CHILD CARE. THE REGISTRATION FEE IS \$20.00. FAILURE TO PICK UP A STUDENT BY 3:30P.M. WILL RESULT IN CHILD BEING PLACED IN CHILDCARE AT THE PARENT'S EXPENSE.

Kindergarten, First grade, and Second grade - Carpool riders will drop off/dismiss using Amelia Street AM/PM. Start carpool line at 11th Street turn right (300 block) (11th Street to complete carpool line) do not block WB Expressway. Pre K, Fourth grade, fifth grade and sibling riders will drop off/ dismiss using Fried Street AM/PM Avoid Amelia Street - use 6th Street and line up along Fried Street. Student cannot be dropped off at any other location.

**Carpool Line Tags "Official" carpool tags must be displayed in the front window during afternoon carpool. For safety purposes, students will not be released without this tag being presented. If the official sign is not displayed, the student will have to be picked up from the office. A picture ID will be requested by the office staff.**

Walkers must enter and exit the school on Amelia Street. Walking students will be dismissed from Amelia Street gate. ONLY students residing within a one mile radius of the school can be designated as a walker.

BUS TRANSPORTATION to advanced studies schools is based upon designated hubs. These hubs are not traditional neighborhood bus stops and may require parents to pick-up and drop off their children. These bus hubs have been created to maximize the efficiency of the route, school time on the bus, and the school's bell times since the students' magnet/specialty school attendance district is larger than a traditional school district. For Pre-K and Kindergarten students, a parent/guardian or designee who is at least 12 years old is required to be present when that student gets on the bus in the morning and is dropped off at the bus stop that afternoon. It is the responsibility of the parent/guardian to provide the school and bus operator with the names and a working phone number for those persons authorized to receive a student at the bus stop.

## TARDY POLICY

Any student who cannot get to his/her classroom by 8:30 is tardy and must report to the office with a parent for a tardy pass before going to the classroom. Disciplinary action for excessive tardiness is described in the school and parish policies.

Tardiness Procedures: The following procedures for student tardiness shall be followed prior to the suspension of a student for excessive unexcused tardiness, a minimum of the following actions shall be taken by the principal/ designee:

- a) contact the parent/legal guardian;\*
- b) detentions will be issued after the third tardy (3rd, 6th, 9th... tardy);
- c) conference with parent/legal guardian or an attempt to have a conference; and
- d) another type of disciplinary action.

If these actions do not result in improved punctuality on the part of the student, the student may be suspended until the parent/legal guardian visits the school for a conference. Continued unexcused tardiness may result in suspension, other disciplinary action, or a referral to the Juvenile Court system.

**\*Note: Parents will be notified daily regarding absenteeism and late arrivals via the school message system. Parents are responsible for monitoring attendance. Attendance records can be accessed through the Parent Progress Center.**

## CHECKOUT PROCEDURES

Any person who needs to check out a child before school is over must have pictured identification. Parents will be required to sign out in the office children who must leave school before the end of the school day. The office will notify the teacher and the child will come to the office to meet the parent. Students will be released only to those adults listed on the emergency card. In cases concerning custody matters, legal documents with acknowledged. Students cannot be checked out of school after 2:45P.M.

## **PARENT TEACHER CONFERENCES**

Teachers have five planning periods each week. Parents can schedule a conference with teachers on their planning times. Parents may call the office or email the teacher and/or principal to schedule a conference.

## **ILLNESS OR INJURY**

If a child is ill or injured, the parent will be informed by the office. If no one can be reached at the home telephone or the other numbers on the Emergency Card, the child must remain at school. The school is only allowed to apply ice and place a Band-Aid on an injury.

## **COMMUNICABLE AND/OR CONTAGIOUS DISEASE**

Students suspected by the school of having a communicable and/or contagious disease will be excluded from the school until a written statement from a private physician or the Health Department certifies that the child is free of the suspected disease.

## **PEDICULOSIS - (HEAD LICE)**

Parish policy states that any student found to have evidence of head lice or nits (lice eggs) is to be excluded from school until free of infestation and nits. A parent must be with the student when he/she returns to school so that he/she can be rechecked and the proper forms signed.

## **EMERGENCY TELEPHONE NUMBERS**

It is very important that the school has at least two telephone numbers where the parents, a relative, or a friend of the child can be reached in case of illness or accident. The school must be notified in writing when a telephone number or an address changes.

## **WITHDRAWAL FROM SCHOOL**

If for any reason a student must withdraw from school, the parent must notify the school so a withdrawal form can be completed. This form shall be signed by all of the student's teachers. In order that the office has sufficient time to prepare for a student's withdrawing from school, 72 hours advance notice must be given.



### **VISITORS TO SCHOOL**

All visitors will use a buzzer system on the porch to enter the building. All visitors must sign-in and receive a visitor's button. Teachers cannot hold conferences during instructional time. Students may not have guests visit in class unless it is pre-arranged with the teacher and the principal. Parents and visitors may not visit classrooms during the instructional day or morning/afternoon duty times.

### **CHANGE OF ADDRESS**

Parents must notify the school when the child's address is changed. Two current proofs of residence are required.

### **BUS TRANSPORTATION PROCEDURES**

If a parent does not want a child to ride the bus, the parent must write a note to the teacher. The note should include the date, change in destination instructions, and the parent's signature. Please include a telephone number where the parent may be reached during the day. Students cannot ride another bus to visit a friend. If a child moves, the child cannot ride the bus to the old address.

### **JEFFERSON PARISH PUBLIC SCHOOL SYSTEM PROCEDURES AND POLICIES FOR PARENTS AND STUDENTS**

Each year, the Jefferson Parish Public School System distributes to all parents a copy of the system-wide rules. The document is available on the district's website.

### **SCHOOL WIDE POSITIVE BEHAVIOR PLAN**

Gretna No. 2 Academy for Advanced Studies Faculty and Staff will implement a School Wide Positive Behavior Program (SWPBP). The SWPBP will be mandated for the 2017-2018 school year. This program intends to encourage students to follow school rules and behavioral expectations. There are four main school rules that must be followed:

1. BE SAFE.
2. BE RESPECTFUL.
3. BE RESPONSIBLE.
4. BE A PROBLEM SOLVER.

## **TOYS/ELECTRONICS**

Toys including all electronic handheld games, ipods, etc. are not allowed on campus. These are costly items which create a distraction from instruction and interfere with school procedures. In addition, teachers are unable to be responsible for preventing theft or damage. Items such as these will be confiscated and kept in the office until a parent comes to the school to pick them up the items. In addition, school employees are not responsible for theft or damage to electronic items brought to school.

## **FIELD TRIPS**

Students will be allowed to go on field trips at the discretion of the principal. The signed permission form and money for the field trip must be sent with the students in the morning to the homeroom teacher. All field trips must be paid in full by 9:00 a.m. on the day of the deadline. Money will not be collected in the school office. Expectant mothers must have a letter from their doctor to ride the school bus for a field trip. Students must wear the orange collared school logo uniform shirt to attend field trips. The dress policy of the Jefferson Parish Public School System is included in the booklet entitled "2017-2018 Procedures and Policies for Parents and Students".

## **COOPERATIVE ENDEAVOR**

The goal of the Cooperative Endeavor is to keep the schools in the parish safe from drugs, weapons, and criminal acts of personal violence. Therefore, as soon as a criminal act perpetrated by a student is detected, the appropriate law enforcement agency shall be called. The responding deputy or police officer will come to the school, arrest the pupil if the investigation warrants, and secure the evidence. Initial notification to parent or guardian of the juvenile's arrest will be made by a school official. The school official will instruct the parent that the juvenile has been arrested and taken to Rivarde Detention Center.

## **CELL PHONE POLICY**

Students are allowed to possess electronic devices on campus. However, all electronics devices must be COMPLETELY OFF and must not be visible or audible while students are on the school grounds or on the school bus except under the conditions described. For additional information, please refer to Jefferson Parish School System Procedure and Policies manual.

## UNIFORMS

Students are expected to be dressed in the appropriate school uniform at all times. Students who are not in complete uniform will not be allowed to attend school sponsored activities or programs. The uniform requirements are as follows:

<b>Gretna No. 2 Academy Uniform Description</b>	
<b><u>Pre-K &amp; Kindergarten students MUST wear PURPLE uniform shirts.</u></b>	
<b><u>SPECIAL NOTE: Dress-Down days DO NOT APPLY to Pre-K and Kindergarten students, except when their dress-down attire includes purple shirts/sweatshirts.</u></b>	
<b>SHIRTS</b>	<ul style="list-style-type: none"> <li>• PRE-K &amp; KINDERGARTEN: PURPLE COLLARED SCHOOL LOGO SHIRT SHIRTS</li> <li>• GRADES 1-5: ORANGE OR DARK GREEN COLLARED SCHOOL LOGO SHIRTS (STUDENTS MUST WEAR AN ORANGE COLLARED SCHOOL LOGO SHIRT IN ORDER TO ATTEND FIELD TRIPS.)</li> <li>• SCHOOL SPIRIT SHIRTS MAY BE WORN ON MONDAY &amp; FRIDAY.</li> </ul>
<b>BOTTOMS</b>	<ul style="list-style-type: none"> <li>• "UNIFORM STYLE" KHAKI PANTS, SHORTS, SKIRTS, &amp; SKORTS (CARGO AND/OR CAPRI PANTS ARE NOT PERMITTED.)</li> </ul>
<b>BELTS</b>	<ul style="list-style-type: none"> <li>• BROWN OR BLACK BELT FOR LOOPED CLOTHING</li> </ul>
<b>SOCKS</b>	<ul style="list-style-type: none"> <li>• SOLID WHITE OR BLACK (FOOTED LEGGINGS ONLY)</li> </ul>
<b>SHOES</b>	<ul style="list-style-type: none"> <li>• ATHLETIC/TENNIS SHOES – ANY COLOR</li> </ul>
<b>JACKETS/SWEATERS/SWEAT SHIRTS</b>	<ul style="list-style-type: none"> <li>• SOLID GREEN, ORANGE, KHAKI, WHITE, OR BLACK</li> </ul>
<b>SCHOOL COLORS: DARK GREEN &amp; ORANGE</b>	

No jewelry, other than watches and post earrings or ¼" hoops for female or male students may be worn at any time. This policy is for the safety of students and will prevent the loss of valuables. Caps or hats are not allowed in class at any time.

**UNIFORM VIOLATIONS:** Teachers will administer disciplinary measures in the classroom for uniform violations. Habitual violations will result in the student receiving the following consequences:

1. phone call/behavior report
2. detention
3. parental conference and/ or other discipline action.

## **MONTHLY NEWSLETTER AND CLASS WEBSITES**

A monthly newsletter will be posted on the school's website. Teachers will maintain classroom websites. Parents and students are encouraged to access the websites frequently.

## **HOMEWORK**

The Jefferson Parish Public School System has a system-wide policy regarding homework assignments. The orange folder which is issued to each student must go home and be brought back each day. Homework and other communication must be placed in the folder or the agenda. Assigned homework must be completed within the guidelines set by the teacher.

## **LATE ASSIGNMENTS/PROJECTS**

Late assignments will affect students' grades. When applicable and/or per classroom-based procedures:

- One day late, the highest possible grade will be reduced to B
- Two days late, the highest possible grade will be reduced to C
- Three days late, the grade will be reduced to F.

## **LOST AND FOUND**

Children are expected to return any lost articles that are found. Lost textbooks, purses, clothing, and money should be given to the classroom teacher or to the teacher on duty. The lost clothing will be placed in the cafeteria where students may claim them. Please see to it that all outer garments are marked with the student's name.

## **STUDENT AWARDS**

**HONOR ROLL:** Students will receive honor roll certificates and other mementos after report cards are issued each nine weeks. Honor Roll - All A/B's in promotional subjects except handwriting; A/B conduct "A" - Conduct - Students with all A's in conduct receive a certificate. This award is given for conduct only.

**8/4/2017 PERFECT ATTENDANCE Nine Weeks Certificate:** Perfect attendance each 9 weeks.

## **SCHOOL MONETARY OBLIGATIONS**

All school monetary obligations must be paid on a timely basis.

## **EMERGENCY NOTIFICATION ALERTS**

The Jefferson Parish Public School System Official channel for Emergency Broadcasts is WWL News Radio, 870, or Channel 4. School closings will be announced on WWL. Parents/guardians are asked to keep abreast of the weather in the area.

In the event of a major school crisis, the Superintendent of Schools, Dr. Cade Brumley, or his designee will speak to the news media. The official news source is WWL, 870.

A major school crisis is defined as a fire, a tornado, as a chemical leak in the area, as an intruder on campus, as a hostage situation, but is not limited to these events. 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 access to the school site. Remain at the 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.

## **JCAMPUS PARENT PORTAL: REVIEWING GRADES ELECTRONICALLY**

Jefferson Parish Public School System (JPPSS) has a way for you to stay in touch with your child's school activities. It's called Campus Parent Portal and is a part of our student information system. Through the parent portal, you can view your child's school information (district calendar, attendance, and grades from anywhere that access to the internet is available. To gain access to this service, a parent/legal guardian must obtain a form from his/her child's school, complete it, and return it to the same school. If parents/guardians have students in multiple JPPSS schools, they only need to complete this form once. After your registration form is processed, you will receive an email with login instructions.

## **Internet User Expectations**

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred. Those changes are influencing instruction and student learning. The Jefferson Parish Public School System supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/ guardians and the student's teachers. The Jefferson Parish Public School System manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians with a secure connection over the Internet. All parents/guardians will comply with the Internet use regulations and technology regulations/procedures, as well as all other District policies that may apply.

## **PARTIES**

In elementary schools, parties are limited to ensure minimum interference with the instructional program of the school. Parties may be held on the last school day prior to the start of the holiday period. Parties are not permitted in middle or high schools, and birthday parties are not permitted in any Jefferson Parish Public School. ALL special treats, including snacks, cookies, and/or cupcakes, must be pre-approved by the teachers.

## **Lunch Visitation**

Visitations during lunch periods/times are prohibited.

## **Special Events Admittance Sheet**

In an effort to maintain safety on campus, we will use the "Special Events Admittance Sheet" as a safety procedure for all large scale parental/community involvement activities (i.e., Mornings with Mom, Dads & Donuts, and Field Day). The form will be utilized to verify guest attendance as well as serve as a sign in/out sheet. All noted guests must present a drivers' license and/or photo I.D. and sign in at the front tables by the front office for events. Any guest without a license and/or photo I.D., or any person not on the Admittance Sheet will be respectfully turned away at the door. Forms must be submitted by the specified due date.