

# STUDENT HANDBOOK

GREATER GRACE CHARTER ACADEMY



SOARING TO EXCELLENCE  
BUILDING CHARACTER | NURTURING RELATIONSHIPS | INSPIRING LEADERS

**“We can and We will!”**

**2018-2019**

**EAGLES SOAR!**

**Executive Director/Principal: Dr. Claudette Aubert**

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**School Website:** [www.greatergracecharteracademy.org](http://www.greatergracecharteracademy.org)

**Phone:** (225) 624-2113

**Address:** 21490 – B Highway 20, P.O. Box 1002

Vacherie, LA 70090

**Bell Schedule**

7:50 Teacher Duty  
8:00 Student Arrival  
8:10 Tardy Bell  
3:30 Dismissal Bell

**Parent Teacher Conference**

October 18, 2018 – 4:00pm – 6:00pm  
March 15, 2019 – 4:00pm – 6:00pm

**\*\*\*EARLY DISMISSALS\*\*\***

**\*\*Dates are subject to change\*\***

September 14, 2018  
October 18, 2018  
March 15, 2019  
May 21, 2019

**Open House**

August 7, 2018 4:00pm – 5:30pm

**Holidays**

Labor Day	September 3, 2018
Fall Break	October 15 – 16, 2018
Thanksgiving Holiday	November 19 – 23, 2018
Christmas Holiday	December 21, 2018 – January 4, 2019
Dr. Martin Luther King, Jr. Observance	January 21, 2019
Mardi Gras Holiday	March 1 – March 6, 2019
Easter Break	April 19 – April

## **OUR MISSION**

Greater Grace Charter Academy will provide a foundation to produce the most academically prepared, independent and community-oriented student leaders in the River Parishes through a well-rounded, individualized and comprehensive learning community.

## **VISION**

GGCA focuses on a flexible, engaging, and rigorous educational community that promotes self-advocacy, fosters positive social interaction and provides students with the necessary academics and life skills to ensure their successful transition and integration into high school grades in the community. GGCA will encourage stakeholders to participate in the education and creation of future student leaders based on the social and economic needs of our community.

## **ARRIVAL AND DISMISSAL**

### **Hours of Operation: Monday- Friday 7:30AM- 3:30PM**

Students will not be allowed on campus before 7:40AM. Students will not be supervised or allowed into the building before that time. Classes will begin at 8:00AM. Early check-out is prohibited after 3:30PM.

## **ATTENDANCE POLICY**

Any student who misses more than 10 days of school over the course of a school year will be automatically recommended for retention in their grade level. The school reserves the right to make exceptions to this policy in the instance of an extended absence due to medical reasons. Additionally, if a student accrues an excessive number of absences the Operations Manager or designee will contact a Truant Officer to assist in resolving the situation.

Parents and guardians are expected to call the school as early as possible but no later than 7:45 A.M. if their child will not be attending school for any reason.

Students will be held accountable for work missed due to suspension, vacation, or absences.

## **ABSENCES**

Unexcused absences will result in the following consequences:

**3 times-** Parent/guardian must meet with School Leader.

**10 times-** Case may be referred to Children Services for "educational neglect"

**10 times-** Student becomes "promotion in doubt" and may not advance to next grade level.

## **TARDY POLICY**

Parents must escort late students to the Main Office to sign in, before proceeding to their classroom. If a parent drops the student off but does not come into school, the student will have to remain in the main office until the parent returns to sign the student in. Three late arrivals will count as the equivalent of one absence for the purposes of our attendance policy.

The school will record dismissals before 12:00 PM as absences. The school will record dismissals after 12:00PM but before 3:45 PM as present but dismissed early. Students must be present for at least ½ of the allotted instructional time on a given day in order to be considered present.

## **TOYS, CELL PHONES, and ELECTRONIC DEVICES**

Students are not permitted to bring toys, cell phones, or other electronic devices to school. If these items are brought to school, they will be removed from the student's possession; a parent or guardian will be required to come to the school to retrieve them. The school is not responsible for the loss of non-permitted objects at school.

## **UNIFORM POLICY**

We show respect for our appearance and our cohesion as a community through our uniforms. Students in our community are expected to follow the school dress code in order to be allowed in class. Students are to wear the following uniform:

\*The uniform for all students is as follows:

- *A burgundy polo shirt with school logo (long-sleeve or short-sleeve) for boys. School shirts are also permitted on Fridays or designated days.*
- *Boys will also wear khaki-colored pants or shorts, straight leg or regular fit only (such as Dockers). No flare, cargo, or wide-legged pants are permitted. Cargo pants are pants that have more than one pocket on the legs of the pants. Pants cannot have designs on them and must be plain khaki. Pants may not be worn below the top of the hips.*
- *In place of pants, girls 3-8<sup>th</sup> grade may wear a plaid burgundy and gray skirt knee-length or longer. or shorts. Girls K-2<sup>nd</sup> grade will wear the plaid burgundy and gray jumpers.*
- *Girls 3-8<sup>th</sup> grade will wear a white button down blouse with the school's logo on the pocket. Girls K-2<sup>nd</sup> grade will wear the rounded collar with the logo on the collar.*
- *Girls may wear burgundy or white plain tights. Tights with patterns or other colors are not permitted. Leggings (tights that do not cover the feet) are not permitted. Girls wearing skirts must wear shorts underneath.*
- *Students may also wear a burgundy sweater (no logos) or a gray sweatshirt with the school logo over their uniform shirt in colder weather. The collar of the polo shirt must be seen while students are wearing sweaters or sweatshirts. Students will not be able to wear coats during class. Students may not wear hooded sweaters or sweatshirts. We ask parents to write their child's initials on the tags of sweater and teachers will mark the tags of sweaters with initials if we notice that they are not marked. This is to prevent students from losing their sweaters.*
- *Students may wear only white or gray undershirts beneath their polo shirts.*

#### Shoes:

Students may wear solid black or white sneakers no color or logos on them. Students may not wear shoes with lights and may not wear boots during the school day. Students must wear socks, and if the socks are visible, then they must be a plain white or gray. Students may not wear sandals.

#### Hats, Bandanas, Wave Caps, Earrings, Chains, and Braids:

Once students enter the school building, the wearing of hats, bandanas, or wave caps is not permitted. Hats, bandanas, or wave caps worn inside school building will be confiscated. If earrings are worn, they must be simple studs only (no large, hoop, or dangling earrings). No chains are to be worn at any time. Jackets, overcoats, or any clothing tied around the waist or neck is not permitted. Students may wear their hair in braids but no unusual colors such as bright red, pink, blue or purple, etc. are allowed as this is a distraction to the learning environment. Students are not allowed to unravel their hair during the school day as this is also a distraction to our learning environment. Students may not wear disruptive jewelry, such as talking or beeping watches. Students may not wear bracelets or fake nails. Rings can interfere with young students learning proper handwriting so students may not wear rings in the primary grades.

Students who are out of uniform will not be permitted to attend class and will remain in the School Leader's office until the student is in uniform. If a student is wearing tights or an undershirt that is out of uniform, the child will be required to remove them and parents will be notified.

#### **SCHOOL VISITORS**

During the beginning of school, it is critical for students to transition into their new setting, and parental presence in the classroom can slow the process. However, parents are encouraged to visit the school/classroom and see our amazing teachers and students at work. All visitors are required to sign in at the office before visiting a classroom and wear a visitor sticker while at school.

#### **MEETING WITH A TEACHER**

Please call the office and speak with the secretary to schedule a conference with your child's teacher. All conferences must be scheduled through the office. Conferences will take place after school hours; appointment only.

## **HOMEWORK**

Homework is assigned to reinforce skills that have been taught in the classroom. Homework assignments also help students develop good home study habits and increase a child's sense of self-worth. Students should not spend an excessive amount of time on homework. If your child is struggling with homework, please notify his/her teacher so interventions can be put in place to help your child experience success.

## **STUDENT MEDICATION**

No medication can be administered or consumed at school unless both a doctor and a parent/guardian have completed the appropriate forms. Greater Grace Academy strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring the medication to the school's main office.

The medication needs to be in the original container with the appropriate prescription label (including the name of the student, the name of the medicine, the date, the dosage information, and directions for administering the medication) and the appropriate Student Health Authorization for Administration of Medication Form.

We store and administer the medicine in a secure location. Please be aware that the medication cannot travel back and forth to school – once it's given to us for your child's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school and it should not be placed in their book bags. Adults should bring the medication to the nurse. For further information on medication or any health related issues please call us.

## **BIRTHDAY and OTHER SPECIAL DAYS**

Please contact the classroom teacher to make arrangements for any birthday celebration. We cannot allow birthday celebrations to interrupt the academic day or allow birthday celebrations at lunch, considering that classes are eating all together in the cafeteria. The birthday treat also needs to be easily consumed by dismissal at 3:30 so we recommend easy-to-eat treats such as cupcakes, popsicles, yogurt and granola cups, or fruit salads. Check with the teacher for the number of students to make sure that enough treats are provided. *Children may not distribute invitations to parties within the school building unless every member of the class is invited.*

## **CULTURE OF POSITIVE BEHAVIOR: K-8 & PBIS/DISCIPLINARY ACTION**

It is our responsibility to ensure we employ a developmentally appropriate student disciplinary plan. A clear and consistently implemented Code of Conduct is essential to providing students with the necessary academic and character foundation necessary to be successful in middle school, high school, college and life. We will build a school-wide culture that teaches and rewards positive behavior. Since our teachers will spend the majority of the day with the same students, it is important they have highly structured and similarly coordinated classrooms. Additionally, it is important that a common language is used to teach expectations to ensure consistency of expectation and discipline policies school-wide.

All students will be required to adhere to the value and behavior expectations of the school.

### **SOAR character foundation values:**

**Self-Determination:** We can overcome all obstacles.

**Open-minded:** We are receptive to new ideas and information.

**Achievement:** We aim for excellence in all that we do.

**Respect:** We respect each other and ourselves.



## **MONEY**

All checks should be made out to Greater Grace Charter Academy. Please include your address and phone number. Parents should never be asked to send "cash only" or make out checks payable to teachers. All correspondence asking for money from teachers should have approval of administration.

## **MONTHLY CALENDARS**

A calendar is sent home at the beginning of each month that includes important school information. Please make sure you look over the calendar carefully and post it in a place where you can refer to it often. Lunch menus, meal prices, school events, early dismissal dates and other important information is included on the monthly calendar.

## **SPIRIT SHIRT DAY**

Students at Greater Grace will be allowed to wear a GGCA Spirit Shirt every other Friday (twice a month). Spirit shirt days are listed on the monthly school calendar. Students may wear a GGCA spirit shirt with their uniform bottoms. Students wearing a jumper may wear their spirit shirt over their jumper. Order forms for SPIRIT SHIRTS are located in the office. Shirts do not need to be tucked in, but a belt should still be worn. Shirts MUST be a school approved spirit shirt.

## **CASUAL DRESS DAYS**

Students are provided with school wide casual dress throughout the year for certain activities and as a part of our PBIS rewards system. Students with multiple dress code violations will not be permitted to participate in casual dress days. Guidelines for these clothing on these days are as follows:

- No short shorts (Must be to fingertips)
- No backless shirts or spaghetti straps
- No exposed bellies
- No flip flops
- No low riding pants or exposed undergarments
- No jeans, pants with rips, tears or holes

## **TRANSPORTATION**

Students should not be dropped off before 7:50. All car riders must remain in the car until 7:50. Students will unload buses in the morning beginning at 8:00a.m. Dismissal begins at 3:30 and students can be picked up at this time in the car rider area. Students must obey and respect the bus driver at all times. Students are expected to keep the bus clean. Talking in a normal voice is permitted, however, screaming, shouting or excessive rowdiness is not permitted. Deliberate

damage to the bus will result in the loss of bus riding privileges. Restitution will be required. No student is permitted to ride another bus or get off at a different stop unless it is approved by the office with written permission from the parent. No student is to ride the bus other than a regularly enrolled student.