



**Goldonna Elementary/Junior High
School Handbook
2018-2019**

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Superintendent**

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Vision and Philosophy of Goldonna Elementary/Jr. High School

We, the faculty and staff at Goldonna Elementary/Jr. High School, believe that if we, as a school, work with our students, parents and community we can provide the best education for our students in a fast-paced and ever changing society. As team, we seek to meet the educational, emotional, physical, and mental needs of our students to the best of our ability by building positive relationships, providing educational programs that address current needs and accommodating all learning styles following the Louisiana Student Standards. We also utilize feedback, assessment data, and best teaching strategies to meet these goals.

Our goal is to produce students that possess the skills to perform in high school: academically, socially, and mentally. We do this by providing an environment that promotes a love for learning, personal responsibility, positive goals, and lifelong social skills. With this philosophy we will create students that will become productive and contributing citizens of society allowing each student reaching his/her fullest potential.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Purpose of the Handbook

This handbook has been prepared for the purpose of giving you the information you need as a student or parent of Goldonna Elementary Junior High School. It is our belief that this publication will prove beneficial to each student, teacher and parent as a guide to Goldonna's school day, school spirit, daily activities, rewards, expected behaviors, parent involvement and much more. Please use this as a tool for communication between you and the teachers.

To The Students

This agenda is a joint effort of students, faculty, staff and administration. It contains information which students and teachers have found by experience to be most helpful and needed by students. You should read the handbook carefully and refer to it during the school year as questions about school policy or procedure may arise.

- Bring signed materials back from home
- Arrive to class on time
- Come to class with necessary materials
- Move through the building and on campus in an orderly manner
- Use your bathroom breaks and refrain from asking to go during class
- Follow school and classroom rules
- Follow your cafeteria rules and procedures
- Dress according to dress code policy
- Respect school property and the property of others
- Use appropriate language
- Settle conflicts appropriately
- Treat peers and all staff with respect
- Complete and turn in assignments in timely manner
- Always represent your school and community well in public

To The Parents

Parents and the school working together will provide the best environment for the students to flourish and succeed. With this in mind we ask the parents to assist the school with the following:

- Regular and punctual attendance is the most important single factor in school success. Please help your child be at school and on time each day, only absent when there is a true need.
- Send excuses for absences in a timely manner and keep the school informed.
- Help your child create a wholesome and positive attitude toward school; confidence in his/her teachers is essential to his/her success. Student learning is impaired when he/she does not trust the teacher. Please avoid destructive criticism and bring your concerns to the teacher and the administration of the school to be resolved.
- Check grades online and follow-up with any concerns
- Read the weekly newsletters for important dates and information.
- Check the school calendar for upcoming events.
- Look for progress reports at 4 ½ weeks and at the end of the nine weeks. Sign and return promptly.
- Attend conferences or request a conference if needed.
- Remain in contact with teachers by notes, agenda, email or phone.
- Monitor daily homework assignments and agenda.
- Get to know your child's teacher.
- Download the School Info App to keep up to date with school events, curriculum and activity.
- Send a note if your child is going home with another student or having another student over. We need two notes so that we are sure the parents have planned this event.

Telephone

Students may use the telephone in the office after receiving permission from the teacher and/or office staff. Illness and emergencies are the only reason a child should need to use the phone. Personal business should be arranged before school. Teachers have telephone extensions in their classrooms. You can leave them messages or inquire about your child's needs, however we prefer you try to call during non-instructional time such as planning periods or recess.

*Main Office 727-9449
School Board Office 352-2358*

*Cafeteria 727-9311 Fax 727-9448
Transportation 352-6465*

Arrival and Dismissal Times

School begins promptly at 7:45am. Car riders and walkers should not arrive earlier than 7:30am. **Car riders should be dropped off and picked up on the side entrance of the school by the gym.**

Transferring Students

Provide a declaration – proof of residency, birth certificate, current immunization certificate, Social Security card, and a completed lunch form.

Non-Bus Students

School begins each morning at 7:45am and ends at 3:00 pm. Students who do not ride the bus should not be on campus without their parents prior to this time.

Concessions

Each day first grade through junior high school students will have the opportunity to purchase snacks at the concession stand in the gym during recess time. It is the student's responsibility to keep up with his/her money. All trash from the snacks should be put in the trash cans outside.

Items Not Permitted at School

Toys, games, electronic devices etc. should be left at home. Students and parents must assume responsibility for the loss or damage to any such item brought to school. On certain designated days (field trips, etc.) students might be encouraged to bring a camera; however, in general, it is impossible for the school to be responsible for such items. We appreciate all the help parents give in keeping such items at home.

On most days, afternoon concessions will be available and the children are allowed to bring enough money for this activity. Encourage your children to keep their money in their pocket until it is needed. Money that is kept in lockers or in desks often disappears. No child should ever ask another student for money or for any other personal possessions; no student should ever give or lend money or personal possessions to others. **Please emphasize this rule to your children.** Children are not to give, trade with, or buy from any other student at school.

School Building Level Committee (SBLC)

The purpose of the School Building Level Committee is to assist students who have learning problems, adjustment problems, or other special needs by providing services to students, parents, and teachers. The team is composed of knowledgeable persons from the faculty. An educational diagnostician acts as a consultant to the team. Referrals are made through the classroom teacher.

Parent/Teacher Organization

All parents are encouraged to join the parent/teacher organization, PAWS (Parents Always Working for the School). Meetings and activities will always be announced in the Wildcat News and listed on the online school calendar. Please call the office if you would like to participate as a volunteer throughout the school year.

Cafeteria

1. All students are to go cafeteria at assigned times.
2. Students should remain in an orderly line until receiving their tray and sitting at the tables.
3. Students misbehaving in line or in the cafeteria will be subject to disciplinary action.
4. No items such as food, straws, etc. should be taken from the cafeteria.
5. Do not leave food, napkins, trays, milk, etc. on the table.
6. Students that bring their own lunch should report straight to designated seating.
7. Canned or bottled drinks are not allowed in the cafeteria.
8. Lunches may not be charged; all must be prepaid.
9. If your child has food allergies, please provide physician documentation in order to substitute appropriately.

Care of Buildings and Campus

Everyone should take pride in our buildings and campus. We strive to keep our campus clean and attractive and encourage everyone to assist us with this task. You are expected to clean up any mess you make. Thoughtful citizens will pick up paper and trash instead of walking by it. Students defacing or damaging school property in any way will be required to clean the article or area. Parents and students are responsible for materials used by the schools. Vandalizing or destroying school property could result in suspension or expulsion.

Student Insurance

School insurance forms are sent home at the beginning of the school year. All students are eligible to purchase this low cost insurance. Parents are responsible for filing all claims. Students involved in athletics or team sports must have insurance with the school or provide proof of private insurance.

Financial Obligations

The normal financial obligations for parents and students are as follows:

1. Additional fees may be assessed during the school year including charges for lost books (according to a schedule set by the parish), library fines, charges for individual or group pictures as selected by parents and charges for yearbook.
2. T-Shirt fundraisers will be conducted throughout the year. All purchases must be paid for when ordering.

No report cards or other records will be issued until all overdue financial obligations have been met. Students with an outstanding debt can be prohibited from attending extracurricular activities such as prom, field trips, etc...

Complaints

Almost every problem that arises between parents and school is a result of poor communication. Ninety-nine percent of the time, the conflict is quickly resolved when the parents meet with the school personnel and talk. If you have any problem with a teacher, bus driver, or other staff member, please contact **that person** (at school, if possible) and discuss the problem. Do not contact the school board member, the superintendent, or the principal until after an effort has been made to resolve the problem.

Visitors

All visitors on campus **MUST** report to the office. Parents are encouraged to visit the school. However, they are asked not to enter the classroom during instructional time unless arrangements have been made prior to the visit.

If a conference is needed with your child's teacher, please contact the school office and an appointment will be made. Anyone violating the regulations may be reported to the Natchitoches Parish Sheriff's Department and complaint signed on behalf of the Natchitoches Parish School Board.

Withdrawal from School/Transfers

If a student is transferring to another school, the office needs to be notified in advance so that the student's records can be prepared. All financial obligations, textbooks, library books, and other school materials will need to be turned in or paid for in order for school records to be forwarded.

Sign Out Policy

The sign out sheet in the office will be used whenever necessary for you to check your child out of school.

Lost and Found

All clothing and supplies brought to or worn to school should be clearly labeled or initialed. This will serve two purposes, first to help return a missing item to its rightful owner and secondly to discourage theft. The school cannot be responsible for money or jewelry or other missing valuables. Students are discouraged from wearing expensive jewelry and bringing large amounts of money to school. If an item is lost, please notify the office immediately. Unclaimed items will be donated to charity. Should you find any article on the campus, you should turn it in immediately.

Medication Policy

Medication refers to all prescription and non-prescription drugs, including Tylenol, aspirin, cough drops etc. All rules and regulations as stated in the NPSB handbook should be followed. Students will not be allowed to have medications at school. Only trained staff may administer medicine as per parish policy. **No medication will be brought to school or dispensed from the school until the proper paperwork is complete.**

Sports

All students that participate in sports must:

- Not have an F in any subject for any 9 weeks report cards, no exceptions
- Must maintain a 2.5 GPA.
- Have a physical examination by a physician and on file at school. (LHSAA form)
- Show proof of insurance or purchase school insurance.
- Submit to the school a signed parent release form.
- Eligibility for athletic participation will be based on standards and policies set by LSHAA.

Grading Scale, Interim Grades and Honor Roll

Progress reports indicating students grades are sent home at the 4 ½ week period of each nine weeks. These reports should be reviewed and signed by the parent and returned to the teacher. Parents are encouraged to check on their child's progress by signing up for a Parent Command Center account where they can check grades, attendance, discipline and other items.

93-100	A	Principal's List 4.0 - (All A's)
85-92	B	A Honor Roll - 3.5 – 3.9
75-84	C	B Honor Roll = 3.0 – 3.49
64-74	D	
66-0	F	

Attendance

The Natchitoches Parish School Board has adopted an attendance policy. Parents receive this policy at the beginning of the school year (See NPSB Policy Handbook). The school is mandated to turn in a list of students to Truancy after three unexcused absences. Please be timely with your excuses.

Vandalism and Property Damage

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property or personal property of staff or other students will be required to pay for the losses. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

School Sponsored Trips

School sponsored trips are made each year for various activities in which the students of Goldonna Elem. /Jr. High participate. The following regulations govern these trips sponsored by the school:

1. Each trip must be approved by the principal.
2. Students are to use transportation sponsored by the school.
3. Students are to return via transportation sponsored by the school.
4. Students must take the responsibility of observing all safety rules while riding in school arranged transportation.
5. Students taking a school-sponsored trip are under the supervision of a sponsor and are expected to conduct themselves at all times as ladies and gentlemen, consequences will be administered for those that do not.
6. Students who owe financial obligations to the school or who are under disciplinary action will not be allowed to participate in school-sponsored trips. Students who have been assigned to two after-school suspensions or to an in-school suspension will not be allowed to participate in school sponsored trips. If a student has not had a disciplinary referral for a nine-week period of time, the student may participate in a field trip unless the teacher/teachers feel there is reason to exclude the student. If this is the case the teacher and the principal will meet to discuss the matter. The final decision will be made by the principal.

Student Behavior

The primary mission of the school is instruction. We encourage student behavior that enhances instruction for each individual and that does nothing to detract from the instruction for the group. At Goldonna Elementary-Junior High School we believe that the best way to encourage these kinds of behaviors is to recognize and reward that which is positive. By doing so, we hope that the students will develop habits of behavior that are good for themselves and others.

The general rules of conduct for all students include the following:

- A. Students have primary responsibility for their own actions. Misbehavior cannot be the fault of others.
- B. Students must not engage in behavior that might endanger themselves or others (hitting, fighting, throwing objects, running on campus, etc.).
- C. Students must respect the person and property of others around them.
- D. Students must show respect for the truth.
- E. Students must follow all rules established by classroom and duty teachers.

Occasionally punishment for misbehavior is necessary. The primary purpose of this punishment is to discourage the misbehavior in the future. The punishment may or may not include an instructional element. Typical classroom punishment might include loss of privileges, extra work, clean-up detail, etc. Serious misbehavior is referred to the office and may result in more serious punishment. Corporal punishment (spanking) is a part of the school's discipline program and may be administered according to the guidelines established by the school board if a child exhibits a pattern of continued misbehavior. If all these efforts to change behavior are unsuccessful, students may be suspended from school. If you would prefer that your child not receive a spanking at school, please send that request to school in writing. In such cases, suspension or other punishments will be an alternative.

Warning – LA Revised Statute 14:95.2

The carrying of a firearm on school property (including school buses) by anyone is punishable by imprisonment at hard labor for up to five years.

Use of Metal Detectors

In accordance with Act 647, the Natchitoches Parish School Board has adopted the following policy for using metal detectors in parish schools. Based upon guidelines issued by the Board of Elementary and Secondary Education (BESE), the purpose of this policy is to deter the bringing of weapons onto school grounds and to thereby reduce the potential for violent incidents, the Board shall indemnify and defend all employees who follow this policy and are involved in litigation as a result of compliance.

All teachers and administrators, who have *reasonable belief* that a student is in possession of a weapon or illegal drugs, shall be authorized to search the person of said student. Any such action by teachers or administrators shall not be done maliciously or with the intention of embarrassing, harassing, or intimidating the student. When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. The detector activates again, the individual will be personally searched by an administrator of the same sex. At least one witness, also of the same sex as the student, shall be present throughout the search.

Goldonna Gold

Where responsibility and good behavior shine!

Goldonna Gold Positive Behavior Interventions and Support Plan

GEJHS implements the positive behavior interventions and support system. The goal for this year will be to improve responsibility in our students. All teachers have been trained to use the system, which we call Goldonna Gold. This plan will teach students to follow rules and become responsible members of our student body. This will be done by teaching school wide rules and consequences, as well as classroom rules and responsibilities.

Rules will be posted throughout the school and the students will be taught and shown examples of appropriate and inappropriate behaviors. Parents will receive a copy of the classroom rules and consequences at the beginning of the year. The school wide rules and consequences are listed in the agenda for your convenience. Please be sure and sign the acknowledgement forms and return to school for our records.

Appropriate behavior will be reinforced using a variety of methods as determined by the PBIS team, classroom teacher and student suggestions. The teachers and the team will be working with students to teach them proper, age appropriate responsibility for a successful school year. These may be modified as needed and parents will be informed of infractions as well as successes.

G - Give your best effort!

O - Obey the rules!

L - Live respectfully!

D - Display responsibility!

Goldonna Reinforcement Plan

Goldonna Paw Pride Arm Bands- At the end of each 4 ½ period, discipline charts will be reviewed and arm-bands will be given to eligible students. This arm-band entitles the wearer to dress down on Fridays and participate in random fun activities throughout the year.

Goldonna Classroom Incentives are given to individual students as they display responsible behaviors. This can range from candy, coupons, game room, free time and so much more.

Misbehaviors will be addressed by minor infractions and major infractions.

Minor Infraction Definitions

Code	Infraction	Definition
1	Loitering	Staying in the bathroom, hallway, playground or other area when time to return
2	Tardy	Late for school, lunchroom, club, or individual class
3	Dress Code	Wearing correct clothing appropriately
4	Class Prep.	Prepared for class with books, supplies, assignments, and any other necessary items or actions
5	Excessive Noise	Using outside voices inside or noise in a quiet zone or talking during lesson/activity unless allowed
6	Disrespect	Treating adults and students as you would expect to be treated, and also disrespect as identified in individual classrooms
7	Minor Vandalism	Defacing or damaging school property (writing in textbooks, tearing pages, writing on desks and/or walls, graffiti, paper in bathroom on floor or ceiling, displayed work, urinating/defecating in area other than commode/urinal, care of bathroom, doors, ceilings, stalls, vanities and commodes)
8	Off task	Sleeping, note writing or passing, talking, not working on assignment
9	Attendance	Being in class or at school on a school day unless excused from doctor/death
10	Horseplay	Keep all hands, feet, and other objects to self, this includes items on playground or in the lunchroom as well as the classroom
11	Verbal Altercations	Arguing, unfriendly or inappropriate talk
12	Classroom auditorium, lunchroom or line disruption	Allowing space for every individual, staying to the right when walking, keep the line moving, remain single file, silent in quiet zone, keeping others from hearing the message or inappropriate responses, distracting others that are busy
13	Cheating	Copying homework or class work, telling or receiving answers, forging name, any other person than student completing assignment
14	Use of electronic devices	Cell phones, iPods, mp3 players, handheld games, calculator at non specified time
15	Profanity	Inappropriate language (cursing or slang) Example (cursing unintentionally as in stubbing toe would be minor, whereas constant, intentional cursing is major)
16	Public display of affection	Inappropriate touching
17	Littering	Throwing of items on school property rather than in trash cans
18	Boundaries	Being in an off limit location as identified by teacher or fences
19	Safety Rules	Jumping off playground equipment, playing with debris, standing in front of swings, inappropriate sliding, tree climbing/swinging, standing/climbing on bars, walls or vanities, running other than on playground or ball field, wrestling (horseplay), throwing or digging in sand

Minor Infraction Behaviors	Consequences for Minor Infractions
<ul style="list-style-type: none"> • Loitering in hallway or bathroom • Tardy for class • Following the uniform policy • Classroom preparation • Excessive noise • Disrespect • Minor vandalism • Being off task • Attendance • Horseplay • Verbal altercation • Classroom or line disruption • Cheating • Use of electronic devices • Profanity • Public display of affection • Littering • Boundaries • Safety rules 	<ul style="list-style-type: none"> • 1st Minor Offense <ul style="list-style-type: none"> a) Warning/counsel students • 2nd Minor Offense <ul style="list-style-type: none"> a) Counsel student/problem solve • 3rd Minor Offense <ul style="list-style-type: none"> a) Counsel student/Problem Solve b) Discipline Consequence (continued) c) Parent Notification d) Teacher documents infraction on tracking form for 3-5 days • 4th Minor Offense <ul style="list-style-type: none"> a) Office Referral

Major Infraction Definitions

Code	Infraction	Definition
1	Willful Disobedience	Refusing to follow teacher/adult instruction or rules
2	Fighting	Hitting, kicking, pushing with intent to harm
3	Disrespect	Verbally or physically attacking a adult/teacher, disrespectful gestures/body language, breaking rules with willful intent to disobey
4	Bullying or threats	Verbal or physical acts that intimidate another student or person
5	Major vandalism	School property that must be repaired or replaced
6	Immoral practices	Vile body gestures (sexual or threatening)
7	Possession of controlled substance or paraphernalia	Bringing tobacco, drugs or alcohol to school or school activities. Lighters, matches, and other assistive devices.
8	Leaving campus or classroom without permission	Leaving campus without signing out in the office, being out of the classroom without a note (cooperative teacher and teacher of current class)
9	Stealing	Taking any item that does not belong to you
10	Major Classroom or School Disturbance	Action that stops appropriate activities from occurring
11	Failure to complete consequences	Not fulfilling consequential duties
12	Profanity	Intentional use of inappropriate language
13	Safety	Bringing guns, knives, bullets, lighters, matches, fireworks to school. Using sharp items or everyday items in a harmful way.

Major Infractions are identified below and will be handled in the following manor:

Major Infraction Behaviors	Consequences for Major Infractions
<ul style="list-style-type: none"> • Willful disobedience • Fighting • Disrespect • Bully or threats • Major vandalism • Immoral practices • Possession of tobacco or lighter • Possession of alcohol • Leaving campus or classroom without permission • Stealing • Major classroom or school disturbance • Failure to complete consequences • Profanity • Safety • Indecent Behavior 	<ul style="list-style-type: none"> • Office Referral <ul style="list-style-type: none"> a) School Administration contacts parent/guardian b) Possible actions taken by the school administration but not limited to: <ol style="list-style-type: none"> 1. Loss of recess/Detention 2. No Dance privileges Assignment/Detention 3. Loss of privileges/sports 4. Paddling 5. Friday Clinic/Work Detail 6. Accompanied by parent 7. In School /Suspension 8. Out of school suspension (alternative school/home)

Positive Behavior Interventions and Support Plan
Please complete the form, tear out the page and return to your child's classroom teacher!

GOLDONNA GOLD

- G** - Give your best effort!
- O** - Obey the rules!
- L** - Live respectfully!
- D** - Display responsibility!

I have read the School Wide PBIS plan and discussed with my child. We agree to adhere to the school policy and will support positive behavior and responsibility.

_____		_____
Parent's Name Printed		Parent's Signature
_____		_____
Student's Printed Name	Grade	Student's Signature

I have read the classroom rules and consequence plan and discussed with my child. We agree to adhere to the classroom policy and will support positive behavior and responsibility.

_____		_____
Parent's Name Printed		Parent's Signature
_____		_____
Student's Printed Name	Grade	Student's Signature

COMPLETE, TEAR OUT AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER

Teacher/Grade

I read and discussed the information with my child in the Goldonna Elementary/Junior High School handbook located in my child's planner. We agree to adhere to the policies and procedures as outlined in this handbook.

Student's Signature & Date

Parent's Signature & Date

Documents

Our district is mandated by the No Child Left Behind Act of 2001 to distribute the documents listed below to each parent.

* Please read each of the documents listed below and sign and return this form to indicate that you received these documents.

- District Parental Involvement Policy
- School Parental Involvement Policy
- Parents' Right to Know
- Parent/School Compact

I received and read the documents listed above, tear out and return to school.

Parent's Name Printed

Parent's Signature

Student's Name Printed

Date

Goldonna Elementary/Junior High

Please complete the form, tear out the page and return to your child's classroom teacher!

Parent – Student – Teacher Compact

SHARED RESPONSIBILITY FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

School Agreement

The entire school staff will share the responsibility for improved student achievement; therefore, we will do the following:

- Hold parent/teacher conferences
- Update grades available on Parent Command Center
- Provide opportunities for parents to volunteer and participate in their child's class and observe classroom activities.
- Respect the student, his/her parents and the diverse culture of the school.

School /Teacher Signature_____

Parent/Guardian Agreement

I want my child to reach his/her full potential, therefore I will do the following to support my child's learning:

- Have ongoing communication with my child's school; including parent/teacher conferences and volunteering for school functions when needed.
- Sign up and check Parent Command Center (computer and internet available at school)
- See that my child attends school regularly and is punctual.
- Support the school staff and respect cultural differences of others.
- Establish a time and place for homework and check to be sure it's done.
- Monitor television, computer usage, and movie viewing.
- Will help to make positive use of extracurricular time.

Parent/Guardian Signature_____

Student Agreement

It is important that I do the best that I can; therefore I will do the following:

- Come to the school each day on time with my homework completed and the supplies I need to work in the classroom.
- Always try to work to the best of my ability.
- Conform to the rules of conduct at my school.
- Show respect for my school, myself, other students, and have consideration for cultural difference.

Student Signature_____

School-level Parent and Community Engagement (P.A.C.E.) Plan

School Year: 2018-2019

School: Goldonna Elem/Jr High

Principal: Mr. Dickinson

Fred Dickinson

Parent Engagement Contact Person

May 21, 2017

Date of Approval

Goldonna School Agenda

Method of Distribution

May 2019

Planned Date of Evaluation

Mission Statement

**Goldonna's formula for success, or mission statement, is:
Teachers + Parents + Community = Learning and Responsibility for All**

Belief Statements

Working together as a team, parents and the school staff will prepare students to become lifelong learners.

Introduction

The administration, faculty, and staff of Goldonna Elementary/Junior High School recognize the importance of parental involvement in the goal of academic excellence for every child. This policy will serve as a guide for the involvement of parents.

Parental Involvement Standard 1: Welcoming All Families

NPSB is committed to creating a welcoming school climate and building a respectful, inclusive school community.

Activities/Strategies	Timeline/Evidence
<p>a. The School PACE Advisory Council will develop customer (parent) service guidelines to be used by school staff.</p> <p>1. Development of the School-level Parent and Community Engagement (P. A. C. E.) Plan</p>	<p>a. May 2019</p>
<p>b. Schools will hold annual meetings, at convenient, flexible times, for the purpose of keeping family members informed and involved in school planning as well as their child's education process.</p> <p>1. Open House – 2. GEJHS High Stakes Testing Parent Information Night/Parents and Students – Winter 2016 3. Title I Meeting – TBA</p>	<p>b. 2018-2019 School year Sign-in sheets</p>
<p>c. Conduct <i>Family Friendly Strategies Checklist Survey</i> and <i>The Power of Partnerships Family Survey</i> two times per year and provide parents with feedback from the surveys.</p> <p>1. Conduct fall and midterm surveys and report results in bimonthly newsletter</p>	<p>c. October and January Surveys and Newsletters</p>
<p>d. Provide opportunities for family and community members to volunteer in the school.</p> <p>1. Testing Monitors 2. Chaperones for Field Study Experiences 3. Classroom Helpers 4. Fundraiser Events (carnival, Relay for Recess, etc.)</p>	<p>d. Volunteer Sign-in Sheets</p>

Parental Involvement Standard 2: Communicating Effectively

NPSB is committed to providing effective two-way communication with parents.

Activities/Strategies	Timeline/Evidence
<p>a. Each student will receive a parent/student handbook with school/district rules, procedures, school/district policies, calendars and school parent involvement plan in a student planner/agenda.</p> <p>1. School will develop an Agenda/Handbook Implementation and Usage Plan and communicate the plan to parents.</p> <p>b. School staff will maintain/update the JCampus Online Gradebook and complete training sessions with parents.</p> <p>1. School Personnel will distribute the Parent Command Center instructions and passwords and provide a training session at the Open House.</p> <p>2. Parents may receive additional training on an as needed basis over the phone or during a school visit.</p> <p>c. Principal will be accessible to parents.</p> <p>1. Principal will be a visible member of the school. Parents may call or visit the school and be assured that they will be able to speak with the principal.</p> <p>d. School will collect unresolved school-wide parental concerns and share these concerns with the regional Parent Advisory Council Parental Concerns Committee.</p> <p>1. Parental concerns will be recorded and attempts will be made to resolve the problem in a fair and equitable manner. Unresolved issues will be presented to a committee, at the end of the school year, for suggestions.</p> <p>e. School shall provide, to the extent possible, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing necessary information and school reports related to school and family programs in an understandable language and format.</p> <p>1. Newsletters will be sent home each month detailing upcoming events. Parents may request the newsletters through e-mail, hard-copy, website or verbal means.</p> <p>2. School website will feature current, past and future information to assist parents.</p> <p>3. Activities that might restrict parental participation will be planned with consideration to each parent’s needs.</p> <p>f. Describe method to ensure that information and materials are provided to those family members who cannot attend meetings and/or conferences.</p> <p>1. Monthly newsletters will summarize the various activities held at the school.</p> <p>2. Informational packets will be sent home with the students for the parents unable to attend meetings or activities.</p>	<p>a. Open House/ Beginning of School</p> <p>b. JCampus Report</p> <p>c. Throughout school year</p> <p>d. Parental Concerns Forms</p> <p>e. Copies of Newsletters/Website</p> <p>f. Copies of Newsletters</p>

NPSB Parental Involvement Standard 3: Supporting Student Success

NPSB is committed to sharing information about student progress and supporting learning by engaging families.

Activities/Strategies	Timeline/Evidence
<p>a. Hold family conferences regularly.</p> <p>1. Parent Conferences will be held every nine weeks.</p> <p>2. Parents may request a conference at any time.</p> <p>3. Conferences may also be held over the phone weekly or as needed.</p> <p>b. Develop with family members a home-school compact that would involve the student, teacher and parent.</p> <p>1. Home-School Compacts will be sent home in August.</p> <p>c. Provide assistance to family members in interpreting and understanding the new Louisiana Student Standards, Grade Level Expectations (GLEs), State Content Standards and benchmarks, the Louisiana State Accountability System, and State and local assessments.</p> <p>1. Information about Louisiana Student Standards, GLE’s, State Content Standards and Benchmarks, the Louisiana State Accountability System, and state and local assessments will be included in the agendas.</p>	<p>a. Parent sign-in sheets</p> <p>b. Signed Copies of Compact</p> <p>c. School Agendas and Sign-in sheets and agendas from Open House and other meetings.</p>

<p>2. Information about the curriculum and testing will be addressed at the Open House and LEAP and iLEAP Parental meeting.</p> <p>d. School and Regional PACE Teams will conduct Home Environment School Supply Kit workshops for parents.</p> <p>1. Parents will be notified of meeting times and dates by e-mail, newsletter, School Info App, school webpage.</p> <p>e. Offer meetings and trainings to help family members work with their children to improve their child(ren)'s school achievement.</p> <p>1. High Stakes Testing Parent Information Night</p> <p>f. Provide family members with their child's required school performance profiles and assessment results including interpretation of the results.</p> <p>1. Copies of student's test scores and interpretation letter will be sent home in May. 2. Parents of students who were unsuccessful on the LEAP will be called and conference arranged.</p> <p>g. Provide family members with a description of the curriculum in use and the forms of assessment used to measure student progress.</p> <p>1. Parents will receive information about the curriculum used and forms of assessments in the School Agendas and at Open House.</p> <p>h. Report frequently to family members about their child's progress.</p> <p>1. Parents may receive current information on their child's progress through JCampus. 2. Report cards or interim grades will be sent home every four to five weeks. 3. Notes to parents will be made on an as needed basis through the agenda. 4. School Info App will have weekly updates of curriculum by teachers.</p>	<p>d. Copies of e-mails or newsletter, School Info App, School Website</p> <p>e. January 2019</p> <p>f. May 2019</p> <p>g. Open House sign-in sheets</p> <p>h. Parent notes, usage reports from JCampus</p>
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Parental Involvement Standard 4: Speaking Up for Every Child NPSB is committed to assisting parents in developing an understanding of how the school and district work and empowering families to support children's success in school.	
Activities/Strategies	Timeline/Evidence
<p>a. School staff and parents will share information in languages that parents can understand about federal and state laws and school report card.</p> <p>1. School personnel will explain the new laws and school report card at the Open House and other meetings throughout the year. 3. Information about the school report card and new laws will also be summarized in monthly newsletters as needed.</p> <p>b. School and district staff will ensure that transitions to the school, to the next grade, school or other transitions will be smooth.</p> <p>1. Invite Lakeview High School faculty and staff to go over with parents and students their child's schedule, extra-curricular activities and requirements of high school students.</p> <p>c. Coordinate and integrate Parent and Community Engagement activities with Pre-K, Head Start, Right Start and/or other programs with a parent involvement component.</p> <p>1. Joint activities with the Campti Head Start will be planned and parents will be notified through school notes and newsletters.</p>	<p>a. Newsletters and Open House Agenda</p> <p>b. May 2019</p> <p>c. School newsletters, School Info App, School Website</p>

Parental Involvement Standard 5: Sharing Power NPSB is committed to strengthening the family's voice in shared decision making.	
Activities/Strategies	Timeline/Evidence
<p>a. Principal will organize at least one parent organization that represents all families. (e.g. PTO, PTSO, PTA, PTSA, PIE)</p> <ol style="list-style-type: none"> 1. A parent organization will be formed. Faculty and staff will present the information at the Open House and gather information on parent interest. 2. Parents, faculty and staff will take the parent interest information and organize a parent organization that will benefit parents and the school. <p>b. School Parent Advisory Council (PAC) will annually review, revise and evaluate the School's Family Engagement Program using the <i>National Standards for Family-School Partnerships Assessment Guide</i> and produce a Report to the Community from findings.</p> <ol style="list-style-type: none"> 3. A meeting will be held to determine the effectiveness of the School's Family Engagement Program. Updates will be made according to the needs of parents and the school following the national guidelines. <p>c. Our school will operate an active School Improvement Team (SIT) including parents.</p> <ol style="list-style-type: none"> 1. School is committed to involving families in policy development and decision-making. 2. Our school Advisory Councils will support NPSB on educational programs and activities, advise the Superintendent on parent concerns, support development of strong parent organizations and provide input to District Family Engagement Policy and Plan <p>d. Involve parents in an organized, ongoing way in the planning, review and improvement of Title I programs, (if applicable), and Parent and Community Engagement (P.A.C.E) Plans.</p> <ol style="list-style-type: none"> 1. Hold a Title I meeting at least one time per year. <p>e. Describe how parents are involved in the decisions regarding how funds are allotted for parental engagement activities.</p> <ol style="list-style-type: none"> 1. Parents, faculty and staff will be given budgets listing the total revenue allotted for parental engagement activities. The committee will determine how the money will be spent. 	<p>a. Open House</p> <p>b. May 2019</p> <p>c. TBA</p> <p>d. September 2018</p> <p>e. September 2018</p>

NPSB Parental Involvement Standard 6: Collaborating with Community NPSB is committed to connecting the school with community resources.	
Activities/Strategies	Timeline/Evidence
<p>a. Develop appropriate roles for community-based organizations.</p> <ol style="list-style-type: none"> 1. Organizations will have fully developed roles that pertain to the school's mission and each role will be filled with a person who best fits the requirements. 	<p>Throughout the 2018-2019 school year.</p>