



GRANT JUNIOR HIGH SCHOOL
A TITLE I SCHOOL

STUDENT HANDBOOK
2018-2019

Parent/Guardian:

My signature below indicates that I have received and reviewed all policies, rules, and general information contained in the 2018-2019 Grant Junior High School Handbook, and I commit to do at least all of the following:

1. Encourage my child to follow all school rules and reasonable requests.
2. Ensure my child is prepared for each class with appropriate materials and assignments.
3. Ensure my child is properly dressed.
4. Attend all conferences required by parent/teacher/principal.

Parent/Guardian Signature

Date

Student Signature

Date

Please return this signed page to Grant Jr High School by August 17, 2018 with other paperwork.



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17763 Hwy 167
DRY PRONG, LOUISIANA 71423
TELEPHONE: (318) 899-5697
Fax: (318) 899-7346

ADMINISTRATION AND STAFF

PRINCIPAL: MR. ROBERT SMITH
ASSITANT PRINCIPAL: MRS. HALEY POOLE
ADMINISTRATIVE ASSISTANT: MRS. KAREN HYDE
HIGHLY SKILLED EDUCATOR: MRS. JACKIE LEWIS
SECRETARY: MRS. SUSAN CLARIUS

**2018-2019
Parent/Student Acknowledgement Sheet**

Dear Parent or Guardian:

Welcome to Grant Jr. High School. This document was designed to inform you of the regulations and policies that govern the GJH campus. These policies and regulations have been developed to promote an environment that is safe and conducive to learning. Please take time to carefully read this document. If you have any questions, please contact the administration for clarification.

After you have read the document, please sign where indicated and return it to Grant Junior High School as a record that you and your child have received the 2018-2019 Grant Junior High School Handbook, and that you and your child agree to comply with the rules and regulations contained herein.

Sincerely,

Robert Smith
Principal

OUR SCHOOL'S VISION and MISSION

Grant Junior High School strives to be a community in which everyone participates in the learning process, accepts learning as a challenge, and learns 21st century skills that will prepare them for future success.

Work hard! Accept the challenge! Learn for life!

GENERAL BEHAVIOR OF STUDENTS

To promote a safe and positive learning environment, students will adhere to the following:

- respect students, teachers, administration and staff
- address teachers as Mr., Miss, Mrs., or Coach with surname
- no loud talking, shrieking, yelling, whistling, etc.
- the "hands off" policy of Grant Junior High; hand holding, hugging, walking arm-in-arm, etc.
- not running except in designated areas
- all parish/state/federal policies and statutes.

GRADES

A course grade is calculated by using quality points.

A letter grade will be given each 9 weeks for each course. The average of these 4 grades will determine the course grade. In order to receive credit for the course, the student must earn a minimum of 4 points and no less than 2 quality points the second semester.

GRADING SCALE	
Grade	Percentage
A	100-93
B	92-85
C	84-75
D	74-67
F	66- 0

To keep informed of your child's current grades, please visit the Parent Command Center through www.gpsb.org. For assistance with Parent Command Center, GJH office can assist you.

PUPIL PROGRESSION

Grant Junior High will follow the Grant Parish School Board Pupil Progression Policy regarding retention/promotion/summer school in relationship to absences, grades, and/or student performance on standardized tests.

ABSENCES AND EXCUSES

A student must bring a parent signed excuse or doctor excuse to the badge room. This excuse must be brought to school within 5 school days upon returning. This excuse will determine whether the absence will be treated as excused or unexcused. All students will **have 3 days** to make up any missed work from the time they return from an absence.

TARDY TO CLASS/SCHOOL

Students are "tardy" if they are not in their desks when the tardy bell rings. Any student arriving after 7:40 A.M. must check in at the office to obtain an admit slip. **If not accompanied to the office by a parent/adult, the student will receive a tardy.**

Being late to school is considered a tardy unless a medical excuse is submitted. The office will administer the tardy, no exceptions.

STUDENTS ARRIVAL AND PICKUP AT SCHOOL

GJH campus will be open for student arrival at 7:25 A.M. each morning. Students should not arrive before this time, as there will be no personnel on duty before 7:25 a.m. If students are dropped off before 7:25 A.M., the school will not be held responsible for the student's safety.

Student **morning drop off** will occur in front of the gym entrance and **afternoon pick-up** will occur in front of the office entrance. Parents are to enter the south gate in the morning and enter through the north gate in the afternoon and follow the signs to the designated pick up and drop off area. This procedure may be amended if parking becomes overly congested.

Students arriving on campus in the morning may enter the cafeteria to eat breakfast or report to their 1st block classroom.

Pick-up time is at 3:00. If a student is not picked up by 3:05, the school will not be held responsible for the student's safety.

If late pick up becomes habitual, the matter will be referred to the Superintendent's Office.

CLOSED CAMPUS POLICY

Grant Junior High School is considered a closed campus. All visitors **MUST** sign in at the office. No unauthorized personnel are allowed beyond the office/administration area. Any person in violation of this policy will be reported to the Sheriff's office and charged with trespassing. This policy is for the safety of our students.

In order to ensure the safe and orderly operation of the school, the administration reserves the right to limit a person's access to the campus or school events.

STUDENT CHECKOUT

A student information sheet will be sent home with each student on the first day of school. Parents are required by Louisiana law to provide this information to the school. If information is not provided by August 17, 2018, the student will not be allowed to attend class. Through providing the requested information, parents can designate the adults having the authority to check a student out of school. Only those adults that have been authorized by the parent or guardian will be allowed to check out the student. **NO faxes, emails or phone calls that alter the information sheet will be accepted. A picture ID will be required for check out purposes. Parents must provide latest custody papers and/or other legal documents if requests are made to school to prohibit a parent/guardian from checking out a student.**

The adult checking the student out must sign the student out in the office. The adult must remain in the office until the student is called and has arrived in the office. The adult checking the student out will only park in the designated student pick up area.

BUS NOTES

Requests for students to ride a bus other than their normal route bus must be made in writing by the parent or guardian--**two phone numbers** are required. **Students must turn notes in to the badge room.** If notes are not turned in before school, students will not be allowed to ride the alternate bus. A bus note may not be honored due to the possibility that additional students may overcrowd some buses. **If verbal contact is not made by the office personnel, the bus note will not be honored.** Students are to pick up all bus notes at lunch in the atrium.

BUS

In order to provide for the safety of the students, they will be not be removed from the bus once they have loaded in either the mornings or the afternoons.

USE OF TELEPHONES BY STUDENTS

The telephone is for business use and will be used by students only for emergency situations. Students must obtain permission from the duty teacher to enter the office. To ensure student safety, a **speakerphone** will be used for **all** student calls.

EXTRA-CURRICULAR ACTIVITIES

In the event a student is not picked up at least 30 minutes after an extra-curricular activity has ended, the school will notify the proper authorities. The student may be denied attendance to future events.

ADMINISTRATIVE CALLS OR APPOINTMENTS

During the school day, the principal or assistant principal may not be in the office to receive a phone call. If this is the case, please leave a message, and your call will be returned as soon as possible.

CONFERENCES

If you wish to have a conference with the principal or assistant principal, please call the school office to set up an appointment. If you wish to have a conference with any other faculty member, please call or email Mrs. Hyde and schedule an appointment. Her email is Karen.hyde@gpsb.org. If you arrive without a scheduled appointment and ask to see any school personnel, you will be seen at the convenience of the administration.

PAPERWORK

Paperwork should be turned in no later than August 17, 2018.

STUDENT FEES

Students at GJH do not have a supply list. The \$20 student fee is used to purchase all materials needed for the school year. Students provide only consumables, such as paper, pens, and pencils. Checks are to be payable to Grant Junior High School. These fees are to be paid by **August 17, 2018**.

Any student owing fees during the school year will not receive a report card nor will records be released to another school. If fees are owed at the end of the school year, the report card will be held, and the student will not be allowed to register the following year until fees are paid in full.

Students, who participate in 8th Grade Graduation, will be required to purchase an 8th Grade T-shirt which they will be required to wear at graduation with Khaki colored pants. **Purchase of the 8th Grade T-shirt does not guarantee participation in the 8th Grade Graduation Ceremony.**

HALL PASSES

Students are not to leave class without permission. When they leave class, they must be wearing the green vest appropriately, unless they have been called to the Office or Health Center

LOCKERS

Students will be issued lockers. Students will be allowed to go to their locker before school, during lunch, and after school. **ALL** book bags, zipper binders and other items that impede proper mobility in the classroom must be stored in the locker and not taken out until 3:00. Each student should store only their personal items in their locker. No food or drinks should be stored in lockers unless it properly sealed in a lunch container. Any food or drink item found in a locker that does not adhere to aforementioned policy will be discarded. Students are responsible for all contents in their locker; therefore, **they should not share lockers or locker combinations with other students.**

I.D. BADGE REQUIREMENTS

Each student will be issued, free of charge, one photo I.D. badge and clip at the beginning of the school year. Each additional badge will cost \$5.00. A student may purchase a one-day temporary I.D. sticker for \$1.00 in the badge room before school.

Students are to wear the I.D. badge while on the school campus during school hours. Replacement clips/lanyards may be purchased before school in the badge room.

The I.D. badge is to be attached to the left collar of the shirt or on an approved GJH lanyard. Only lanyards purchased from GJH are allowed. Lanyards will not be accessorized.

If lanyards are used, lanyards must be worn around the student's neck **with the badge facing the front.**

The I.D. badge is not to be altered by adding unofficial stickers/decals, writing on the front or back of the card, or defacing or cutting the card. **Any altered badge will be taken from the student and sent to the office.** An altered card must be replaced immediately at the cost of \$5.00.

In the event that an I.D. badge is not worn to school, this will be seen as a dress code violation.

During school hours, the card/temporary sticker is to be worn at all times. ID badges with bar codes will be used for lunch numbers and for checking out library books.

If a student finds a misplaced badge, they are to bring the badge to the main office.

DAILY MONITORING PROCEDURES

If a student arrives at school without an I.D. badge, he/she is to report to the badge room to purchase a badge.

Wearing more than one badge will not be permitted. A student wearing more than one I.D. badge must forfeit one.

Students are to wear only the I.D. badge assigned to them. Taking or borrowing the I.D. badge of another student is grounds for disciplinary action.

Failure to comply with an administrator's or a teacher's request to see a student I.D. badge will result in disciplinary action.

DEVICES

Grant Junior High School will follow the Grant Parish School Board policy concerning electronic devices which may be found in the Grant Parish School Board Handbook.

Any non-electronic device that disrupts the learning environment of the classroom will be confiscated and returned at the end of the school year. This includes but not limited to spinners, fidgets, laser lights, rubber bands, hornets, etc. Other disciplinary action may also be administered depending on the severity of the disruption.

PHYSICAL EDUCATION

Physical Education is a REQUIRED subject for all GJH students. All students are required to purchase an official gym suit from 4G Embroidery. Students will not be able to purchase a gym uniform from Grant Junior High. You will need to contact 4 G Embroidery at **640-4311** in order to secure a gym uniform. Students must have gym uniforms by August 24, 2018. If the gym uniform is deemed acceptable, as determined by the PE teacher, a new one does not have to be purchased. Students may not wear the uniform of previous students.

Each student is also responsible for having proper socks, rubber soled athletic shoes suitable for a gym floor, and for cleaning his or her gym suit at least weekly.

Students **MUST** dress and participate each time their class meets. All students begin with an "A" at the start of a grading period. Dressing out for P.E. is not optional: it is mandatory. Daily participation is required. The loss of a gym suit or failure to have the proper shoes is not justification for not participating in class. It is the responsibility of the student to keep up with gym suits. Students will be responsible for replacing lost or stolen items immediately.

A parent may write a signed note to the P.E. teacher requesting a student be excused from physical activity. A parent request will be honored on the day the P.E. teacher

receives it and **that day only**. Only one parent note will be honored during a nine-week period. After this period of time, the student must present a doctor's excuse.

Failure to dress out will result in a drop in grade proportionate to the number of days he/she does not dress out.

Every student will be issued a lock for their PE lockers. If a student loses the lock, the replacement cost is \$7.00. Only locks assigned by GJH are permissible. Any others will be removed by the administration. The school will not be held responsible for items that have not been secured in the student's PE locker.

TEXTBOOKS

State and parish approved textbooks are provided free of charge for each appropriate subject or class. They are issued only upon the request of the parent. It is the responsibility of the student to pay for the cost of replacing the book if lost or damaged.

CHROMEBOOKS

Many classrooms now utilize Chromebooks in place of traditional textbooks. These devices are very expensive and if one of these is willfully damaged by a student then the parish policy on vandalism will be followed.

CLUBS, ORGANIZATIONS, AND EXTRACURRICULAR ACTIVITIES

At GJH, we offer several extracurricular activities.

Students are permitted to participate in these activities, subject to grades, official disciplinary actions taken, and attendance requirements designated by each group.

Some of these activities require out-of-pocket expenses, which are the responsibility of the parent or guardian.

It is the responsibility of the parent/guardian to promptly pick their child up at the conclusion of after school activities. Failure to do so may result in removal from membership in the club, organization, or extracurricular activity.

SCHOOL SPONSORED EVENTS

STUDENT ATTENDANCE:

Any student who attends a school-sponsored event is under the jurisdiction of the staff of Grant Junior High School. Rules and regulations that apply at school also apply at these events.

INDIVIDUALS NOT ENROLLED AT GJH:

Administration reserves the right to remove any individual who is compromising the safe and orderly functioning of any event hosted by GJH. Furthermore, an individual can be banned from attending any and all school related events.

LUNCH, LUNCH PERIODS, LUNCH PAYMENT

This year, all schools in Grant Parish will be eligible for the Community Eligibility Program (CEP), a USDA program. The program allows schools to offer breakfast and lunch at no charge to all students. All kids eat free. Paper applications will no longer be used to determine eligibility for meal services in participating schools. Other measures will be used to determine eligibility at the school level. If you wish your child to have extras, you must send money for their account. This includes the additional items (ex. ice cream).

Students' IDs will be scanned for lunch. If a student does not have an ID badge with the bar code, he or she will go the end of the lunch line.

Students will refrain from making unnecessary noises in the lunchroom, refrain from any horseplay, and will cooperate in keeping the lunchroom as clean as possible. **Students will leave the lunchroom as soon as they have finished eating and will not stay and socialize. They will report to the designated areas.**

All students who bring a lunch to school will eat in the cafeteria.

No food or drinks will be brought into the classroom areas and must be consumed in the outside patio areas before returning to class. **NO gum** will be allowed on campus. Any food or drink brought onto the campus must be consumed during their lunch period.

No candy or drinks will be sold at school by any school or private organization, unless approved by the administration.

INSURANCE

Student insurance is available to all GJH students through a third party. All contact concerning the policy or claims will occur between the policyholder and the agency.

ACCIDENTS AND EMERGENCY CARE

Any student involved in an accident during school hours should report the accident immediately to a teacher.

If a parent requests emergency services, such as an ambulance, the parent is responsible for the costs of the ambulance.

If parents or emergency contacts cannot be reached, the administration reserves the right to request emergency services to provide transportation. If this occurs, neither Grant Junior High nor Grant Parish School Board will be held responsible for any costs.

HEALTH CENTER

GJH is fortunate to house a fully equipped and staffed school-based health center. St. Frances Cabrini Hospital operates this facility, which provides a wide range of medical services to our students. Should a student become ill or receive an injury during the school day, trained medical personnel are readily available to provide assistance. **A consent form must be completed by the parent before a student can be eligible to receive services from the school-based center.**

MEDICINE AT SCHOOL

No medicine is allowed to be carried by students. See Grant Parish Handbook.

SEARCH AND SEIZURE

In accordance with local, state and federal law, any person, including faculty or student, entering Grant Junior High School property is subject to search. Only the GJH administrators will conduct these searches in relationship to students. The Grant Parish Sheriff's Office will conduct all other searches. Searches include but are not limited to book bags, lockers, private automobiles etc.

PERMISSION TO PHOTOGRAPH/VIDEO

A parent that does not wish their child to be videotaped or photographed must submit the request in writing to the office by August 17, 2018. If no such request is made, it is assumed permission is granted.

BULLYING

See Grant Parish Handbook.

This handbook is not to be considered inclusive. With the Superintendent's approval, amendments may be made by administration throughout the school year.