



South Grant Elementary

Student Handbook 2014 - 2015

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**Parent/Student Acknowledgement Sheet
2014 - 2015**

Dear Parent or Guardian,

Welcome to a great school year! This handbook was designed to inform you of the policies and regulations at South Grant Elementary. We ask that you read it carefully. If there is anything in the handbook that you do not understand, do not hesitate to call the school office.

After you have read the handbook, sign the bottom portion of this page and return it to school, so we may document that you have received the 2014-2015 South Grant Elementary Handbook. In addition, we like to recognize the achievements and activities of our students. Please indicate at the bottom of the page whether you give permission for your child's photo to be published. In partnership with you, we want to provide your child with a rewarding, enriching, and safe educational experience.

Sincerely,

Shana H. Delrie
Principal

PARENT/GUARDIAN

My signature below indicates that I have received and reviewed all policies, rules, and general information contained in the 2014 - 2015 South Grant Elementary Handbook. I have reviewed the information with my child.

Parent/Guardian Signature

Date

Student Name

Date

Homeroom Teacher

My child may be photographed for the purpose of the following:

Newspaper	_____ Yes	_____ No
Yearbook	_____ Yes	_____ No
GPSB website	_____ Yes	_____ No

The mission of South Grant Elementary is to prepare our students to become independent learners with the desires, the skills, and the abilities for lifelong learning. We will model dedication and enthusiasm for learning while providing a safe, orderly, learning environment that is centered on students. We welcome and value the support of parents and community members.

Absences

It is very important for students to attend school. We recognize illness, deaths, and other family emergencies will occur. Please remember we have a school nurse on campus. Refer to the Grant Parish School Handbook regarding the number of absences a child may have in a year. **All excuses must be turned in within five (5) days of the student's return to school in order for your child to make up work.**

The teacher will assign all makeup work when the student returns to school. If you want to have spelling words or other textbooks for your child to have while he/she is recuperating, contact the school office. You must request this before 10:00am the day of the child's absence.

Arrival/ Dismissal Procedures

Bus Riders: Bus riders should be at their designated bus stop (your residence) every morning waiting for the bus to arrive. **Parish policy requires that if the child is not at the stop, the bus driver cannot wait.** Once children arrive to school, they may go to breakfast or to the gym.

Car Riders: Children may be dropped off in front of the school beginning at **7:30 a.m.** Cars are to be in single file and should not block the path or unloading zone for the mini-buses. Children are to enter through the gym and may stay in the gym or go to breakfast. **Car riders must arrive between 7:30 – 7:45 in order to be served breakfast.** The tardy bell rings at 7:55. Your child should be in his/her desk, prepared to work at 7:55. **Any child arriving at 8:00 or thereafter will be issued a tardy and must be signed in to the office by the transporting parent.**

Afternoon Car Riders: If you will be picking up your child from school everyday, you will be required to get in the car rider line behind our buses. Your child will be waiting in the car rider line. Children will be escorted to the bus lane when the buses have pulled out. They will be loaded into the proper vehicle.

Bell Schedule

7:30	Students may enter the building
7:40	Students report to class
7:55	Tardy Bell
8:00	School begins/Tardies are issued
2:55	All daycare students dismissed to the gym
3:00	4 th – 6 th load buses & car riders to Music room
3:05	K – 3 rd load buses & car riders to Music room
3:10	Buses pull out
3:10	Parent pick-ups follow buses

Bus Notes

If your child is going home from school other than their normal way, **you must send a note indicating this information.** Changes in transportation will not be taken by phone. Please include **two phone numbers** where you can be contacted on your note. If we do not receive a note, your child will follow his/her regular after school transportation routine. In the case of an emergency, you may fax a note to 641-1899. You must follow-up with a phone call to make sure the school receives the fax.

Check Out Procedures

We are aware that the need arises to occasionally check your child out early. Parents are urged to schedule dental and doctor appointments for **after** school hours. Teachers are required to teach until the dismissal bell; therefore, students are missing valuable information.

If you must check your child out, you will be required to sign them out at the office, and the child will be called for you. Parents are not permitted to go to the classroom when checking out their child. We want to keep our students safe; therefore, you may be asked to show identification when checking out your child. No child will be released to any person that is not listed on student contact information sheet. It is the parent's responsibility to see that those persons are listed.

If you are going to pick up your child everyday, you must be in the car rider lineup. Parents will not be allowed to check their child from the office on a daily basis.

Conferences

If a parent is unhappy or concerned about any occurrence at school, he/she should contact the child's teacher FIRST. Parents should always check with the child's teacher before going to administration. Most of the time, issues can be resolved by speaking with the teacher. Conferences with teachers may be set up during the teacher's planning time or before/after school. Conferences cannot be held during instructional time. You may call the school office to set up an appointment.

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 she will return the call as soon as possible. If you wish to have a conference with the principal or assistant principal, call the school office to set up an appointment. While the administrators will make every effort to talk with you if you come to the school without an appointment, our first obligation is to take care of our students. Many times the administrators are observing in classrooms, on duty in the halls, or meeting with children, other parents, or teachers. An administrator may not be available to meet with you without an appointment.

Scheduled Conferences:

November 6

February 12

Discipline

Parents are held responsible for their child's behavior and are expected to cooperate with the school if a problem arises. When formal disciplinary action is taken, the child's teacher or administration will contact parents. The Grant Parish Discipline Policy will be followed in all situations that occur at South Grant Elementary. For information regarding bullying, refer to the Grant Parish Handbook.

Dress Code

All students are expected to follow the dress code as found in the Grant Parish School Board Handbook. Students that do not follow the dress code will be disciplined according to the policies found in the Grant Parish School Board Handbook.

Early Release Dates

Parish-wide professional development meetings have been planned for faculty and staff. Your child will be dismissed from school at 12:00 on the following days:

August 8
September 18
November 6 (Parent-Teacher Conferences)
November 21
December 19
February 12 (Parent – Teacher Conferences)
March 11
May 15 (Students last day)

Emergency

In extreme situations only, school could be dismissed early. Listen to the local radio and/or TV stations for information. Please have a plan of action for your child to follow should he/she arrive home before normal, as contacting each parent is impossible. **In this event, each student will follow his/her regular after school transportation routine.**

All schools have an alternate shelter in the event that students would need to be evacuated from the school site or if the school was not accessible to parents. In this event, the alternate shelter for South Grant Elementary is New Prospect Baptist Church, located at 111 Prospect Church Road. The phone number is 640-9712.

In the event that students must be transported to the alternate site, Grant Parish buses will transport students. Parents will be allowed to check out students from the alternate site after the “all clear” has been given by the appropriate authorities. Only persons on the student’s pick-up list will be allowed to check out students.

In the event that the school is not accessible to parents (ex. bomb threat), parents should report to New Prospect Baptist Church to wait on further instructions. A representative of South Grant Elementary will report to the church to provide parents with information as it becomes available. Students will be released after the “all clear” has been given by the appropriate authorities. Only persons on the student’s pick-up list will be allowed to check out students.

In the event that South Grant Elementary must be placed in lockdown due to a threat, all students will remain in their classrooms with the doors locked.

Students will remain in the classroom for the duration of the lockdown and will not be released until the proper authorities have cleared the lockdown.

Family Nights

It is the goal of South Grant Elementary to involve our parents as much as possible. Our desire is for parents, students, and teachers to work together as a team to ensure your child has a very successful educational career. Each school year, South Grant hosts an Open House, a Family Literacy/Math Night, Field Day and various other events. Families are invited to join us for these events. Notes will be sent home giving the exact dates and times.

Illness

If a child becomes seriously ill or is seriously injured at school, the school will seek emergency treatment. It is imperative that each parent provide emergency numbers (student contact information sheet) where he/she can be reached in case such an event should occur. If your phone number changes during the year, send a note to the office with the new number.

Parents will be contacted to pick up children who become ill during the school day. These students need to be picked up promptly, so they do not expose the other children. Students running a temperature of more than 100 degrees should remain home and be free of fever for 24 hours before returning to school.

Lost and Found

Found items are placed in or near the school office in a designated box. Found items that are identified with the child's name will be returned. With this in mind, you may want to label your child's clothing. Students are encouraged to check the Lost and Found for missing items. **Items not claimed will be given to a charitable organization at the end of the school year.**

Lunch

Please mark your calendar for specific dates to pay your child's lunch money. **The cafeteria will send a bill only if your child is behind on payment.** Please fill out free lunch forms and return immediately if you expect to receive this service. Please note that your child will be responsible for paying for meals and any charges incurred until the meal application is processed. If your

child received free/reduced meals the previous school year, you are still responsible for submitting a new application and will receive notification once benefits are denied or awarded for free/reduced meals. If you have any questions regarding your child's lunch bill, the number to the cafeteria is 641-1884.

Grades

The Grant Parish Pupil Progression Policy will be followed for grading. At South Grant, the teachers send graded papers home every Tuesday. Please go over these papers with your child. **The graded papers must be signed and returned to school before we can send the next set of graded papers.** The papers will be kept on file for future reference. The teacher will send home a note with an explanation if papers are not being sent for a particular week.

Physical Education

It is required that children wear tennis shoes with a rubber sole for P.E. Not only is this a safety measure, but it allows your child to perform at their maximum physical ability. Children may change into athletic shoes at P. E. if they wish. Any child that does not have proper shoes will sit out at P.E. and receive a "U". If a child receives three "U"s in a 6-weeks period, he/she will receive a "U" in P.E. for the 6-weeks and will not be eligible for the honor roll.

Reading Interventions

The Grant Parish School System administers the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) to each kindergarten through third grade student three times a year (September, January, and May). This measure is used at other elementary grade levels to help identify at risk students. DIBELS is designed to assess all students' progress on early literacy development in a standardized, time efficient manner. The DIBELS measures are an indicator of a child's skill development in beginning reading; however, it is not designed to assess every aspect of reading. Progress is monitored and reported to parents.

Student Fees

Each student is required to pay a \$15 school fee. Checks should be made payable to South Grant Elementary.

Tardies

Students are required to be in their desk ready to work at 7:55. Tardy students (arriving at 8:00 or after) **must be signed in at the office by the transporting adult**. Be sure to read the Grant Parish School Board's policy on tardiness. This policy will be followed. We encourage our parents to take advantage of the free transportation provided by our buses.

Visitors

Visitors must enter through the main entrance. All visitors are required to sign in at the office and obtain a pass from an employee. **Anyone without a pass will be asked to leave. This is for the protection of our students.**

If there is a custody judgement or restraining order on anyone that may want to check your child out of school, the school needs a copy of the "Record of Legal Custody". It is the responsibility of the parent who has legal custody to provide a record of legal custody **signed by a judge**.

General Information

- Students are not allowed to use the telephone.
- No deliveries for students from florists or other vendors will be accepted at school. These types of deliveries should be made at home (ex. candy, flowers, teddy bears, etc.).
- Party invitations to home birthday parties may be sent to school only if **each child** in the class receives one.
- Rolling backpacks are not allowed due to storage and safety issues.

It is important that you read The Grant Parish Student Handbook in order to view all of the parish guidelines.

South Grant Elementary Playground Rules

At South Grant Elementary, we are fortunate to have a wonderful playground with terrific equipment. For the safety of our children, the children must follow the playground rules. Read over the rules with your child. In addition, the teacher will review the rules.

Merry-Go-Round

- Stand in the 8 designated spots only. Do not stand between the bars or in the middle.
- Stand with both feet on the bottom and both hands on the bars while going around on the merry-go-round.
- Only 2 people may push from a stationary position. You may not run around the merry-go-round while pushing.
- Stay on the merry-go-round while it is moving.

Slide

- One student is allowed at the top of the platform. One student may wait on the stairs.
- Sit on your bottom with your feet in front of you.
- Only one student may slide at a time.
- Do not climb back up the slide.
- No standing in front of the slide.
- No pushing while waiting in line.

Swings

- Students must be sitting on his/her bottom while swinging.
- Do not jump off of the swing.
- People are not allowed to push one another on the swings.
- Keep the chains separated. Do not wrap them. If the chains are wrapped, report it to a teacher.
- Take turns.

See-Saws

- Students must sit facing the center while holding on to the bars.
- Only 2 students are allowed on a see-saw at a time.
- Do not jump off the see-saw while your partner is on the equipment. (Make sure your partner's feet are on the ground before getting off.)
- Never sit or stand in the middle of the see-saw.

Fitness Course

- Follow the directions of the Fitness Course as set by Coach Williams and Mrs. Stewart.

Dome

- Do not hang from the dome.
- No one may stand at the top of the dome.
- Never jump from the dome. Climb down until you are touching the ground.

General Rules

- You should never be on a piece of equipment unless a duty teacher is at his/her post.
- Do not pick up the gravel/rocks. No running in the areas with gravel/rocks.

South Grant Elementary
Parental Involvement Policy
2014-2015
(Revised May 2014)

In accordance with the 2001 No Child Left Behind Act, and the Grant Parish Title 1 Program, South Grant Elementary has developed and will implement the following parental involvement and community support plan:

1. South Grant will involve parents in the development and yearly review of our Title 1 Program through the results of surveys circulated to parents at Parent/Teacher Conferences, PTC meetings, or following school wide functions and activities. The survey compilations will be utilized in the updating/revision of our Title I Plan in deciding how South Grant can best meet the needs of parents and students. The surveys will also be used to evaluate whether there has been increased parental involvement or whether there are barriers to greater parental participation at our school.
2. At South Grant, we will provide the planning and support necessary to implement effective parental involvement by:
 - Providing opportunities for parents to be actively involved in their child's education through a variety of activities and strategies such as:
 - *Grade Level Night
 - *Family Literacy/Math Night
 - *Scholastic Book Fairs
 - *Parent/Teacher Conferences
 - *Open House
 - *Donuts for Dads & Muffins for Moms
 - *Parent/Teacher Congress
 - * Music performances
 - *Field trips
 - *Field Day
 - *iLEAP/LEAP sessions at family events
 - *Grade level activities that include family members
 - *Parents Sharing Skills/Reading with Students
 - *Involving community leaders in school functions
 - Providing, discussing, and signing Student-School-Parent Compacts
 - Providing South Grant Handbook for parish/school guidelines
 - Sending school newsletters and calendars about activities and events
 - Including parents in revising policy
3. South Grant will help build school and parental involvement by parent communication and contacts. This communication will help promote the inclusion of parents on all school planning/involvement committees. This will be accomplished by:
 - *School Newsletters and Calendars
 - *Parent/Teacher Conferences
 - *Positive Behavior Support Committee Team
 - *Parent/Teacher Congress
4. South Grant will provide assistance to parents in understanding topics such as the State's academic content standards, the State accountability system, State and local assessments (LEAP/iLEAP), and monitoring their child's progress. This will be accomplished by:
 - *Distributing information during Open House and Family Events
 - *Parent Teacher Congress Meetings
 - *JPAMS Parent Command Center

- *Progress Reports and Report Cards
- *Planners /Weekly Assignment Sheets
- *Parent/Teacher Conferences
- *LEAP/iLEAP Informative Sessions and handouts
- *Sending home weekly papers

5. South Grant will provide materials and training to help parents work with their child to improve their child's achievement by offering such programs and activities as:

- *Character Education
- *Accelerated Reading Program and Literacy/Math Night
- *LEAP/iLEAP Informative Sessions and handouts
- *Planners/Weekly Assignment Sheets

6. Professional Development will be provided for administrators and teachers in communicating effectively with parents. These will be conducted during grade level planning time, after-school faculty meetings, and scheduled professional development days. Topics to be addressed will be:

- *Communicating effectively at Parent/Teacher Conferences
- *Use of phone logs in communicating with parents
- *Positive communication strategies
- *Title I committees for parental involvement
- *Positive Behavior Support (PBIS)