



South Grant Elementary

Shaping Minds, Growing Leaders
Educating for Success

Student Handbook 2019 - 2020

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**Parent/Student Acknowledgement Sheet
2019 - 2020**

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 2019-2020 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 2019 - 2020 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/SGE website	_____ Yes	_____ No

* Note- Some newspapers place photos on a website.

SGE Mission: To prepare students to become independent learners with the desires, skills, and abilities for lifelong learning

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 and the Grant Community School-Based Clinic 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.** Parent notes for illness are excused for the purpose of making up work, but count toward the number of days a student is allowed to miss.

The teacher will assign all makeup work when the student returns to school. If you want to request assignments for your child to have while he/she is recuperating, contact the school office. You must request this before 10:00 a.m. 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 class.

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 handicap unloading zone. Children are to enter through the gym. **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 after 8:00 will be issued a tardy and must be signed in at 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.

Bell Schedule

7:30	Students may enter the building
7:55	1 st Tardy Bell
8:00	Tardies are issued
2:55	All daycare students dismissed to the gym
3:00	4 th – 6 th load buses & car riders to the library
3:05	K – 3 rd load buses & car riders to the library
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. 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. It the responsibility of the parent/guardian to follow-up with a phone call to make sure the school receives the fax. Do not assume that the fax was received. **All transportation changes must be made by 2:00 p.m. in writing.** Phone calls are not an acceptable method of changing transportation.

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 appropriate 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 out 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 scheduled during the teacher's planning time. Conferences cannot be held during instructional time. You may contact the teacher or call the school office to schedule 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 the administrator 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 schedule 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:

September 19

February 13

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 who do not follow the dress code will be disciplined according to the policies found in the Grant Parish School Board Handbook.

Early Release Dates

According to the Grant Parish School Calendar, your child will be dismissed early from school on the following days:

August 9 (First day for students)
September 19 (Parent/Teacher Conferences)
October 31
November 22
December 20
February 13 (Parent/Teacher Conferences)
April 9
May 20 (Students last day)

Emergency

Schools have developed crisis plans for emergency situations. Drills are conducted regularly to ensure that all children and school personnel know and are able to follow the appropriate safety procedures.

When school is closed or dismissed early due to inclement weather or emergency situations, an official announcement will be issued through the news media. Listen to the local media outlets for information. When possible, the WebPams message system will be used to notify parents. 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 contact information sheet will be allowed to check out students.

In the event that South Grant Elementary must be placed on 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.

Fees

Supply Fee - \$15/student, Due by October 1 each year

Students pay this fee to each homeroom. This fee provides for classroom materials and supplies for the students. \$5 of each fee is assessed through the office for copier expenses.

Beta Fee (optional based on eligibility) - \$20/student, Due by October 1 each year

Students pay this fee to the Beta sponsor. Beta fees pay for dues to the National Beta Club and for graduation materials (ex. Beta pin).

4-H Fee (optional for grades 4-6) - \$20/student, Due by October 1 each year

Students pay this fee to the 4-H sponsor. This fee covers the cost of the National 4-H Club dues, a 4-H T-shirt, and transportation to Achievement Day.

*Unpaid fees may result in the student being ineligible for a particular club.

*Parents/guardians may request an economic hardship waiver for supply fees. A form may be picked up from the school or printed off of the parish website at www.gpsb.org. After receiving the request, the principal will determine the

approval of the hardship. If denied, the parent/guardian may appeal to the Superintendent of Grant Parish Schools by written letter.

All request for economic hardship waivers of student fees and documentation using in considering the validity of any request for waiver shall be confidential.

Field Trip Policy

We encourage your child to participate in field trips. In the event that your child does not attend a field trip, he/she will be placed in another classroom to complete alternate assignments. Keeping your child home will result in an unexcused absence.

Only a parent or a legal guardian may check out a student from the off-campus field trip site. This is parish policy.

Grades

The Grant Parish Pupil Progression Policy will be followed for grading. 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 teacher will send home a note with an explanation if papers are not being sent for a particular week.

Parents may access grades online via the Parent Command Center. There is a link on the “parent tab” on the Grant Parish School Board website. The website is www.gpsb.org. More information concerning the Parent Command Center will be sent home within the first few weeks of school.

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. 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 the school office in a designated box. Found items that are identified with the child's name will be returned. 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 each semester (December and May).**

Lunch

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).

Physical Education

It is required that children wear tennis shoes with a rubber sole for P.E. This safety measure 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 5 or more "U"s in a 9-weeks period, he/she will receive a "U" in P.E. for the 9-weeks and will not be eligible for the honor roll.

Readings Interventions

The Grant Parish School System administers the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) to each kindergarten through third grade student in September. 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. Reading progress will be monitored and reported to parents.

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.

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

- 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.
- All visitors, students, and employees are subject to metal detector screening.

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 the physical education teacher(s)

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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.