

GRANT JUNIOR HIGH SCHOOL  
A TITLE 1 SCHOOL

**STUDENT HANDBOOK**  
**2023-2024**

Parent/Guardian:

My signature below indicates that I have received and reviewed all policies, rules, and general information contained in the 2023-2024 Grant Junior High School Handbook, and I commit to do at least all of the following:

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

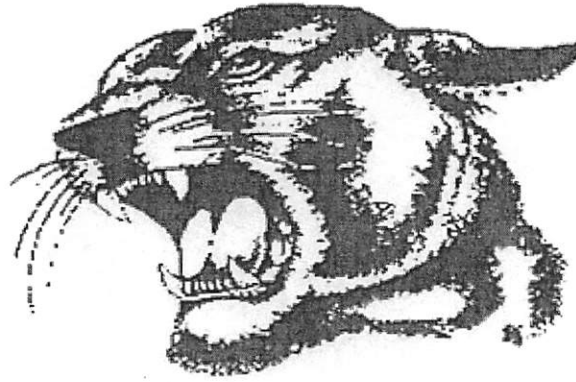
\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

PLEASE SIGN AND RETURN THIS PAGE TO GJH BY AUGUST 18, 2023 WITH ALL OTHER PAPERWORK. IF AND WHERE AVAILABLE, THIS AND OTHER OFFICIAL GJH FORMS MAY BE SIGNED AND SUBMITTED ELECTRONICALLY.



# **GRANT JUNIOR HIGH SCHOOL**

A TITLE 1 SCHOOL

## **STUDENT HANDBOOK 2023-2024**

17763 HIGHWAY 167  
DRY PRONG, LA 71423

TELEPHONE: (318) 899-5697

FAX: (318) 899-7346

### ADMINISTRATION AND STAFF:

Principal: Mrs. Haley Poole

Assistant Principal: Mrs. Tiffany Allman

Assistant Principal: Mrs. Terrie Taylor

Highly Skilled Educator: Mrs. Jackie Lewis

School Counselor: Mrs. Karen Hyde

**2023-2024**  
**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 2023-2024 Grant Junior High School Handbook, and that you and your child agree to comply with the rules and regulations contained herein.

Sincerely,

Mrs. Haley Poole  
Principal, GJH

## **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: no hand holding, hugging, hitting, 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 quality points and no less than 1 quality point the second semester. (A = 4, B = 3, C = 2, D = 1, F = 0)

## **GRADING SCALE**

- A 100-93**
- B 92-85**
- C 84-75**
- D 74-67**
- F 66-0**

To stay informed of your child's current grades, please visit the Parent Command Center through [www.gpsb.org](http://www.gpsb.org). For assistance with the Parent Command Center, please contact the GJH office at (318) 899-5697.

## **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 before school.

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. For students with extended absences, assignments will be given by the teacher through Google Classroom so parents will not need to call to request assignments.

Grant Junior High will follow the Grant Parish School Board School Attendance Regulations as found in the Grant Parish School Policy Handbook.

## **TARDY TO CLASS**

Students are "tardy" if they are not seated at their assigned desks when the tardy bell rings. Students will receive 3 warnings for tardy infractions. On the fourth and subsequent infractions, students will be assigned 1 day of detention.

## **HABITUALLY TARDY AND/OR ABSENT**

Students who are habitually tardy will be reported by the school to the GPSB Child Welfare and Attendance officer and Grant Parish FINS officer for a truancy referral.

## **STUDENTS ARRIVAL AND PICKUP AT SCHOOL**

GJH campus will be open for student arrival at 7:20 A.M. each morning. Students should not arrive before this time, as there will be no personnel on duty before 7:20 a.m. If students are dropped off before 7:20 A.M., the school will not be held responsible for the student's safety.

Student **morning drop off and afternoon pick-up** will occur in front of the office entrance. Parents are to enter the gate that is furthest North and follow the arrows to the designated pick up and drop off location. Pick-up time is at 3:38. Parents should not line up earlier than 3:00.

This procedure may be amended if parking becomes overly congested or in the case of inclement weather.

If a student is not picked up by 3:50, 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 law to provide this information to the school.** If this information is not provided by **August 18, 2023**, the student will not be allowed to attend class. Through providing the requested information, parents can designate the adults who have 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 most recently provided custody documents will be followed by the administration.** 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 working phone numbers** are required to verify the request. **If verbal contact is not made by the office personnel, the bus note will not be honored.** Bus requests will not be accepted over the phone, via fax, or via email. A bus note may not be honored due to the possibility of bus overcrowding or other extenuating circumstances.

**Students must turn notes in at the badge room.** If notes are not turned in before school, students will not be allowed to ride the alternate bus. Students are to pick up all bus notes at lunchtime in the atrium.

## **USE OF TELEPHONE 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 extracurricular 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 principals 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 an assistant principal, please call the school office at (318) 899-5697 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 submitted to GJH no later than August 18, 2023.

## **STUDENT FEES\***

The following are the fees collected by Grant Junior High School:

GPSB Technology Fee: \$25 required for all students\*\*

Supply Fee: \$20 required for all students\*\*\*

Choir Fee: \$20 for all students who participate in Concert Choir

Band Fee: \$20 for all students who participate in Concert Band

Athletic Fee: \$75 for athletes who choose to participate in athletics

BETA Fee: \$40 for all students who qualify and choose to participate

4-H Fee: \$10 for all students choosing to participate in 4-H

Cheer Fee: \$950 maximum required for all students who choose to participate

Daily Temporary Badge: \$1 for all students who need a daily sticker badge

Extra Permanent Badges: \$5 for all students who request an additional badge

Library Fee: overdue or lost books (fee will vary)

State BETA Convention: \$100 maximum for all students who qualify and choose to attend

National BETA Convention: For students who qualify and choose to attend, cost will vary depending on location/duration of trip for National Beta Convention.

8th Grade Field Trip: \$20 maximum for all 8th grade students who qualify and choose to attend

\* Any student with an economic hardship (classified as homeless), may have the supply and class fee waived, but not extracurricular fees. Any student who is not classified as homeless and does not submit fee payment will be submitted to the office.



Parents/guardians may request an economic hardship waiver for supply fees. A form may be picked up from the school or the form may be requested by emailing [parents@gpsb.org](mailto:parents@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 requests for economic hardship waivers of student fees and documentation used in considering the validity of any request for waiver shall be confidential.

**\*\*Students will be required to pay the GPSB technology fee and complete required paperwork before a Chromebook will be issued to them. This fee is to be paid no later than August 18, 2023.**

**\*\*\*Students at GJH do not have a supply list. The \$20 supply 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 made payable to *Grant Junior High School*. The supply fee is to be paid no later than August 18, 2023.**

## **HALL PASSES**

Students are not to leave class without permission. When they leave class, they must be wearing the green hall pass vest appropriately, unless they have been called to the Office or Health Center. Students who leave class without permission will be disciplined based on the GPSB discipline policy.

## **CHROMEBOOK BACKPACKS**

Students will be issued a Chromebook backpack to use during the school year. Students will retrieve this backpack from their assigned location each morning and return it to the same assigned location at the end of the day. Students are **required** to use these Chromebook backpacks to carry their assigned Chromebook from class to class throughout the day as well as any needed instructional item such as notebooks, loose leaf paper, and pens/pencils. No food/drink items are to be stored in the Chromebook backpacks. Students are responsible for all contents in their Chromebook backpacks; therefore, **they should not share Chromebook backpacks with other students**. The Chromebook backpack will have a school issued name tag attached that is not to be removed. Chromebook backpacks should not leave campus unless given permission by GJH administration. If Chromebook backpacks are damaged, the student(s) responsible for the damage will be required to pay for the repairs or replacement of the backpack, costing up to, but not in excess of \$20.

## **PERSONAL BELONGINGS**

Because Grant Jr. High School provides all students Chromebook backpacks to use during the school day, students will not need to bring personal backpacks, zipper binders, satchels, briefcases, etc to school.

Students will be assigned a locker number where they will store all personal belongings for the school day. Small purses are allowed for carrying personal hygiene items. Purses shall be no larger than a sheet of paper (8.5" x 11").

Bags required for after school practices or school related events will be placed in student lockers.

Students may bring their own personal water bottle from home. This container must not be larger than 24 ounces, clear in appearance and must have a lid that is able to seal completely. Water bottles may only contain plain water. No glass containers are permitted. Water fountains and bottle refill stations will be accessible to all students.

Lunch bags/boxes are allowed but must remain closed until lunchtime. Any food/non-water drink item that is not stored properly in a lunchbox will be discarded and noted as a minor infraction.

Chewing gum is not permitted on campus. Any chewing gum will be discarded and noted as a minor infraction.

## **MINOR INFRACTIONS FOR FOOD, DRINK OR GUM**

Students will receive 3 warnings for food/non-water drink consumed outside of the cafeteria or gum infractions. On the fourth and subsequent infractions, students will be assigned 1 day of detention.

## **ID 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 (\$.25) and GJH lanyards (\$5.00) 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. The badge must be facing the front at all times so the photo and name are easily **seen**. Only GJH lanyards 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**. A replacement badge must then be purchased at a 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. Multiple dress code violations may result in disciplinary action. During school hours, the card/temporary sticker is to be worn at all times. ID badges with a barcode 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 BADGE MONITORING PROCEDURES**

If a student arrives at school without an I.D. badge, that student 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 the additional badges. 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 per the GPSB discipline policy..

## **DRESS CODE/DRESS CODE INFRACTIONS**

Grant Junior High School enforces the dress code regulations set forth by the GPSB Policy Handbook. This may be found at [www.gpsb.org](http://www.gpsb.org).

Students will receive 3 warnings for dress code infractions. On the fourth and subsequent infractions, students will be assigned 1 day detention.

## DEVICES

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

Any and all electronic signaling devices including, but not limited to, cell phones should not be seen, heard, or used while on school property. If a student needs to call home, they may do so in the school office-on speakerphone.

**Photographing, audio recording or videotaping of any persons/activities/incidents/etc during the instructional day is strictly prohibited. The device will be confiscated and additional disciplinary actions may be administered per GPSB policy.**

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 is 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, please refer to GPSB discipline and Electronic Signaling device policies.

## TEXTBOOKS

State and parish approved textbooks are provided free of charge for each appropriate subject or class. Textbooks, for use at home, 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

All classrooms utilize Chromebooks in place of traditional textbooks. These devices are **very** expensive and if a student damages a Chromebook, then the student(s) responsible for the damage will be required to pay for the repairs or replacement. The parish policy on vandalism will be followed. The only external device that students provide that can be connected to the Chromebook is a pair of **wired** earbuds.

## HEADPHONES

Students will only be allowed to bring and use **wired** earbuds as needed in class. All other headphones/external devices will be confiscated and GPSB district policy electronic signaling device policy 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**

**GJH 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 may be banned from attending any and all school related events.

## **LUNCH, LUNCH PERIODS, LUNCH PAYMENT**

All students in Grant Parish are 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 students 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 any 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 to 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. All students who bring 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 designated eating areas. Aside from water, food or drink brought onto the campus must be consumed during the lunch period. NO gum will be allowed on campus. 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 Cabrini school-based health center.**

## **MEDICINE AT SCHOOL**

No medicine is allowed to be carried by students. See Grant Parish Handbook and Discipline Policy regarding medications in students possession.

## **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 and/or their designee will conduct these searches in relation to students. The Grant Parish Sheriff's Office will conduct all other searches. Searches include but are not limited to backpacks, lockers, private automobiles, etc. All persons entering Grant Junior High School may be subject to search by metal detectors.

## **PERMISSION TO PHOTOGRAPH/VIDEO**

A parent/guardian that does not wish their child to be videotaped or photographed must submit the request in writing to the office by August 18, 2023. If no such request is made, it is assumed permission is granted.

## **8TH GRADE PROMOTION CEREMONY**

Grant Jr. High 8th grade students who meet the requirements of promotion, may participate in the promotion ceremony. Students, who choose to participate in 8th Grade graduation ceremony, will be required to purchase an 8th Grade T-shirt which they will be required to wear at the ceremony with khaki colored pants. Purchase of the 8th Grade T-shirt does not guarantee participation in the 8th Grade Promotion Ceremony. Students are not required to participate in the ceremony to be promoted to the 9th grade. In order to be eligible to participate in the 8th grade promotion ceremony, students have to have met the following criteria: 1) successfully completed promotion requirements as set forth in GPSB Pupil Progression Plan for promotion to 9th grade, 2) purchased the designated t-shirt, 3) be cleared of all financial obligations, 4) be cleared of all disciplinary consequences, and 5) have participated in all LEAP testing opportunities offered.

## **PBIS**

Grant Junior High School implements a school-wide Positive Behavior Intervention System (PBIS). This is designed to emphasize reinforcement strategies to encourage positive behavior. Behavior expectations have been developed for all settings of the school and students are expected to follow these expectations. These expectations are reviewed regularly throughout the school year. Students that follow the expectations and meet the PBIS requirements set by the team may be eligible for PBIS rewards/celebrations.

### **PBIS Expectations:**

- No unexcused absences
- No more than 2 Minor infractions
- No major behavior referrals

We, the Cougars at Grant Junior High, promise to follow the PAWS expectations. We

**Practice Self Control  
Act Responsibly  
Work for Success  
Show Respect**

## TITLE IX

Title IX Coordinator: Shana Delrie

Contact Information: Email: [sdelrie@gspb.org](mailto:sdelrie@gspb.org) Phone: 318-627-3274

## ADDITIONAL RESOURCES

Any individual wishing to report an issue of concern such as bullying, harassment, etc. may report to [www.kidsmatter2.org](http://www.kidsmatter2.org). You may report anonymously or give your contact information.

**This handbook is not to be considered inclusive and is subject to administrative discretion. Administrative Actions for infractions not covered in this policy will be at the discretion of the principal. With the Superintendent's approval, amendments may be made by administration throughout the school year.**