



# South Grant Elementary

Shaping Minds, Growing Leaders  
Educating for Success

## Student Handbook 2024-2025

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Dear Parent or Guardian,

Thank you for sharing your child with us at SGE! Our faculty and staff are excited about another great school year filled with wonderful educational opportunities.

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 at 641-1882. In addition to our handbook, parents can stay informed through our school website and our South Grant Elementary Facebook page (public setting). In partnership with you, we want to provide your child with a rewarding, enriching, and safe educational experience.

Sincerely,

Brandie Hicks  
Principal

*Motto*<sup>9</sup> Shaping Minds, Growing Leaders, Educating for Success

## *Vision Statement*

At South Grant Elementary School, we strive to shape the minds of our students, to grow them into leaders, and to educate them for personal success every day.

## *Mission Statements*

### Shaping Minds

We are committed to molding our students into self motivated, compassionate problem solvers.

### Growing Leaders

We are committed to providing opportunities for our students to develop the characteristics they need to become the future leaders of our community.

### Educating for Success

We are committed to supporting our students to reach their highest individual growth potential to become lifelong learners.

## *Collective Commitments*

As *Panthers*, we will build an environment we are proud of, where everyone feels safe to learn and grow.

As *Panthers*, we will model a culture of respect for not only others, but for ourselves and our community.

As *Panthers*, we will create supportive relationships where we encourage open communication, empathy, and problem solving together.

As *Panthers*, we will achieve greatness by consistently enforcing high expectations for academics and behavior.

As *Panthers*, we will celebrate our accomplishments, recognizing that effort and growth are not one-size-fits all, but are determined individually.

## 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 Montgomery Family 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 the work before 10:00 a.m. the day of the child's absence. If you request work; please make sure your student completes the work before returning to school. Upon return, students will have 3 days to make up missed work.

## 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 at school, they will go directly to class for breakfast.

**Car Riders:** Children may be dropped off on the sidewalk at the side of the school beginning at **7:20 a.m.** Cars are to be in single file. Children are to enter through the doors designated by duty teachers. **Car riders must arrive between 7:20 – 7:35 in order to be served breakfast.** The morning bell rings at 7:40 and your child should be at his/her desk, prepared to work at that time. **Any child arriving after 7:40 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. **Car riders must be picked up no later than 4:15.** The GPSB policy will be followed for students who are not picked up on time.

## Bell Schedule

7:20	Students may enter the building
7:40	Morning Bell, tardies are issued
3:50	First load students dismissed (Daycare and PK/K)
3:52	Second load students dismissed (1st-3rd grade)
3:55	Last load students dismissed (4th and 5th)
4:00	Buses pull out, 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. Phone calls are not an acceptable method of changing transportation. In the case of an emergency, you may fax a note to 641-1899 or email a note to [sgeparents@gpsb.org](mailto:sgeparents@gpsb.org). It is the responsibility of the parent/guardian to follow-up with a phone call to make sure the school receives the fax/email. Do not assume that the fax/email was received. **All transportation changes must be made by 2:00 p.m. in writing.**

## 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 or on non instructional days. Teachers are required to teach until the dismissal bell; therefore, students are missing valuable instruction.

If you must check your child out, you will be required to sign them out at the office. 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 the student contact information sheet. It is the parent's responsibility to see that appropriate persons are listed.

If there is a custody judgment or restraining order in place in regards to who can have access to/check out your student, it is your responsibility to provide a copy of the appropriate legal documentation **signed by a judge** to the school.

**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

Parent Teacher Conference Dates:

September 23rd

February 10th

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.

## **D**iscipline

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.

## **D**ress 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.

## **E**mergency

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 need to be evacuated from the school site or if the school is 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 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. In the event that students must be transported to the alternate site, Grant Parish buses will transport students. 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.

## **F**amily Events

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

### **School Fee \$25/student, Due by October 4**

Student school fees (grades K-5) are payable to South Grant Elementary and should be turned into the homeroom teacher. We accept cash, check or money order. A receipt will be provided once the fee is paid. \$10 of this fee provides for classroom materials and supplies for the students, \$10 of this fee is used for maintenance of technology, and \$5 of each fee is assessed through the office for copier expenses, paper, etc.

### **Chromebook Insurance Fee-**

Insurance is \$23 for non-touch and \$28 for touch. This will be through a company called Chromecare and it will cover all repairs the entire year, but it still does not cover lost or stolen devices or chargers. It will not cover damage to a loaner. Those who do not purchase the insurance will be charged a flat fee of \$50 for each incident that includes avoidable damage. We accept cash, check or money order paid to the school for this fee. This fee is due when the Chromebook is issued to the student at the start of the year.

### **Beta Fee (optional based on eligibility for grades 4-5) - \$20/student, Due by October 31**

The Beta fee is payable to South Grant Elementary and should be turned into the Beta sponsor. We accept cash, check or money order. A receipt will be provided once the fee is paid. Beta fees pay for dues to the National Beta Club and for graduation materials (ex. Beta pin).

### **4-H Fee (optional for grades 4-5) - \$20/student, Due by September 27**

4-H fees are payable to South Grant Elementary and should be turned into the 4-H sponsor. A receipt will be provided once the fee is paid. 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](http://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 requests for economic hardship waivers of student fees and documentation used 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 Wednesday. 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](http://www.gpsb.org). More information concerning the Parent

Command Center will be sent home within the first few weeks of school. The Parent Command Center is an excellent resource for parents to monitor your child's progress.

## **I**llness

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 100.4 degrees should remain home and be free of fever for 24 hours before returning to school.

## **L**ost 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. Parents are encouraged to label student jackets/coats with the student's name. 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).**

## **L**unch

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).

## **P**erfect Attendance

To be considered for perfect attendance recognition, a student must attend 100% of all school days from bell to bell each and every day. Exceptions are not made for medical, extenuating circumstances, etc. A student who is tardy is not to be considered as in attendance for 100% of the school day.

## **P**ersonal Property

Students are discouraged from bringing toys, electronic games, and other types of personal belongings to school. South Grant Elementary School will not be responsible for loss, theft, or damage to any property brought to school by a student.

## **P**hysical 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 NP (not participating) for the day. When



a child receives the 4<sup>th</sup> NP, their grade will drop to an N for the 9 weeks. After the 6<sup>th</sup> NP, the student will receive a U for the nine weeks grading period. A “U” on a report card makes a student ineligible for honor roll.

## Reading Interventions

The Grant Parish School System administers a literacy screener to each student in grades K-3 each year in the Fall. In the Winter and Spring, the school will monitor student progress and report that data to parents. In the event students are not making adequate progress, the school will develop a literacy plan for interventions.

## Student Recognition

At South Grant Elementary, we take pride in recognizing the achievements and activities of our students and teachers. We share these achievements and activities with the community in a variety of platforms including newspaper articles, the SGE Yearbook, SGE website, GPSB website, and our South Grant Elementary Facebook Page (public setting). If you do not wish for your child to be included in one or more of the above mentioned platforms, please request a Do Not Photograph Form from your child's homeroom teacher.

## Tardies

Students are required to be at their desk ready to work at 7:40. Tardy students (arriving at 7:40 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 Visitor's pass.

## General Information/Contact 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 may be sent to school only if **each child** in the class receives an invitation.
- Rolling backpacks are not allowed due to storage and safety issues. In
- All visitors, students, and employees are subject to metal detector screening.
- School Nurse: Jessica Pennison, [jessica.pennison@gpsb.org](mailto:jessica.pennison@gpsb.org), 318-641-1882.
- SBLC Coordinator: Scott DuBois, [scott.dubois@gpsb.org](mailto:scott.dubois@gpsb.org), 318-641-1882.
- Notice of the Title IX Coordinator: The District's Title IX Coordinator is Shana Delrie. Any individual may make a report of sex discrimination and/or sexual harrassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

Title XI Coordinator:

Shana Delrie

512 Main Street

P.O.Box 208

Colfax, LA 71417

[sdelrie@gpsb.org](mailto:sdelrie@gpsb.org)

318-627-3274

***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 students, they must follow the playground rules. Read over the rules with your child. In addition, the teacher will review the rules with all students.

### **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)

**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.