

# Georgetown High School



## **Student Handbook 2024-2025**

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### *Vision Statement*

**Student Success: All Day, Every Day!**

### *Mission Statement*

The Mission of Georgetown High School is to provide a challenging learning environment that encourages high expectations for success through developmentally-appropriate instruction while taking into consideration individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. We strive to have our parents, teachers, and community members actively involved in our students' learning.

Parents and Students,

It is a pleasure for me to welcome each of you to the 2024-2025 school year at Georgetown High School! I hope that this year will be a positive experience for each of us. Our commitment at Georgetown High School is to ensure students face more rigorous standards that will prepare them for the 21<sup>st</sup> Century as they transform into critical thinkers, creative problem solvers, and inspired learners who are prepared to thrive in an ever changing world. Each day we will focus on “Student Success” by setting high standards and expectations and supporting students in both academic performance and extra-curricular activities which help our students further develop into responsible citizens. We realize that our school is the heart and soul of our community. With that in mind, we will do our best to work with each of you to help our students and, therefore our school and community, reach their fullest potential.

**Please read your child’s handbook.** There are some changes from last year, and it is important that you and your child are aware of the new policies. Reading the handbook will assist you in understanding various rules and guidelines so that we might work together for the best interest of all students. Please sign the bottom portion of this sheet, and any other forms in the handbook, and return them to the school for our records.

You will also be receiving a parish handbook. It is very important that you read it as well. Georgetown High School adheres to the policies in the school and parish handbook.

Sincerely,

Amy Merrell, Principal

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***I have received and read the 2024-2025 Georgetown High School Student Handbook. By signing, I agree to support and adhere to all rules and guidelines set forth in the documents.  
(One or both parents must sign.)***

***Parent’s Signature*** \_\_\_\_\_

***Parent’s Signature*** \_\_\_\_\_

***Student’s Signature*** \_\_\_\_\_

## Absences

It is very important for students to attend school. We recognize illness, deaths, and other family emergencies will occur. Refer to the Grant Parish School Handbook regarding the number of absences a child may have in a semester/year. **All excuses must be turned in within three (3) 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. If make-up work is not completed and turned in within the specified time frame, then students will be required to attend early morning detention to complete the make-up work or the missing grades will become a zero.

## 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 pick up breakfast at the cafeteria and go directly to class.

**Car Riders:** Children may be dropped off on the sidewalk at the cafeteria following the buses at **7:20 a.m.** Car riders must arrive between 7:20–7:40 in order to be served breakfast. **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 4:00.** 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	Tardies are issued
3:45	Students dismissed
3:50	Buses pull out, parent pick-ups follow buses

## Bus/Car-rider 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. If someone other than the parent is picking up your child, they must be on the student contact card. In the case of an emergency, you may email a note to [rhonda.mcbroom@gpsb.org](mailto:rhonda.mcbroom@gpsb.org). It is the responsibility of the parent/guardian to follow-up with a phone call to make sure the school receives the email. Do not assume that the email was received. **All transportation changes must be made by 2:00 p.m. in writing.**

## **C**heck 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 dismissal; 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. **If someone other than the parent is checking your child out, a note must be written and that person must be listed on the student information card.** No child will be released to any person that is not listed on the student contact information card. 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.

## **C**lubs

A student will be placed on probation from club activities for one out of school suspension. A student will be suspended from all club activities for a second out of school suspension. Club meetings will be held throughout the year. Any student with incomplete work due to unexcused absences will not be allowed to attend club meetings, but will spend this time making up class work. Club Day schedule is forthcoming.

## **C**onferences

Parent Teacher Conference Dates:

September	23rd 1-6
February	10th 1-6
May	27th 8-3

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.

## **C**redit Recovery Plan

Any student in grades 9-12 who does not meet the minimum compulsory attendance requirements as set forth by the Louisiana Department of Education, will be required to attend Credit Recovery in order to receive the appropriate Carnegie Unit for the course. All seat time recovery must be completed outside of normal school hours. For more information, please contact the school.

## **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 Georgetown High School.

## **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**lectronic Telecommunication Device

No student shall possess, on his person, an electronic telecommunication device throughout the instructional day. Please refer to the Grant Parish School Board policy.

## **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 Georgetown High School is **Georgetown Baptist Church.**

**In the event that the school is not accessible to parents (ex. bomb threat), parents should report to Georgetown Baptist Church.** A representative of Georgetown High School 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 Georgetown High School 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 Georgetown High School 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, Georgetown hosts various events. Families are invited to join us for these events. Notes will be sent home giving the exact dates and times.

## **F**ees

### **School Fees**

**Supply Fee \$30-** Student school fees (grades K-12) are payable to Georgetown High School and should be turned into the homeroom teacher. We accept cash, check or money orders. A receipt will be provided once the fee is paid. \$10 provides for classroom materials and supplies for the students. \$5 of each fee is assessed through the office for copier expenses, paper, etc. and a \$10 tech fee will be used for maintenance of technology.

**Chromebook Insurance \$23 non-touch screen \$28 touchscreen (optional)-** Insurance is used to repair damaged chromebook. This fee is due when the Chromebook is issued to the student at the start of the year.

### **Club Fees (optional)**

**FFA \$15-** Voluntary money collected from students that want to join FFA. \$12 of the fee is used to pay Louisiana FFA and National FFA dues. \$3 of the fee is placed in the FFA account to go toward FFA travel and activities/competitions.

**4H \$10-** Voluntary money collected from students that wish to join Grant Parish 4 H. \$7 of the fee is sent to Grant Parish 4 H and \$3 is placed in the 4H account to go toward monthly 4 H club activities.

**Book Club \$3-** The GHS Book Club asks each joining member to pay a \$3.00 commitment fee. This fee is collected before or by the first club day meeting. Students pay the sponsor \$3.00 by cash or check made out to Georgetown High School. The fee is added to the GHS Book Club account to contribute to the funds going toward book purchases for the club reading list. If a student cannot pay the fee by the first meeting due to economic hardship, that student can speak with the sponsor to set up a later paying date before the second club day. If by the second club day the student has not paid the fee, he or she will no longer be on the book club roster.

**FCA \$3-** the fee is used to do local charity donations/service projects (we try to help out a needy family or student, school carnivals we use it to make our games & buy candy) Students have about a month to sign up for the club & turn in their membership form with the dues or they are not allowed to join. Cash or check is accepted. Economic hardships are a 1 on 1 basis – like if we know of a student who truly wants to be in FCA but can NOT pay...we sometimes make exceptions because everyone needs Jesus & no one should be turned away.

**Beta-New Member Fees \$35-** (\$30 is the registration fee for the National Beta Club). Existing Members -\$15. 8<sup>th</sup> Grade/Senior Graduation Cords - \$27 (Optional \$15 for stole, \$9 for cord, \$3 to help pay shipping costs). State Convention or Beta Field Trips will cost additional money. The amount is calculated based on the location of the trip and admission fees (normally around \$30) Member fees and t-shirt costs are accepted at the beginning of the year and can be paid in cash or by check. Graduation cord fees are paid usually in March either by cash or check. There are no economic hardship waivers given because it is optional for students to join. If a student does not pay the fees, then they are not allowed to join the club.

**Drama Club \$5-** Fees are used to purchase playbills, props, and other supplies for putting on a play. Throughout the year, the club will also take field trips and the cost of those trips are determined at the time of the trip based on the cost of the play/movie/event as well as the transportation cost.

**Student Council-No fee**

**JAG Club - No fee**

### **Sports Fees (optional)**

<b>Basketball</b>	\$100
<b>Baseball</b>	\$100
<b>Softball</b>	\$100
<b>Cross Country</b>	\$50
<b>Track</b>	\$50
<b>Powerlifting</b>	\$50
<b>Golf</b>	\$50

Please refer to the student contract for each sport for how fees will be used.

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

\*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.grantpsb.org](http://www.grantpsb.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.

## **F**ield 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.

## **G**rades

The Grant Parish Pupil Progression Policy will be followed for grading. For elementary: 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.grantpsb.org](http://www.grantpsb.org). 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**ETTERING IN ACADEMICS

Students who meet the following criteria may be awarded a Georgetown High School jacket at the end of their sophomore, junior or senior year.

1. Participates in State Literary competition for two years.  
Or
2. Places first or second in State Literary competition.  
Or
3. Scores 24 or higher on the ACT exam.

## **L**ETTERING IN ATHLETICS

A student will letter at Georgetown High School after having participated in the same varsity sport for two consecutive years after entering high school. A manager or scorekeeper will letter by serving at least two consecutive high school years in this position, if they attend practices and games the same as players. A jacket will be awarded at the completion of these requirements, but not before the student has completed their second year in high school. Quitting the team or being dismissed from the team prior to completing the second year will prevent a student from getting a jacket. A meeting will be held by coaches, athletic director, and administration to discuss the eligibility for lettering of any student who misses more than three practices or games.

## **L**iteracy Screener



The Grant Parish School System recognizes that reading is a vitally important academic skill and the foundation for all academic learning. The Grant Parish School System administers the K-3 Literacy Screener to each kindergarten through third grade student three times a year. The K-3 Literacy Screener consists of a set of measures for assessing reading skills. This universal screening identifies which students may be at risk for experiencing reading difficulties. Teachers use this data to set and monitor literacy goals, as well as provide instructional support. The literacy screener also assists in identifying students for further evaluation for specific programming, including students who display characteristics of being dyslexic or gifted. Progress is monitored and reported to parents. **Act 422 of the 2023 Legislative Session prohibits the promotion to fourth grade if the student scores at the lowest level of the literacy screener with the exception of students who meet the criteria for a good- cause exemption.**

## **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. Georgetown High 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.

## **P**ositive Behavior Support (PBIS)

Positive Behavior Interaction Support is a program supported by the Louisiana State Department of Education and Grant Parish Schools to promote and maximize academic achievement and behavioral competence. It is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. The schools in Grant Parish are proud to be a part of this exciting initiative.

As part of the PBIS program, we will establish several clear rules for the behavior we expect in all areas of our school. We will explicitly teach those expectations to the students and reward them frequently with positive notes and prizes for their great behavior. The expectations for all student behavior will be clear throughout our building and playground areas, cafeteria, gymnasium, and classrooms. You will be able to ask your student, “What are the rules in your school?” “How do you follow those rules?” “What happens when a teacher sees you following the rules?”

Our school rules will specifically address bullying behaviors, provide for a safer school environment, and give more time for instruction. We will apply consistent consequences and positive reinforcement for all students. By detailing every expected behavior and teaching students in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff, and our paraprofessionals.

We believe that by helping students practice good behavior, we will build a school community where all students have an environment in which they can succeed and grow.

## Pupil Progression

### Parish Wide Grading Policy

Grading Scale for Regular Courses		Grading Scale for Dual Enrollment	
Grade	Percentage	Grade	Percentage
A	100-90	A	100-90
B	89-80	B	89-80
C	79-70	C	79-70
D	69-60	D	69-60
F	59-0	F	59-0

#### 1<sup>st</sup> & 2<sup>nd</sup> Grade

- Letter grades for ELA and Math
- Science and Social Studies grade indicated with S or U.
- Minimum of 6 assessments totaling 125 points each nine weeks. Should be performance tasks, tests, project grades, chapter/unit Test.

#### 3<sup>rd</sup> - 5<sup>th</sup> Grade

- Letter grades for ELA, Social Studies, Science and Math
- Minimum of 6 assessments totaling 125 points each nine weeks. Should be performance tasks, tests, project grades, chapter/unit Test.

#### 6<sup>th</sup> - 8<sup>th</sup> Grade

- Letter grades for ELA, Social Studies, Science and Math
- Minimum of 5 major grades each grading period. A major grade must be at least 25 points. Should be performance tasks, tests, project grades, chapter/unit Test. Minor grades (homework, daily grades, pop quizzes, and participation) should constitute lesser points and 60% of the student's grade should come from major grades.

## High School

- Letter grades for all courses
- Minimum of 5 major grades. A major grade must be at least 25 points. Should be performance tasks, tests, project grades, chapter/unit Test. Minor grades (homework, daily grades, pop quizzes, and participation) should constitute lesser points and 60% of the student's grade should come from major grades.

**Teachers must post grades within a week of giving the assessment. Student grades must be posted weekly in JPAMS.**

## SENIOR HONORS

### **Valedictory and Salutatory Guidelines**

To be considered for the honor of Valedictorian or Salutatorian at Georgetown High School a student must meet the following criteria:

1. The student must have been continuously enrolled at GHS for a minimum of one year, or more, prior to beginning his/her senior year.
2. The student must have taken the TOPS curriculum that applies to their year of graduation.  
**\*Additional information on the TOPS curriculum can be obtained at [www.osfa.la.gov](http://www.osfa.la.gov).**
3. The student must complete all other requirements for graduation.
4. In the event that two or more students have the exact same GPA (as calculated by the computer) multiple awards will be presented.

## Student Recognition

At Georgetown High School, 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 Georgetown Yearbook, Georgetown website, GPSB website, and our Georgetown High School Facebook Group. 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***

- Any deliveries of school related items must be checked in through the office.
- NO OUTSIDE FOOD may be delivered to students. Only packed lunches in a lunch box.
- No student will be allowed to check out after 3:00 p.m. for any reason.
- 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.
- All visitors, students, and employees are subject to metal detector screening.
- School Nurse: Janice Mendenhall, [janice.mendenhall@gpsb.org](mailto:janice.mendenhall@gpsb.org), 318-827-5306.
- SBLC Coordinator: April Bonner, [april.bonner@gpsb.org](mailto:april.bonner@gpsb.org) , 318-827-5306.
- 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 any one or multiple, of the following points of contact.
- Shana Delrie,  
[sdelrie@gpsb.org](mailto:sdelrie@gpsb.org),  
318-627-3274  
512 Main Street  
PO Box 208  
Colfax, LA 71417

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