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Grace King High School Student Expectations Handbook

HISTORY

Grace King High School opened its doors in the fall of 1968 and has become a school dedicated to excellence. In the spring of 1983, King was recognized as one of the top secondary schools in the State of Louisiana and was also a recipient of the Excellence in Education Award given by the United States Department of Education. Throughout the school's history, it has ranked at the top in the area of achievement test scores. Most recently, Grace King was recognized during the Spring 2014 by News Weekly as a bronze level school and one of the best high schools in the United States comparing over 19,000 high schools.

ALMA MATER

We sing your name with praise and deep devotion. We give to you, our loyalty and love. Within you walls, we learn to share together, the times of joy, of triumph, of tears. Let your bright star illumine our lives forever, we sing our praise, to you, Grace King.

SCHOOL COLORS - *Hunter Green and Athletic Gold*

The Grace King High School Expectations Handbook provides information about rules, policies, academic requirements, and student privileges and responsibilities. You are encouraged to become familiar with information in the handbook. When in doubt about the meaning of a rule or other information in this book, **ASK**. All of the rules and policies in this handbook are within the framework of those approved by the Jefferson Parish Schools. (Refer to the JPS Procedures and Policies and Student handbook.) **Rules and policies may be added and/or changed as the year progresses by the administration.** It is the student's responsibility to keep up with such changes and/or additions.

A COMPLETE COPY THE JEFFERSON PARISH SCHOOLS POLICY AND PROCEDURES HANDBOOK FOR PARENTS AND STUDENTS MAY BE FOUND ON THE DISTRICT WEBSITE:

https://www.jpschools.org/cms/lib/LA50000440/Centricity/Domain/164/PoliciesProcedures_2019.2021.pdf

Our school is a community which needs the cooperation of all those involved in order to make it a pleasant place in which to be. You are encouraged to take advantage of the academic and extra-curricular opportunities that are available at Grace King High School. The more you involve yourself in school life, the more likely you will be to succeed academically and socially.

MISSION STATEMENT

At Grace King we strive to offer a safe, nurturing learning environment that enables students to grow intellectually, morally, and socially. Our mission is to instill critical values and skills that are essential for success in college and the workforce.

THE GRACE KING HIGH SCHOOL COMMUNITY STRIVES TO CREATE A QUALITY WORKFORCE BY INVOLVING ITS STAKEHOLDERS IN THE PLANNING AND IMPLEMENTATION OF MEANINGFUL EDUCATIONAL EXPERIENCES.

At Grace King High School, we believe that there are four essential components for student success. We refer to them as the **4 A's - Attendance, Attentiveness, Attitude, and Accountability**. As a community, we are all accountable for increasing student achievement. To help ensure our potential for success, everyone must be in attendance each and every school day, from the beginning of class to the end. We must approach all challenges with a positive attitude while being attentive to more and greater opportunities.

COVID-19 Regulations:

We ask for your help in making this school year a positive experience for everyone; therefore, we are implementing procedures that comply with the Center for Disease Control (CDC) social distancing protocols for the school year 2020-2021 year.

- **All students are required to wear a mask while on campus.**
- **Temperature checks will be conducted before entering the building. Any student with a temperature of 100.4 degrees or higher will not be granted access to the building and will be required to be picked up.**

Students will be required to wear face masks and wash their hands many times a day when schools reopen for the 2020-21 school year in order to reduce the spread of the coronavirus that causes COVID-19.

Wearing cloth face coverings and/or a nonmedical face shield is mandatory on campus. It is suggested you find a covering that is comfortable for you. It must cover your nose and mouth. The administrators and staff will teach and reinforce the use of cloth face coverings and/or face shields for students as much as possible throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds. GKHS will have a supply of non-medical face coverings available for purchase of \$1.00 if students forget to bring their own.

Cloth face coverings are meant to protect other people in case the wearer does not know they are infected. If you are using a face shield you are still required by JPS to wear a face mask. Staff and students **must** wear cloth face coverings and/or face shields at all times throughout the day.

Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

Those are among requirements that were set by and will be enforced by the Louisiana Department of Health and Department of Education Operations Start Strong 2020. Below you will find resources on face coverings and personal protective equipment (PPE):

- [How to Safely Wear and Take Off a Cloth Face Covering \(PDF\)](https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf)
(<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>)
- [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-facecoverings.html)
(www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-facecoverings.html)

- Best Practice for Masks: Considerations for People with Disabilities and Special Health Needs (PDF) (www.health.state.mn.us/diseases/coronavirus/guidemasks.pdf)

<https://www.louisianabelieves.com/docs/default-source/strong-start-2020/school-reopening-guidelines-and-resources.pdf>



School Hours: 8:15 AM — 3:35 PM

Students are marked tardy if they are not sitting in their homeroom at 8:15 AM.

Breakfast – 7:50 AM to 8:10 AM

SINGLE POINT OF ENTRY- Due to COVID-19 restrictions, Grace King will have staggered arrival times for students.

1. Students who ride the bus will exit the bus at 7:50 AM, where temperature checks will be conducted with a no contact thermometer by a member of our staff. They will then enter the building through a Single Point of Entry—Gym Foyer.
2. Students who arrive via carpool and/or student drivers can arrive at school no earlier than 8:00 am. Students will remain in cars until a member of our staff has checked their temperature.
3. Student walkers can arrive at school no earlier than 8:05 am to have their temperatures checked.

Students arriving after 8:20 am will be considered tardy and should be accompanied by their parent/guardian and must also check in to school in the gym foyer to have an excused tardy. A member of the Operations department will compile and submit a list of tardy students’ names to Ms. Kersey Chicas or Ms. Lekeshia Bradley by 9:15 am. All check-ins are done by the Main Office staff and recorded immediately. No one will be allowed to check in after 11:00 a.m.

Any student reporting back to school after serving a disciplinary consequence must be accompanied by a parent/legal guardian and shall be checked-in after clearance by a member of the Operations Department.

VISITORS

- Only authorized personnel will be allowed on campus.
- All visitors will be required to make an appointment.
- Visitors will be required to have their temperatures checked before entering the campus.
- Parents will be required to make appointments in order to meet with teachers, counselors, or administrative staff.
- Conferences (IEP, readmit, ABIT, etc.) will be scheduled by school administration. Parents must arrive on time or risk cancellation of their appointment.

- Temperature checks are required for all visitors and will be conducted on the front porch prior to entry into the main office.
- Check-in with a parent will occur at the single point of entry (back porch) until 9:00 a.m.
- Call-ahead check-outs are highly encouraged. Check-out ends at 2:55 p.m.

DISMISSAL - Due to COVID-19 restrictions, Grace King will have staggered dismissal times.

School dismissal will begin at:

- 3:20 pm - The first round of students riding busses will be dismissed. Groups will be dismissed two buses at a time.
- 3:25 pm - Carpool and student drivers will be dismissed.
- 3:30 pm - The second round of buses will be dismissed.
- 3:35 pm - Students who walk will be dismissed.
- 3:40 pm - The final round of buses will be dismissed.

All students must leave campus by 3:40 pm. Any students on campus after 3:40 pm must be with a teacher, sponsor, or coach.

BE ON TIME AND PREPARED TO WORK!

Classroom instruction begins immediately when the morning bell rings, and it is imperative that students arrive on time. When students are late to class they are to report to the designated sweep area to receive a pass to class. Students who are habitually tardy will receive discipline consequences. Failing to serve assigned consequences will result in more severe consequences being imposed, which may include suspension from school.

Hybrid Learning - A Week at a Glance				
Monday	Tuesday	Wednesday	Thursday	Friday
A-Day students report to campus and follow the regular bell schedule. B-Day students participate in virtual learning via Google Meets and Google Classroom.	B-Day students report to campus and follow the regular bell schedule. A-Day students participate in virtual learning via Google Meets and Google Classroom.	A-Day students report to campus and follow the regular bell schedule. B-Day students participate in virtual learning via Google Meets and Google Classroom.	B-Day students report to campus and follow the regular bell schedule. A-Day students participate in virtual learning via Google Meets and Google Classroom.	Staff reports to campus - All students participate in virtual learning via Google Meets and Google Classroom.

Note: Attendance for ALL students will be taken daily.

Grace King High School Bell Schedule

Monday - Thursday: Hybrid Schedule				
Block	Start Time HYBRID and VIRTUAL	End Time HYBRID	End Time VIRTUAL	Restroom Call Times
1st Bell	8:00 am	8:20 am		OPEN

1st Block	8:20 am	9:50 am	9:40 am	9:00-9:30 am
2nd Block	9:55 am	11:25 am	11:15 am	10:20-10:50 am
Announcements in 3rd block classroom	11:30 am	11:35 am		
1st Lunch	11:35 am	12:10 pm	12:10 pm	OPEN
3rd Block	12:15 pm	1:45 pm	1:35 pm	
3rd Block	11:40 am	1:10 pm	1:00 pm	
2nd Lunch	1:10 pm	1:45 pm	1:45 pm	OPEN
4th Block	1:50 pm	3:20 pm	3:10 pm	2:20-2:50 pm
Staggered Dismissal	3:20 pm	3:40 pm		

Friday - Virtual Bell Schedule				
Block	Start Time	End Time	Office Hours Start Time	Office Hours End Time
1st Block	8:20 am	9:05 am	9:05 am	9:50 am
2nd Block	9:55 am	10:40 am	10:40 am	11:25 am
Lunch	11:25 pm	12:15 pm		
3rd Block	12:15 pm	1:00 pm	1:00 pm	1:45 pm
4th Block	1:50 pm	2:35 pm	2:35 on	3:20 pm

Operation S.T.A.R.T. on Time

1. Instruction begins immediately when the bell rings and it is imperative that students arrive on time. When students are late to class they are to report to the designated sweep area to receive a pass to class. Students who are habitually tardy will receive discipline consequences.
2. Failure to serve assigned consequences will result in more severe consequences being imposed which may include suspension from school.
3. Grace King is a closed campus. Students may not leave for lunch or any other time without following the regular signed-out procedure. Students may only be signed out by a person whose name (s) appear on the student's emergency card.
4. Games of any type which are considered dangerous because of the limited space during lunch are not allowed, ex: running, horseplay, etc. Playing cards are not allowed on campus.

5. **Use of cell phones is not allowed on campus and should be in the off position at all times.** Cell phones and other electronic devices will be confiscated as per our school, district and state policies. Radios, iPod, MP3 type devices, laser pointers, any other type of audio/visual equipment, and any type of electronic or mechanical devices are not allowed on campus and will be confiscated as per our school, district, and state policies. Once confiscated, cell phones and other devices will be returned at the end of the day on the following Friday from confiscation.
6. Only administrative approved announcements or bulletins may be posted on campus.
7. Smoking, tobacco chewing, and spitting or any form of spitting is forbidden by school board policy and state law.
8. Due to the large number of students who use the cafeteria, students must follow orderly conduct, including maintaining single file lines, eat as quickly as possible, clean up the area where they ate, and leave the cafeteria so others will have a place to sit and eat lunch. Bringing food into the courtyard is a privilege that can be revoked for lack of clean up.
9. Only approved school fundraising will be permitted on campus in the designated areas. Fundraising sales can only take place before school, at lunch, and after school – never during class time.
10. Because of the size of our campus there are many areas which are considered “OFF-LIMITS” to students. These areas are the parking lot and cars (during class and lunchtime); the front and back porch; the upstairs gym area and gym foyer; hallways (before school and during lunch); restrooms in the gym foyer; 600 building and the other areas that are not supervised and announced as off-limits. Any student in an off-limits area shall be subject to suspension.
11. Students who submit altered/forged notes/signatures are subject to suspension.
12. Students who provide written/verbal false information to school employees are subject to suspension.
13. We expect every staff member to be treated with respect and dignity. The teacher is the instructional supervisor in the classroom. A show of disrespect toward faculty members or staff members or insubordination on the part of a student will not be tolerated under any circumstances and will be subject to suspension or expulsion. Staff members include the clerical staff, teacher’s assistants, cafeteria workers, custodial staff, substitute teachers, and bus drivers.

It is impossible to predict every disciplinary infraction, the administration reserves the right to discipline students in a manner that provides a safe and orderly campus.

Positive Behavior Intervention Support (PBIS)

Grace King High School has a **Positive Behavior Intervention Support** program that is comprehensive and campus wide. We have the following expectations of our entire student body:

- Be Respectful
- Be Responsible
- Be Safe

These expectations are accompanied by school rules that are posted throughout the campus. All students are held responsible for abiding by these rules.

**THE PURPOSE OF THE DRESS CODE
IS TO PRESERVE AND PROTECT THE LEARNING ENVIRONMENT**

**TO CREATE THE CONDITIONS NECESSARY
FOR TEACHING AND LEARNING TO SUCCESSFULLY OCCUR
FOR ALL STUDENTS AND STAFF.**

Students are encouraged to be tolerant and to develop healthy lifestyles. Clothing that carries a message of intolerance, contains obscenity, or that is demeaning may lead to conflict. This may be disruptive to the learning environment and is not acceptable.

- GKHS prohibits any attire that displays words or symbols that degrade gender, sexual orientation, culture, differing abilities, religion, race, or ethnicity.
- GKHS prohibits clothing and jewelry that reflect, advertise, or promote tobacco, alcohol, drugs or other illegal substances, illegal acts, weapons, and/or violence.
- GKHS prohibits any clothing styles that are considered or may be attributed to gang-related activities. Due to changing trends in gang attire, clothing, shoes, jewelry, accessories, and grooming styles, restrictions may change as necessary.

It is the obligation of Grace King High School to provide an educational atmosphere conducive to the learning process. Students, teachers, and administrators shall not wear clothing which hinders the learning process. To promote safety and to limit distractions, students will wear a school uniform, which may be purchased from designated shops.

All students enrolled in hybrid and Virtual programs are required to wear full Grace King's uniforms.

SHIRTS

- New incoming Freshmen will wear yellow/gold polo shirts, with the Grace King logo ONLY.
- Upperclassmen (10th to 12th grade; and repeating 9th grade) must ONLY wear hunter green polo shirts with Grace King logo available at area uniform shops.
- Shirts must be long enough to be neatly tucked inside pants or skirts.
- Spirit shirts may be worn each Wednesday and Thursday. Violations will result in disciplinary consequences.

PANTS/SHORTS/SKIRTS

- Only khaki uniform "DICKIE TYPE" pants are allowed. No jean/denim fabric allowed. Pants cannot have cell phone pockets.
- No joggers or pants with draw-string waists allowed.
- Shorts—khaki shorts that extend to just below the knee
- Plaid skirts may be worn and must stop at the knee.

FACE COVERINGS

- Required covering, must cover nose and mouth.
- No bandanas will be allowed.
- White, Black, Green, Yellow, or Gray face coverings will be allowed.
- No profanity or discriminatory words/symbols will be allowed on masks.

BELTS

- Black and brown belts are the only colors allowed.

SHOES

- Lace-up, solid black shoes, with **NO secondary** or accent color are the only shoes allowed.
 - Solid Black shoes will be available for purchase at the Spirit Shop for a cost of \$50.

OUTERWEAR

- *NO HOODIES ARE ALLOWED FOR ANY REASON.*
- Outerwear must be a Grace King sweatshirt or Grace King zippered jacket. The two items are available at the school Spirit Shop along with other items:
 - Grace King sweatshirt----- \$15.00
 - Grace King lined jacket----- \$30.00 - \$32.00
 - Face mask ----- \$10.00
 - Grace King Jacket Patches ---- \$3.00
- Hats or caps may not be brought to school. DURING COLD WEATHER, knit pull-on caps or beanies in black, green, gold, or white WITH NO emblems or insignia may be worn. Grace King beanies may be worn and are available in the school Spirit Shop for \$5.00.

**Students may select a sweatshirt or mask, when schools fees are paid in full. Students may also add on a mask or sweatshirt for an additional \$10.00.

GYM UNIFORMS

The gym/PE uniform is not part of the school uniform for daily use. Students are not allowed to wear their gym shirt as their daily uniform shirt. Uniforms can be purchased from the PE coaches.

APPEARANCE

It is the obligation of the school to enforce the attributes of good personal hygiene, cleanliness, neatness, and safety. All students must maintain a physical appearance in keeping with stated policy.

Consequences to violations of the dress code include but are not limited to:

- Student(s) may be required to change the offending clothing/shoes.
- Parents or guardians will be contacted to provide a proper uniform for the student, or to pick up the student from school until a proper uniform can be obtained. **Students will not be allowed to attend class until they are in proper uniform.**
- Repeated violations may result in further disciplinary action.

ID CARDS

All students must wear their ID on their chest, visible at all times. Students will be provided with a lanyard. If a student forgets his/her ID a temporary must be purchased by the student for the cost of \$1.00 during the single point of entry.

BACKPACKS AND LUNCH KITS

- All backpacks must be made of mesh or clear vinyl.
- Rolling backpacks are allowed, but they must be made of mesh or clear vinyl.
- Sports bags that are not mesh or clear vinyl must be dropped off in the gym foyer before school.
- Purses must be within the district guidelines: no larger than 8 ½" X 11 ½" in size. **No bookbag purses are allowed.**
- All lunch kits must be the appropriate size, and contain only lunch items.

Fast food/Restaurant lunches will not be accepted at school and should not be sent or delivered to school. It will be confiscated and given to your child at the end of the school day. If your child orders through any delivery service, the food will be confiscated and disciplinary actions will apply as this violated school safety protocol. We have no idea what is in a bag and being handed through or over a fence.

RESTROOM USAGE

Students in class will not be permitted to leave class without an escort to ensure that instructional time is maximized and safety is observed. Students with medical problems should submit a doctor's note to the Operations Office for a special clearance.

Students will be given monthly passes. Students are expected to keep up with these passes. If a pass is lost or destroyed the student may purchase another pass for \$1.00. Students may use the restroom at the following times:

- **Before and After School**
- **During Lunch**
- **Between Classes** - Students will have their passes signed by an administrator when leaving the restroom. Students will not be admitted to the class without a signed pass. Failure to produce a valid signed pass will result in an after-school detention.
- **During Class** - Students are encouraged to remain in class at all times. Students who must use the restroom during class may call for an emergency restroom escort. At which time, an administrator or duty teacher will escort the student to and from the restroom; however, calls for a bathroom escort will not be allowed during the first and last 30 minutes of instruction. Students will not be given a pass to go to Operations to request opening the restroom. Students with passes from the nurse are never allowed to leave class to use the restroom, please call the office and inform them there is an emergency.

Social Distancing Measures: No more than 10 students will be permitted to use the restroom at one time. Students who are waiting to enter the restroom must practice social distancing in accordance with the floor markers that are placed 6 feet apart.

DRIVING PRIVILEGES & THE LAW

In accordance with R.S. 17:416.1 (D), the principal or headmaster of a school, public or private, must notify the Department of Public Safety and Corrections Office of Motor Vehicles of any student between the ages of fourteen (14) and eighteen (18) who has been subjected to a disciplinary action as defined in this statute, so they may process the request for suspension of driving privileges in accordance with R.S. 32:431. As per the Legislative act 732 of the 2003 legislative session, a student who is expelled or suspended from school for ten or more consecutive days for committing the following infractions or who withdraws from school under certain circumstances will have his or her name submitted to the Office of Motor Vehicles: the sale or possession of drugs, alcohol, or any other illegal substance, possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

- All students who drive or plan to drive must purchase a Grace King Parking Permit.
- Any student found parking on campus without a permit will be charged a fee of \$15, \$10 will go for permit and \$5.00 will be for a parking penalty.
- No student should park in the front of campus.

In order for students to drive to school and park on campus, the students must purchase a parking permit from Operations at a cost of \$10.00 for each permit. Students must complete the parking application and provide the following to purchase the permit:

- **The student's driver's license**
- **The vehicle registration**
- **The student's proof of auto insurance**

All students are required to park in the numbered parking spaces near the gym and behind the cafeteria. Any inappropriate behavior while driving on campus will result in the loss of parking privileges.

Seniors will have the opportunity to buy and decorate their personal parking space with a preapproved design and materials. Only 25 spaces will be sold for \$25.00 each. This cost includes the parking decal.

Carpooling Information

- All students should be dropped off in the rear, or gym side, of the school using the Division St. gates. An administrator will be on duty to direct cars to the proper location.
- Drivers should use the gates closest to W. Esplanade to enter and proceed toward Grace King Place.
- Teachers who are posted on duty will direct parents/drivers to the appropriate area to allow the student to exit the vehicles.
- Parents of Special Needs students, or students with permission, such as a broken leg, are to use the front porch as a drop off. Parents are asked to pull far enough up so as not to block the bus unloading area.
- Student drivers will be allowed to park in the student parking area directly adjacent to the gym ONLY. Violations will be subject to disciplinary actions.
- Students who stay after school for tutoring, club meetings, or any school activity must be picked up on the back porch near the gym.
- Only special needs students should be picked up in the front of the school.

CARPOOL LANES DROP OFF/PICK UP

All students that are not bus riders, walkers, or drivers should be dropped off and picked up using the school's carpool lanes.

For Drop off and Pick up:

Parents enter the school on Division Street and drive through to Grace King Place. Please observe the **ONE WAY** signs that are out for a brief period of time in the morning before school. They are there to help traffic flow smoothly and keep everyone safe.

GRADING POLICY

Students receive report cards each nine weeks. Nine weeks' grades are a combination of daily class grades which include participation, quizzes, test scores, exams, homework, projects, presentations, and reports. During the 5th week of each nine week academic term, students are issued an "Interim Report Card." This report informs students and their parents how the student is progressing in each class. If a student is doing satisfactory work at the time the interim is issued, but begins to show that he/she is not working effectively in a particular class, the teacher will issue an individual interim report to the student for a parent or guardian's signature. Using the Parent Portal is another way to keep track of the student's grades.

Quality Points Regular:	Quality Points Honors:	Numerical Equivalents:
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A = 4 points B = 3 points C = 2 points D = 1 points F = 0 points	A = 5 points B = 4 points C = 3 points D = 2 points F = 0 Points	A = 93 -100 B = 85 -92 C = 75 - 84 D = 67-74 F = 0 - 67
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GRADUATION REQUIREMENTS (GENERAL)

In order to graduate, student must:

1. Earn 24 Carnegie units: 4 units in English, 4 units in Mathematics, 4 units in Science, 4 units in Social Studies, 2 units in Health and Physical Education, and 10 units in elective (as determined by the year the student enters the 9th grade);
2. Pass required EOC Course Examinations
3. Meet all local and state attendance requirements.
4. In order to progress to the next grade, a student must pass 6 of 8 Carnegie Unit Courses each year.

Exact requirements are available from the student's counselor. The above requirements apply also to special education students who are working on a diploma. The above requirements apply also to special education students who are working on a diploma.

HONOR GRADUATES

To qualify as an Honor Grad, you must acquire an overall grade point of 3.5 or above. Special recognition is extended to Honor Grads at commencement exercises.

ATTENDANCE

Student attendance laws are determined by the state. Attendance is crucial to your child's success in school. The maximum unexcused absences as set by the Louisiana State Board of Education are:

- 1st semester----5 days
- 2nd semester---4 days

HYBRID/VIRTUAL ATTENDANCE:

- Students are expected to report to campus and attend class on their designated days.
- Students are expected to participate in virtual learning on their designated days wearing a full Grace King uniform.
- If a student attends school on a day that is not their designated day, a parent will be contacted to pick up the student.
- Parents will be notified of student absences through JCampus automated phone calls. Parents will also be able to view student attendance via the parent portal.
- Attendance for hybrid students is taken for the purpose of truancy only.
- The school will continue to send out letters notifying parents of excessive absences.
- Counselors and administrative staff will review the DEWs report and implement interventions for students as needed, including making referrals to ABIT and/or FINS

- It is critical that parents provide accurate and updated contact information in order to ensure that they receive critical information regarding academic progress that will ensure a student's promotion to the next grade level.

If, at any time, you have a question about your child's attendance, please contact the school attendance clerk. In addition, please send any attendance notes to the attendance clerk as soon as possible so they may be coded into your child's attendance record. Parents can also email Kersey.Chicas@jpschools.org with attendance documentation.

Only three parent notes are accepted per semester. Absences of 4 or more days must be accompanied with a doctor's note in order to be excused.

INTERIM REPORTS

Interim Report cards are issued intermittently during each nine weeks.

REPORT CARDS

Report cards are issued at the end of each nine weeks during the week indicated below:

1st 9 Week--- October 20, 2020

2nd 9 Week--- January 12, 2021

3rd 9 Week--- March 23, 2021

4th 9 Week--- Mailed Home

The 4th 9 Weeks report card is mailed home along with important summer information. PLEASE ensure your mailing address is correct and up-to-date so you will receive this important packet of information.

Your child also receives a school calendar during the first week of school.

CLUBS OR ACTIVITIES

1. To be eligible to participate during the current school year, a student must have passed 6 of 8 subjects taken for academic credit during the prior school year and have attained a 2.0 GPA
2. The prior year is used to determine if a student may participate in extracurricular activities during the current school year. The number of courses passes and the final G.P.A. will be used.
3. A student at an A/B Block high school may retain his/her eligibility by passing 6 of 8 classes a year.
4. If a student is promoted according to the above rules, but does not have a 2.0 G.P.A. for their final average, he/she may begin in the first semester on probation if the G.P.A. is 1.5 or higher. To be removed from probation a student must pass all classes scheduled with a 2.0 minimum G.P.A.
5. Students may not be on probation for two consecutive semesters.
6. Student athletes who are academically eligible to participate during the current year, but are currently ineligible during the first semester may participate in organized team practices provided said student can regain their eligibility during the current school year.

ADDITIONAL RULES:

- A. "I" Incomplete grades are considered non-passing for determining eligibility (until the "I" is removed)
- B. "X" grade is the same as an "F"
- C. Students will be declared eligible or ineligible on the seventh "7th" calendar day following the end of a semester marking period (see official school calendar). No student's grade may be changed after a semester period ends as a result of re-testing or additional work being assigned.

- D. Special education students must meet 80% of their IEP to receive a "C" average.
- E. All new registrants fall under our academic eligibility policy.
- F. All high school athletes must be eligible under LHSAA criteria in addition to Jefferson Parish Schools criteria in order to participate in athletics.
- G. Students may participate in organized team practices provided said student(s) can regain their eligibility during the current school year.
- H. The final average for a class should be used to determine the student's G.P.A.
- I. It is the school's responsibility to monitor the academic progress of athletes throughout the school year and provide remediation when needed.

We know there are positive benefits for students who are engaged and participate in extracurricular activities, clubs, and organizations within the school community. The Grace King High School Community has established the following protocols for regular extracurricular activities participation depending on the identified stage of recovery.

Grace King High School Organizations & Athletics

Organization	Sponsor(s)	Athletics	Coach
<i>Academic Games</i>	Kelsie Jones & Sheila Guidry	<i>Baseball</i>	Jarrold Odom
<i>Art Club</i>	Katie Jensen	<i>Boys Basketball</i>	Jason Fischtzieur
<i>Born Gamers (Gaming)</i>	Todd Olivier & Meghan Spector	<i>Girls Basketball</i>	TBA
<i>Chess Club</i>	Emma "EJ" Stabbe	<i>Cross Country</i>	Roberto Furtado
<i>Environmental Club</i>	Priya Patel	<i>Cheerleaders</i>	Bethani Pete (Liaison)
<i>Escalera</i>	Alexandra Norman & Jasnira Zuniga	<i>Football</i>	Brian Glover
<i>Irish Eyes</i>	Jorge Castaneda	<i>Indoor Track</i>	Roberto Furtado
<i>Key Club</i>	Stephen Setzer	<i>Kolleens</i>	Destiny Ponville
<i>Latin American Students Association</i>	William Anding & Mery Paz	<i>Shamrock Shakers</i>	<i>Linda Monacelli</i>

<i>National Honor Society</i>	Tawanda Carter & Rhonda Herrmann	<i>Boys Soccer</i>	
<i>Project 3:16</i>	Maria Eztevez	<i>Girls Soccer</i>	Cherlyn Scot
<i>Presidents and Captains Circle</i>	Tawanda Carter	<i>Softball</i>	Stephanie LaCour
<i>Student Council</i>	Michelle McCabe	<i>Wrestling</i>	Roberto Furtado
<i>Senior Board</i>	Katie Ostroff	<i>Outdoor Track and Field</i>	Roberto Furtado
<i>Junior Board</i>	TBD	<i>Volleyball</i>	Christian Ladu
<i>Sophomore Board</i>	Courtney Rancatore & Nicholas Newsom	<i>Wrestling</i>	Roberto Furtado
<i>Freshman Board</i>	Kelsie Jones, Samantha Harris, Stephen Setzer		

DISCIPLINE POLICY

Detention

When a student is issued a detention by the discipline office, the detention form must be signed by a parent/guardian and returned the day of detention. If a parent/guardian determines the child is unable to attend on the assigned day, the parent/guardian must note this on the detention form in the appropriate area and return it to the discipline office prior to the detention. Students are not allowed to arrive late to detention. **Failure to follow this procedure may result in the student receiving a suspension.**

Suspension

A conference must be held with a parent/legal guardian and an administrator concerning all suspensions. Parent/legal guardian identification must be verified at all conferences.

Administrators are available after 8:00 a.m. Parents and students must meet with the principal when returning from an out of school suspension.

Causes for suspension/expulsion can be found in the JPPSS Procedures and Policies for Parents and student handbook.

In-School Suspension (ISS): In-school suspension students must serve ISS from 7:30 am to 3:40 pm for the number of days suspended at Bonnabel High School. Failure to serve ISSP will result in the case being turned over to Families in Need of Services (FINS).

A parent must appear with the student upon returning from an ISSP to attend a conference with an administrator after 8am and to sign an ISS paperwork. **If a student does not complete an in-school suspension for any reason, the student will not be allowed to return to school until the suspension is completed.** In order for the student to officially serve the ISS, they must be present from 7:30 am – 3:40 pm.

Out-of-School Suspension (OS): A parent/guardian must appear with the student prior to the student returning to school from an out-of-school suspension after 8am or the parent(s) will be referred to Jefferson Parish Juvenile Court. A student receiving a 3rd suspension will be referred to Juvenile Court through Family in Need of Services (FINS). Students may be recommended for suspension for the remainder of the school year upon their 4th suspension.

SUBSTANCE ABUSE POLICY:

Smoking, vaping, tobacco chewing, or spitting is forbidden by Jefferson Parish School Board and state law.

METAL DETECTORS:

Scanners and hand wands will be used during the single point of entry, throughout the day, and at school related activities including dances, athletic events, etc. Entering the property constitutes your consent to be wanded. Periodic searches will be conducted before, during, and after the school day for compliance with our District's guidelines.

WEAPONS:

Possession of weapons or any implements that can be used as a weapon will result in suspension and possible expulsion. Examples: knives, scissors, guns, gun facsimile, mace, fingernail clipper with a knife, pepper spray. This list is not all encompassing.

Random checks of classrooms and persons will be done throughout the school year at the discretion of the school principal.

WORK PERMITS:

Students may obtain a work permit from the front office. Requirements include Intent to employ form that must be issued by the employer, a birth certificate, and a driver's license or state I.D.

ILLNESS WHILE AT SCHOOL

If you become ill while at school you are to report to the isolation room to see the nurse. You will fill out a request to call home. You may not leave school without following sign-out procedures.

MEDICATION POLICY

1. You must obtain the following forms from the discipline office: School Medication Order (S.S.35) and Parent/Guardian Written Consent for Medication Administration (S.S.36).
2. Have your physician complete and sign the School Medication Order Form (S.S.35). The order must agree with the pharmacy label on your child's medication.
3. Take the above completed forms, along with the medication in its container to Riverdale High School, 240 Riverdale Dr., Jefferson, LA 70121

4. After the forms and medication have been reviewed/approved, please take them back to the discipline office.
5. Over-the-counter medication will require the same procedures.
6. All medication containers, EVEN over-the-counter medications, are to be labeled by a Louisiana pharmacist.
7. Ask your pharmacist to provide separate medicine containers for school and home use.
8. A maximum 25-day supply of medication can be stored at school.
9. Medication must be delivered to school by an ADULT.
10. Violation of this policy will result in a suspension from school.

Grace King's Cell Phone Policy

Usage of cell phones IS NOT ALLOWED ON CAMPUS. Cell phones and other electronic devices will be confiscated as per school, district, and state policies. Electronic devices used to play music, or any visual feature, are not allowed on campus and will be confiscated. Once confiscated, cell phones and any electronic devices will be returned at the end of the day on the following Friday.

1. All electronic devices are to be **TURNED** to the **OFF** position and **not visible on campus**.
2. If a cell phone is used on school grounds without permission, the phone will be confiscated.
3. If the phone and/or other electronic device is confiscated, it will be held until Friday. **(Phones confiscated ON Friday will be held until the following Friday.)**
4. If a student refuses to turn in the cell phone and/or other electronic device to the teacher but turns the phone and/or other electronic device into administration, a **one day Saturday Detention** will go into effect for **refusing the teacher**.
5. If a student refuses to turn in the cell phone and/or other electronic device to **administration**, the parent will be notified and a **2-day in-school suspension** will go into effect.
6. Students, please note that if someone else's phone is in YOUR possession, you will receive consequences (See below.) as if it were your phone.
7. **Earbuds/phones are not to be worn/used in class or anywhere on campus, and if seen, can and will be confiscated and not returned according to above.**

Consequences

1. **Confiscation** (If turned into the teacher)
2. **Saturday Detention** (If turned into administration but **refused to turn in to the teacher** on the first occurrence)
3. **One-day In-School Suspension** (If turned into administration but **refused to turn in to the teacher** on the second and subsequent occurrences)
4. **Two-day In-School Suspension** (If **Not** turned into administration)
5. **Two-day In-School Suspension** (If a parent/guardian picks up cell phone)

Simple Solution:

HAVE PHONES AND ALL OTHER ELECTRONIC DEVICES TURNED OFF AND PLACED OUT OF SIGHT!!!

By signing my name below, I certify that I have read the above information. Any questions or explanations concerning these policies have been discussed with the classroom teacher/administrator. My signature also indicates my understanding of the above policies and acknowledges my compliance with the above listed policies. Failure to serve in-school suspension will result in referral to Jefferson Parish Juvenile Court System, and the student will not be permitted to return to school until compliance is completed.

Student's Signature

Date

SOME IMPORTANT QUESTIONS COMMONLY ASKED BY PARENTS:

- **Who do I see if my child has lost something at school?**
If the item was lost in a specific area known to the student, the best person to call is the custodian. Please call school and ask for Mr. Greg Aples or Ms. Barbara Miller. They can contact the custodian for the area where the item was lost to see if the item was turned in to them.
- **What do I do if my child forgot to bring something with them they really need for class?**
Decide if the item requires you to make an emergency run to school or not. If it is an item your child definitely needs, please bring it to school and come into the front office. Someone there will help your child get the item.
- **What if I need to give something to my child and I want to give it to him/her myself?**
Please note we will not call a child out of class because it disturbs your child from the learning process as well as other students in the room. We will get it to your child during non-academic times.
- **To whom do I speak with if my child needs to pay funds or fees?**
Usually, the sponsor of the grade level or the club sponsor picks up the money for fees. Any fees not paid will carry through with your child each year until they graduate.
- **May I volunteer to help or assist, or even chaperone at the school?**
You absolutely may. You need to follow the credential requirements the School District sets forth and you will be good to go with us.

We know you will have several questions during the beginning of the school year. Please call the school and one of the secretaries or clerks will direct you to the person who can best answer your questions.

WHO DO I CONTACT IF I NEED HELP IN HANDLING A SPECIFIC SITUATION?

Class problem---Always contact the teacher first. If you are not happy with the teacher's response or action, your next step is to contact an administrator.

- Dr. Gerod Macon, 11th - 12th Grade Academy Assistant Principal
Gerod.Macon@jpschools.org
- Valerie Johnson, 10th Grade Academy Assistant Principal
Valerie.Johnson@jpschools.org
- Katrina Torrado, Freshman Academy Assistant Principal
Katrina.Torrado@jpschools.org

Concerns about social or emotional issues: Contact the school and ask for the Social Worker.
Grades/Schedules: Please speak with your child's grade level counselor.

Senior Counselor	Todd.Olivier@jpschools.org
Junior Counselor	Caroline.Sayles@jpschools.org
Sophomore Counselor	Angelle.Gullion@jpschools.org
Freshman Counselor	Kylan.Hankinson@jpschools.org

If you need to request a conference with the principal, Ms. Sharon Meggs-Hamilton, please contact her secretary, Lekeshia.Bradley@jpschools.org to set up the appointment.

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Student Expectations Signature Sheet

The high academic and behavior expectations are crucial for the success of our students. *By signing my name below, I certify that I have read the information presented in this pamphlet. Any questions or explanations concerning these policies have been discussed with the classroom teacher/administrator. My signature also indicates my understanding of the above policies and acknowledges my compliance with the above listed policies. It also indicates that you understand and agree with the student's academic and behavior expectations and are confident in your child's ability to uphold them.*

First Block Teacher

Student Print Name

Student Signature

Date

Parent Signature

Date