

GREENVILLE PARK LEADERSHIP ACADEMY

STUDENT HANDBOOK



PURPOSE

The purpose of this student handbook is to establish uniform rules, regulations and policies for the students at Greenville Park Leadership Academy. By carefully studying this handbook, you will become familiar with the procedures used in this school. If questions arise, please feel free to ask the Principal or Assistant Principals for clarification.

SCHOOL MISSION

Vision Statement

The vision of Greenville Park Leadership Academy is to ensure that all those who enter leave with the skills and knowledge needed to successfully enter high school without remediation.

Mission Statement

Campus leadership will facilitate and maintain a safe and secure campus environment conducive to teaching and learning. This will be evidenced through effective systems and operational fidelity. Campus Leadership will exhibit a commitment to the development of teachers and staff by facilitating the enrichment of staff members regularly. Leadership will set goals and create a unique vision for the campus community, which is in the best interest of all stakeholders, specifically the students served at Greenville Park Leadership Academy.

Teachers and staff will work collaboratively with the school community to attain common goals. This will be evidenced through consistent professional learning community involvement and collective efforts that drive student achievement.

Students will come to school ready to learn and lead as evidenced by appropriate dress, positive attitudes, required supplies, and completed homework. Students will exhibit a commitment to personal growth, academic achievement, and positive behavior.

Bobby Matthews	Principal
ORLANDIEA JOHNSON	Assistant Principal
XAVIRA MOORE	Assistant Principal
TRESSA HART-JACKSON	Magnet Specialist
LARRY MORGAN	Disciplinarian
ROBERT WEST	Disciplinarian
ROBIN HUTCHINSON	Master Teacher
TIFFANY MITCHELL-DAVIS	Master Teacher/ Math Interventionist
GISELLE SHABAZZ	Curriculum Specialist/ Testing Coordinator

BELL SCHEDULE

Bell schedule is available for viewing on the GPLA web site at <https://www.tangischools.org/domain/15>.

ATTENDANCE

- Regular school attendance has a direct correlation to a student's success in school. GPLA will follow all state and parish attendance policies regarding excessive and unexcused absences. These policies can be found in the Tangipahoa Student Parish Handbook.
- Students are required to be in school 160 days per year.
- Upon returning to school after an absence of any length of time, the student must bring a signed note (on a full sheet of paper) from a parent/guardian explaining the reason for the absence. The excuse should contain the following*:
 1. The child's full name.
 2. The date the excuse was written.
 3. The date(s) the student was absent.
 4. The reason for the absence(s).
- A student has **3** school days following any absence to provide the school with an excuse for the absence. Failure to produce an excuse after 3 days will result in the absence being declared unexcused.
- For an absence of 1-3 days, a handwritten note (format previously stated*) must be given. Absences of 4 or more days require a note from a physician on letterhead. Please refer to the Parish/ State Policy for Extenuating Circumstances to see if the absence meets those criteria.
- All notes regarding an absence must be turned in to the student's homeroom teacher.
- School board procedure automatically produces attendance letters for students who have 3 or more absences. Homeroom teachers will verify the students' absence(s) and contact the parent if necessary.
- Planned trips must be pre-approved by the school administration. The principal must be notified in writing by the parent(s) at least 2 weeks prior to the trip. The student must be prepared to resume work upon their return to school, as well as make up work missed in their absence. Please note that family vacations are **not** excused absences.
- If a student is absent more than three periods, he/she is not to participate in extra-curricular events after school that day.
- A student who is absent from class due to school-sponsored activities is given an excused absence. This does not count against the perfect attendance record for the student.
- B'YON students participate in an academically gifted program at a site determined at the students' IEP meeting. These students are not considered absent from school when attending this program. It is the student's responsibility to make arrangements for obtaining assignments missed while participating in the program.

SCHOOL MESSENGER

- The School Messenger will notify parents when their child is absent from school. This attendance hotline will call the student's home phone and notify the answering party that the student is not in school. Once the call is made, a record of the day and time is recorded.

TRUANCY COURT/FINS PROGRAM

- Truancy Court provides families the opportunity to explain the reason for their child's failure to attend school. Parents are summoned by the local law enforcement agency to appear in court.
- Families in need of assistance range from simple communication problems to complex parental/student differences. Students and families may be referred to this program by the school or local agency.

ARRIVAL AT SCHOOL

- Students may not enter the campus before 7:05 a.m. There are no teachers on duty before 7:05 a.m.; therefore, school is not open for students until after 7:05 a.m.
- Students may enter the building 1 of three ways: through bus entrance by riding a bus, through car pool by being dropped off, ONLY walkers and bike riders may enter through the front gates.
- **No student is allowed to be dropped off in the front of the school.**
- Upon entering the campus, students will be allowed to eat breakfast or report to their designated areas. Purple hall will be in the auditorium and Gold and Silver hall will be in the gymnasium. Students will not be allowed to leave their designated areas to return to breakfast.
- Students will use the restrooms in the commons area during the mornings before school.

TARDINESS

- The school bell rings at 7:30 a.m. Students who are tardy to school MUST report to the office upon arrival to campus. They must receive an admit slip to class. The tardy slip must be given to the student to give to his/her homeroom teacher and then the student will report to the appropriate class.
- All tardies, except doctors' excuses and school board transportation excuses, will be considered unexcused.
- Students are allowed two minutes to travel from one class to the next.
- Excessive tardies will result in a school suspension.
- Students who are habitually tardy to school and/or class may be referred to the Child Welfare and Attendance Officer, Truancy Court, or FINS (Families in Need of Services-court system).

CHECK OUT PROCEDURES

- **No student may be checked out after 2:00 p.m.**
- Only individuals stated on the student's Emergency Pick-up card sheet will be allowed to sign a student out of school.
- All individuals checking out students MUST have a picture I.D.
- When a student is checked out, the absence from school will be considered unexcused until a note from the parent or physician accompanies the student the next day or the day the student returns. Parents are asked to consult their family physician, dentist, or other professionals/specialists to schedule appointments after the student is dismissed from school.

- ILLNESS: Students who become ill at school must report their illness to their teacher as soon as possible. Teachers will provide the student with a pass to the office.
- Office staff will contact parents/guardians for students.
- In the event of an emergency, the parent/guardian will be notified along with the proper medical agency. Parent directives will be noted in regards to transportation of the student or in the event of a critical situation, the student will be transported to the nearest medical facility.

MAKE-UP WORK

- It is the student's responsibility to check with his/her teachers to set up a schedule for completion of all work missed. Refer to the "Oncourse" web site for class and homework assignments. Parents are encouraged to call the school to request assignments when their children have been out a minimum of 3 days.

SUSPENSIONS

- Students missing school as a result of any suspension shall be counted as absent and shall be given an opportunity to make up the work for partial credit. Students will have 3 days to make-up their assignments.

PAC

- Students who have been assigned to PAC will not be counted absent from school and will be allowed to make up work. Students will have 3 days to make-up their assignments.
- **T.O.R.N.A.D.O. Program-** (Training Opportunities to Rectify Negative Attitudes and Deliver Outstanding Students)- To address the repeat offenders, out of school suspensions and recommendations to TASP, GPLA will introduce a response to behavioral intervention program that will focus on positive reinforcement while appropriately assimilating students into our school program. The **T.O.R.N.A.D.O.** program is an alternative to out of school suspension. This is an intervention program that is designed for small group, behavior skill based training.

CUTTING CLASS/SKIPPING

- Students leaving campus without permission will be considered truant. Parents and local law enforcement agencies will be notified. The student will be disciplined according to the Parish Discipline Handbook.

HOMEBOUND INSTRUCTION

- Students enrolled in regular education and who, as a result of health care treatment, physical illness, accident or the treatment thereof is temporarily unable to attend school, shall be provided instructional services in the home or hospital environment through Special Populations, when appropriate.

- Students enrolled in special education and who, as a result of health care treatment, physical illness, accident, or IEP placement changes, shall be provided instructional services through Special Populations, when appropriate.
- When a student is placed on homebound instruction for medical reasons they will not be allowed to participate in school activities.
- Refer to Bulletin 1706, Regulations for Implementation of the Exceptional Children’s Act and Bulletin 1508, Pupil Appraisal Handbook.

TRANSPORTATION TO AND FROM SCHOOL

- Students may not enter the campus before 7:05 a.m.
- Students riding the bus will enter the campus through the covered walkway and report to designated area after breakfast.
- No student enrolled at Greenville Leadership Academy, regardless of age, will be allowed to operate or park a motorvehicle on the school campus.

BUS POLICIES

- Students must remember that the bus driver is responsible for their safety and well-being while they are on the bus. The driver must be respected and obeyed.
- Students must obey the school rules on a bus.
- Students who violate bus regulations or who in any way endanger themselves or others by misconduct on the bus will be reported by the bus driver to the Principal or Assistant Principal, who can remove them from bus transportation for any given amount of time. The administrator will take whatever action is necessary to ensure operational safety of buses.
- Buses are called during seventh period. Each student is responsible for knowing his/her bus number that they ride and listening for the bus to be called.
- If a student misses the bus, he/she will be allowed to call home from the office.
- Students waiting for buses after school should stay in the bus loading area. Do not walk between the buses.
 - A student who must ride a bus other than his/her own must have a written request addressed to the Administrator from both the Guest Rider and the Host Rider’s parents. Both notes should be brought to the front office before school and picked up before the end of 8th period. If the administrator approves the request by signing it, the bus driver will permit the “visitor” to board the bus if space permits.

CAR RIDERS

- Students are not to arrive at school before 7:05 a.m. Car riders are dismissed on the first bell at 2:38.
- Students **may NOT be dropped off or picked up in front of the school.**
- Parents who provide transportation to school for their children (grades 3-8) **MUST** drop off and pick up their child at the gate located on Coleman Ave. Parents who provide transportation to school for their children (grades Pre-K-2) **MUST** drop off and pick up their child at the entrance near the front of the school located on J.W. Davis Drive. The Students waiting for car rides after school must stay on campus until their ride arrives.

BICYCLES

- Students are not to arrive at school before 7:05 a.m.
- Students who ride bicycles to school must park them in the bike rack at the front of the school near the entrance, lock them securely, and leave them until school is dismissed. Biker riders are dismissed on the last bell.
- The school is NOT responsible for stolen bikes.

WALKERS

- Students are not to arrive at school before 7:05 a.m.
- For safety reasons, walkers are dismissed on the last school dismissal bell.
- Students walking to and from school may enter the campus through the walker gate ONLY on Coleman Ave.
- Students are to walk home only if this has been prearranged with parents/guardians.

CAR RIDERS

- Students are not to arrive at school before 7:05 a.m. Car riders are dismissed on the first bell at 2:38.
- Students **may NOT be dropped off or picked up in front of the school.**
- Parents who provide transportation to school for their children **MUST** drop off and pick up their child at the gate located on Coleman Ave. Students waiting for car rides after school must stay on campus until their ride arrives.

VISITORS

- All visitors to campus **MUST** show a picture I.D.
- All visitors to Greenville Leadership Academy **MUST** report to the office to obtain a visitor's pass.
- Visitors will not be allowed to make casual visits to the classrooms during school hours. Parents of students are always welcomed. If you plan to come to visit your child's class for a planned activity that you have been invited to see, please plan to arrive at the beginning of the appropriate class.
- No person of school age will be allowed to visit the campus during school hours.

SCHOOL I.D.'S

- All students must have their I.D.'s on when entering the campus and must wear the I.D. while on campus. If a student does not have an I.D. on campus, he/she must purchase a temporary I.D. for \$1.00. or replace the I.D. for \$3.00.
- Temporary and Replacement I.D.'s may be purchased at the front office .
- The I.D. may not be defaced or disfigured and they must be able to be scanned.
- The I.D. must be clipped to the shirt collar and visible at all times.

- Students are allowed to call home for their I.D. until 7:45 a.m. They must check in the office between classes to see if the office has received it.
- I.D.'s must be worn to some extra-curricular activities.

DISCIPLINE

Students come to school in order to learn, and learning cannot take place when the students do not act appropriately. Teachers come to school to teach, and teaching cannot be done when behavior disruptions occur. We feel that all students can behave in such a manner that these two objectives – learning and teaching – may be met. Bullying of any kind will NOT be tolerated.

PBIS-

- Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Students are taught school wide expectations and rewards when they meet the following expectations:
 - **Be Responsible**
 - **Be Respectful**
 - **Be Safe**
 - **By LEAD(ing) which means**
 - **Listen to Learn**
 - **Empathize with others**
 - **Act responsibly**
 - **Dream to Achieve**

ASSERTIVE DISCIPLINE

- The Tangipahoa Parish School Board mandates that each school establishes a school wide Assertive Discipline Plan with specific stated goals. In addition, a “Zero Tolerance Policy” along with the Assertive Discipline an attempt to provide the students, teachers, staff, and support personnel the best possible learning environment (refer to the Tangipahoa Parish School System Policy Handbook for Zero Tolerance and Disciplinary Procedures).
- The disciplinary measures used at Greenville Leadership Academy are, but not limited to:

*Counseling *PAC *Suspension *Expulsion * Detention
- Teachers will set up classroom rules and consequences, which will be posted in the classroom.
- Teachers will handle minor infractions individually – punish work, parental phone calls, and lunch detention.

P.A.C. (Positive Action Class)

- Greenville Leadership Academy believes that each student has the right to learn in a calm, safe, and secure environment.

- Students who disrupt the learning environment occasionally need assistance meeting their behavioral and academic needs outside of the regular classroom environment. Those students will be sent to P.A.C. to complete their assignments.
- P.A.C. is held on campus during regular school hours.
- The school administration will be responsible for determining who will be assigned to P.A.C.
- If a student is removed from P.A.C. for inappropriate behavior, he/she will be subject to out of school suspension or other disciplinary action.

VIOLENT BEHAVIOR – (REFER TO THE PARISH HANDBOOK FOR DISCIPLINARY PROCEDURES)

- Students committing the following offenses shall be removed from school and receive the recommended disciplinary actions:

Infraction	Step
Habitual violation of school rules	VI
Threatening of any school system employee	VI
Hazing	VI
Assault/Fighting	VI
Possession of a weapon with intent to use	VI
Possession of a firearm	VI
Inciting a riot	VI
Distribution, use and possession of drugs/alcohol	VI
Molesting students, immoral/indecent behavior	VI
Verbal abuse of any school system employee	VI
Promoting gang membership and/or activities	VI

NOTE: Step VI is a recommendation of expulsion from school. Students charged with any of these offenses will appear before the Child Welfare and Attendance Officer. In addition, the student may face criminal charges filed against him/her by the school or the victim of the offense.

WEAPONS

- Students found using, possessing, and/or concealing a knife or a firearm, a weapon that may discharge a projectile or other dangerous instruments which may cause bodily harm may be immediately suspended and recommended for expulsion. Police notification will be made immediately. Students using, possessing and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument shall be immediately suspended from school and recommended for expulsion. Upon the recommendation for expulsion, a hearing shall be conducted by the Superintendent or his designee. Students who have been found guilty during the hearing process of using, possessing, and/or concealing a weapon, or look-alike weapon shall be expelled from the School System for a period of not less than 12 calendar months.

ACADEMICS

CHEATING

- A student caught cheating will receive a “0” on that particular assignment.
- A second and third offense will result in a “0” on that particular assignment and suspension (either PAC or Out-of-School).

GRADING SCALE

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

PROGRESS REPORTS

Progress reports will be sent home once per six weeks at the mid-point. Grades can be checked at any time online if parents are registered on the “Student Progress Center.”

PROMOTION POLICY FOR ALL GRADES

See Parish Policy

REPORT CARDS

- Final six weeks report cards will be mailed home to students.
- Students are required to sign for their progress reports in homeroom.
- Any grade corrections must be initialed by the teacher.

STUDENT OF THE YEAR AWARD PROGRAM

- The Student of the Year Award Program is designed to recognize an outstanding 8th grade student at GPLA.
- Qualifications include: grade point average, behavior, leadership, standardized test scores, etc.
- Students are invited to participate based upon grade point average, a completed portfolio, and an interview conducted with the top three candidates.
- The top candidate represents GPLA as our Student of the Year and goes on to participate in parish wide competition.

TEXTBOOKS

- Each classroom has classroom sets of textbooks.
- Some textbooks can be found online.

SCHOOL-WIDE RULES and EXPECTATIONS

GPLA utilizes PBIS to establish and reinforce school-wide expectations. These expectations require that students be: responsible, respectful, and safe in order to L.E.A.D. which means Listen to Learn, Empathize with others, Act responsibly, and Dream to Achieve.

CAMPUS AREA

- All visitors to campus MUST show a picture I.D.
- Students are to adhere to dress code regulations at all times on campus. No student is to be out of class without a “pass”.
- Students are to remain in the designated area at all times.
- Students are not permitted to loiter in the car pool area.
- Students are not allowed in any part of the building before school without written permission.
- Students are to be under direct supervision of a teacher to be in the library, auditorium, gymnasium, computer lab, etc. at all times.
- Students are to respect and obey the rules and regulations established in every classroom by all teachers.
- Students are not allowed to chew gum anywhere on campus.
- Food is not to be taken from the cafeteria.
- No student may put his/her hands on another student.
- Any incident of bullying should be reported to a teacher, or administrator immediately.

HALLWAYS

- There are 2 minutes between classes. Take the shortest route. Go directly to class. Do not stop to talk. Do not wait for friends.
- Only walking will be acceptable in our hallways.
- Loitering will not be permitted.
- Proper conduct and behavior will be expected at all times: hands, feet, and objects to yourself.
- Inside voices will be used at all times.
- Cleanliness will be maintained: trash in trash cans.
- Walk on the right side of the halls, this includes doors.

RESTROOMS

- Use outside restrooms on Purple hall for Pre-K – 2 and in the gym during recess and in the morning before the bell rings for grades 3-8, and on respective hall ways during the school day.
- No student is to use the restroom without teacher’s written permission.
- All students must have a pass to leave class to use the restroom.
- Only a limited number of students will be allowed to use the restroom at a time.
- PK-4 students will have a restroom schedule so that there are not too many classes taking restroom breaks at the same time.
- Students may not loiter inside or outside of the restrooms.
- Students must use inside voices and keep hands, feet, and objects to themselves both inside and outside of the restrooms.
- Students found vandalizing the restrooms will assist in their cleaning and maintenance.

CAFETERIA

- Entrances to the cafeteria will be through the west side of the buildings. All students will be escorted to the cafeteria by their 5th period teacher.
- Exits from the cafeteria at voice level zero.
- Students without ID's will be the last students to go through the lunch line.
- Students must receive and eat their lunches before being allowed to leave the cafeteria to use the restroom.
- Students must give the duty teacher their I.D. before they are allowed to use the restrooms.
- Lunch in the cafeteria is to be silent lunch.
- Cleanliness will be maintained at all times. Students will dump their trays and place all trash into the proper containers.
- Students found in violation of trash and cleanliness expectations will assist in cleaning the cafeteria.
- Food, drink, napkins and/or straws will not be allowed to be brought outside the cafeteria.
- All lunch accounts must be kept current in order to be served a meal in the cafeteria.

ADMINISTRATION OFFICE

- The school has an open door policy.
- All Visitors to campus MUST show a picture I.D.
- Students limit their office visits to P.E., enrichment classes, or recess to prevent lost instructional time.
- Students must obtain permission from their teachers in order to come to the office during class time.
- Students may have to leave a message to see someone if that person is not available.
- If a student becomes ill, he/she will notify the secretary and the secretary will notify the student's guardian.
- Proper behavior will be expected in the office. Conversation should be kept to a whisper as to not disrupt others in the office.
- The school office is open from Monday – Friday, 7:05 – 3:05 or by appointment.
- You may set up an appointment to see an administrator at 985-345-2654.

ACCIDENTS

- All accidents occurring on campus, school buses or during school related activities must be reported to the teacher in whose class the accident occurred.
- An accident report form will be completed.
- The office will determine the next steps.

CALLING TEACHERS/ADMINISTRATORS AT HOME

Please do not call teachers or administrators at home unless it is an emergency. Private phone numbers will not be given out.

CHILD ABUSE AND NEGLECT

All public school employees are mandated reporters and as required by law, we will report all cases of suspected child abuse or neglect to the Department of Health and Human Resources, Child Protection Agency for immediate investigation and action.

COMPUTER LAB

The student/parent will be held financially responsible for a student's intentionally destroying any computer equipment (computer, monitor, keyboard keys, hard drive, printer, servers, lap top, etc.). Computer repair is very expensive, and the school cannot be financially responsible for student vandalism of computer equipment.

CONFERENCES – PARENT/TEACHER

- Any parent desiring a conference with a teacher should make arrangements by calling the school, 985-345-2654.
- The conference will normally be scheduled for 7:15 a.m. unless other arrangements are specifically requested and agreed upon by the all parties.
- All teachers can be reached by email using the Tangipahoa School System GPLA website.

DRESS CODE

GPLA follows parish policy set forth in the Student Handbook; however, the principal or his designee shall make the final decision as to what is considered proper or improper dress according to the guidelines provided. No mode of attire will be considered proper for school wear that disrupts the classroom and/or the school's learning environment.

- No Mohawk haircuts, No more than 2 hair colors, ie. highlights
- No exposed tattoos – they must be covered by clothing or bandages.
- No facial hardware.
- Boys – no earrings, no long chains. Girls – no hoop earrings, no long chains.
- Skirts to the knee.
- Belts in everything that has a belt loop – boys and girls.
- No sagging pants – no undergarments are to be seen.
- Only white undergarments.
- Shirts – Polo style with collars – white, navy, purple – not tight
- Pants – Not cargo, not jeans, not leggings – navy, khaki – not tight
- Skirts – to the knee – front AND back
- Jackets – any color as long as it zips or buttons up.
- No hoodies on in the building.

DRESS CODE VIOLATIONS

- 1st Violation – Student is issued a uniform violation.
- 2nd Violation – Student is issued a 2nd violation.
- 3rd Violation – Student is placed on a referral and sent to the administration.

ELECTRONIC EQUIPMENT

- Cell phones, iPods, mp3 players, laser pointers, or any electronic device may NOT be used at school. If any such item is seen, heard, or used it will be confiscated and sent to administration. Parents MUST retrieve these items from the disciplinarian. Students will be assigned 2 days of P.A.C. for the first offense, and 5 days of P.A.C. for subsequent offenses. There will also be a monetary fine.
- GPLA is NOT responsible for lost or stolen items. Please do NOT bring any valuable items to school.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

- Any student participating in extra-curricular activities at GPLA must maintain a 1.5
- Junior Beta Club members must maintain a 3.2 GPA.
- Eligibility requirements include all sports and spirit groups.
- Exemplary behavior is expected of all students who participate in extra-curricular activities.
- All extra-curricular activity fees are to be paid in cash or money order – NO CHECKS are accepted at GPLA.
- Non-payment of fees may prevent students from participating in extra-curricular activities.

STUDENT ORGANIZATIONS

Purpose of student organizations: to increase fellowship among groups of students with similar interests, to broaden the interests of students in different endeavors, to develop social ideals, attitudes, and habits, to develop leadership qualities, and to work together toward a common goal.

Cheerleaders, Dance Team, Junior Beta Club, Robotics, History, PTSA, Science Club, 4-H

FIELD TRIPS

- Field trips are encouraged by the administration of GPLA.
- Students on field trips must make-up all missed assignments when they return to school.
- One chaperone for each 15 students must accompany a field trip.
- Students may be restricted from field trips due to past discipline problems and/or non-payment of fees.
- Cash or Money Orders ONLY - No checks are accepted by GPLA.

INCLEMENT WEATHER AND SCHOOL CANCELLATION

See Parish Handbook. Watch your local news station.

EMERGENCY INFORMATION

Each student must have on file an emergency card by the end of August. This information will be filed in the front office. All sheets must include up-to-date information and a current local telephone

number. Only persons on this card will be allowed to check out the child at any time. Please notify the office at 985-345-2654 any time information must be changed. Without emergency information the only person allowed to check out a student will be the custodial parent/guardian.

HEALTH SERVICES/MEDICATIONS AND REGULATIONS

- Current emergency cards are necessary on all students in case a student becomes ill or is injured at school.
- The office will determine if an injury requires that a parent be called. The office will call parents for students that are ill.
- The office cannot give out any medication – including aspirin.
- Students with prescription and over the counter medication must keep the medication and the approved TPSS Medication Form (filled out by parent and the child’s doctor) in the office.

LOST AND FOUND

Lost articles should be placed in the Lost and Found container in the gymnasium. Parents and students are strongly urged to label everything a student brings to school. Students are NOT to bring anything of value to school. Students are responsible for their belongings.

LUNCH PROGRAM

- A nutritious breakfast and lunch is served at our school daily in our cafeteria. We encourage every student to eat every day.
- Students may bring a bag lunch to school. Students may not bring soft drinks, candy or junk food.
- Cost of Lunch: Free to all students.

STUDENT RESPONSIBILITY

Responsibility needs to be learned by all the junior high age students (6-8). For this reason:

- messages will not be given to students from home. Any arrangements such as doctor’s appointments, should be made at the start of the day. Instructional time will not be interrupted to give a child a message.
- students should keep up with their belongings.
- Students should never leave purses or book sacks unattended.
- students should notify the office immediately if they believe that something has been stolen.
- students may not call for missing assignments or projects.
- if a parent does bring something to the office for a student, the student should ONLY check the office in between classes.

PERMANENT RECORDS

- The permanent records of all students are confidential and kept in the office.

- If a student transfers, the new school must request the student's records. The records will be sent directly to the new school.
- Students who transfer must complete the clearance procedure in the front office. The secretary will give the parent the necessary forms to complete. All fines and fees must be paid and all textbooks must be returned before a student will be cleared for transfer to another school.
- No records will be sent to another school until the student transfer clearance procedure is complete.

PARENT/TEACHER STUDENT ASSOCIATION (PTSA)

- GPLA has a Parent/Teacher/Student Association. All parents, grandparents, guardians, and friends of the school are invited to join this organization.
- All meetings of the PTSA will be announced in advance.

PHYSICAL EDUCATION RULES AND REGULATIONS

- For students grades 5-8 to participate in P.E. activities, they must dress out.
- Dressing out consists of wearing a school issued P.E. uniform. White socks and tennis shoes are required.
- Students who do not dress out will receive an "F" in dressing out and an "F" in participation. The only exceptions to this regulation shall be religious or doctor's orders approved by the principal.
- Uniforms are available through the front office for \$20.00. Students are to bring cash or a money order NO checks are accepted by GPLA.
- Warm-Up suits may be worn over P.E. uniforms during cold weather.
- GPLA "hoodies" are also available through the P.E. department for \$25.00. They are not required.

SCHEDULE CHANGES

- New students may be rescheduled upon receipt of necessary information from their previous school or as a result of testing done by GPLA.
- All requests for schedule changes must be made in writing to administration.
- Changes will be approved or denied based upon class availability.

SEXUAL HARASSMENT

Sexual harassment is a violation of the law and the Tangipahoa Parish School Board Policy. It is a violation of the law and the policy. Sexual harassment will not be tolerated, condoned, or overlooked. Students who believe that they are being or have been sexually harassed, are to see the principal, the assistant principal, or a faculty member. All incidents will be investigated and documented.

SPORTS

Announcements for team tryouts are made at school and posted on the bulletin board across from the offices of the P.E. teachers. Contact the P.E. teachers for information. Teams include: football, basketball, volleyball, and track.

SUPPLY FEE

- A \$20.00 supply fee is charged to each student attending GPLA.
- Cash or Money Order ONLY – NO checks are accepted at GPLA.
- To avoid mistakes being made, please save your receipt to prove that payment has been made.
- Students who have not paid their fees will NOT be allowed to participate in extra-curricular activities.
- This fee must be paid in full no later than the 5th 6 weeks of school.