

# **DRY PRONG JUNIOR HIGH SCHOOL**

## **STUDENT HANDBOOK 2010-2011**

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### **ADMINISTRATION AND STAFF**

**PRINCIPAL: MR. ROBERT SMITH  
ASST. PRINCIPAL: MRS. GAYLYN CONSTANCE  
ADMINISTRATIVE ASSISTANT: MRS. KAREN HYDE  
HIGHLY SKILLED EDUCATOR: MRS. ARLENE SHARBONO  
SECRETARY: MRS. SUSAN CLARIUS**

**2010-2011**

**Parent/Student Acknowledgement Sheet**

Dear Parent or Guardian,

Welcome to Dry Prong Jr. High School. This document was designed to inform you of the regulations and policies that govern the DPJH campus. These policies and regulations have been developed to promote an environment that is safe and conducive to learning. Please take time to carefully read this document. If you have any questions, please contact the administration for clarification.

After you have read the document, please sign where indicated and return it to Dry Prong Junior High School as a record that you and your child have received the 2010-2011 Dry Prong Junior High School Handbook, and that you and your child agree to comply with the rules and regulations contained herein.

Sincerely,

Robert Smith  
Principal

Parent/Guardian

My signature below indicates that I have received and reviewed all policies, rules, and general information contained in the 2010-2011 Dry Prong Junior High School Handbook and I commit to do at least all of the following:

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## OUR SCHOOL'S MISSION

Dry Prong Junior High School represents a time of transition for a diverse student body. We openly encourage all—teachers, staff, students, and parents—to incorporate the following actions and attitudes into everyday life:

***Work hard! Enjoy the experience! Learn for life!***

## GENERAL BEHAVIOR OF STUDENTS

To promote a safe and positive learning environment, students will adhere to the following:

- respect students, teachers, administration and staff
- address teachers as Mr., Miss, or Mrs. or Coach with sir name
- no loud talking, shrieking, yelling, whistling, etc.
- the "hands off" policy of Dry Prong Junior High; hand holding, hugging, walking arm-in-arm, etc.
- not running except in designated areas
- all parish/state/federal policies and statues.

## GRADES

A course grade is calculated by using quality points.

A letter grade will be given each 9 weeks for each course. The average of these 4 grades will determine the course grade. In order to receive credit for the course, the student must earn a minimum of 4 points and no less than 2 quality points the second semester.

### Grading scale

A = 100% - 93.5%  
 B = 87.5% -93.4%  
 C = 75.5% -87.4%  
 D = 67.5% -75.4%  
 F = 67.4% and below

### Quality points

A = 3.5 – 4.0  
 B = 2.5 – 3.4  
 C = 1.5 – 2.4  
 D = 1.0 - 1.4  
 F = 0.0 – 0.9

## REASONS FOR RETENTION

All 8<sup>th</sup> grade students must pass the LEAP test in accordance to Louisiana Department of Education policy. Seventh and eighth grade students must pass a minimum of 4 major subjects and 1 minor subject. The following subjects are considered major subjects: ELA, math, science, social studies, and exploratories. The minor subjects are PE, music, and art.

Students who miss more than 10 Category II or Category III days will be retained.

## ABSENCES AND EXCUSES:

A student must bring a parent signed excuse or doctor excuse to the office. This excuse must be brought to school within 5 school days upon returning.

There are three categories of absences:

**Category I:** These are absences that have occurred for one of the following reasons: dentist/doctor appointment, death in the immediate family, court dates, school activities, and other extenuating circumstances. These absences are considered official and will not count towards excessive absences and a student will be allowed to make up any work missed.

- D = Medical (02)
- P = In School Suspension (03)
- P = Field Trip (04)
- N = Extenuating (06)

**Category II:** These are for any absences that occur for any reasons other than those listed in Category I and the student has submitted an excuse within the five-day time limit. These absences **will count toward excessive absences**; however, a student will be allowed to make up any work missed.

- E = Excused (01)

**Category III:** These are for absences for which no excuse has been submitted, or the excuse was submitted after the five-day time limit has expired. These absences **will count toward excessive absences** - a Category III absence **will not** be allowed to make up their work.

- U = Unexcused (05)

## TARDY TO CLASS/SCHOOL

Students are "tardy" if they are not in their desks when the tardy bell rings. Any student arriving after 7:45 A.M. must check in at the office to obtain an admit slip. **A parent or responsible adult must accompany the student into the office and sign them in.**

**Being late to school is considered a tardy unless a medical excuse is submitted.**

### **STUDENTS ARRIVAL TO SCHOOL**

DPJH campus will be open for student arrival at 7:30 A.M. each morning. Students will **NOT** arrive on campus before this time.

Students arriving on campus in the morning may enter the cafeteria to eat breakfast or remain in the commons areas assigned for each grade. In the event of bad weather students not eating breakfast and those finishing breakfast before 7:45 will report to their ROAR class.

### **STUDENT CHECKOUT**

A student information sheet will be sent home with each student on the first day of school. Parents are required by Louisiana law to provide this information to the school. Through providing the requested information, parents can designate the adults having authority to check a student out of school. **Only those adults that have been authorized by the parent or guardian will be allowed to check the student out.** NO faxes or emails that alter the information sheet will be accepted. A picture ID may be required for check out purposes.

The adult checking the student out must sign the student out in the office. The adult must remain in the office until the student is called and has arrived in the office.

The adult checking the student out will only park in the designated visitor parking areas next to the auditorium or the gym parking lot.

### **BUS NOTES**

Requests for students to ride a bus other than their normal route bus must be made in writing by the parent or guardian-two phone numbers are required. **Students must turn notes in to the office before school.** If notes are not turned in before school, students will not be allowed to ride the alternate bus. A bus note may not be honored due to the possibility that additional students may overcrowd some buses.

## **STUDENT DROP OFF AND PICK-UP**

Student morning drop off and afternoon pick-up will occur in the gym parking lot.

### **Normal Bell Schedule 2010-2011**

ROAR	7:45 – 7:55
1 <sup>st</sup> BLOCK	8:00 – 9:05
SECOND BLOCK	9:10 – 10:15
THIRD BLOCK	10:20 – 11:25
Lunch 8 <sup>th</sup>	11:25 – 11:50
FOURTH BLOCK 8 <sup>th</sup>	11:50 – 12:50
FOURTH BLOCK 7 <sup>th</sup>	11:30 – 12:30
Lunch 7 <sup>th</sup>	12:30 – 12:55
FIFTH BLOCK	12:55 – 2:00
SIXTH BLOCK	2:05 – 3:10
1 <sup>st</sup> load bell	3:10
2 <sup>nd</sup> load bell	3:18

## **USE OF TELEPHONES BY STUDENTS**

The telephone is for business use and will be used by students only for emergency situations. Students must obtain permission from the duty teacher to enter the office.

To ensure student safety, a speakerphone will be used for all student calls.

## **I.D. BADGE REQUIREMENTS**

Each student will be issued, free of charge, one photo I.D. badge and clip at the beginning of the school year. Each additional badge will cost \$5.00.

Students are to wear the I.D. badge while on the school campus during school hours.

The I.D. badge is to be attached to the left collar of the shirt or on an approved DPJH lanyard. Only lanyards purchased from DPJH are allowed. Lanyards will not be accessorized.

If lanyards are used, lanyards must be worn around the student's neck with the badge facing the front.

The I.D. badge is not to be altered by adding stickers/decals, writing on the front or back of the card, defacing or cutting the card. An altered card must be replaced immediately at the cost of \$5.00.

In the event that an I.D. badge is not worn to school this will be seen as a dress code violation.

A student may purchase a one-day temporary I.D. sticker for \$1.00.

During school hours, the card/temporary sticker is to be worn at all times. Having it in a pocket or backpack is not acceptable. Admission into classrooms, cafeteria, library, offices, and all other building will require the wearing of the I.D. badge.

ID badges with bar codes will be used for lunch numbers at lunch and for checking-out of library books.

On occasions, the card will be required for admission to special school activities. Students will be informed through the morning announcements if and when this requirement will take place.

If a student finds a misplaced badge, they are to bring the badge to the main office.

Replacement clips/lanyards may be purchased before school in the library.

### **DAILY MONITORING PROCEDURES**

If a student arrives at school without an I.D. badge, he/she is to report to the library to purchase a badge.

Wearing more than one badge will not be permitted. A student wearing more than one I.D. badge must forfeit one.

Students are to wear only the I.D. badge assigned to them. Taking or borrowing the I.D. badge of another student is grounds for disciplinary action.

Administrators and teachers will monitor students during the school day for compliance. Failure to have the I.D. badge visible will result in disciplinary action.

Failure to comply with an administrator's or a teacher's request to see a student I.D. badge will result in suspension from school for willful disobedience.

## **VISITORS**

All visitors to DPJH are required to check in at the office.

## **STUDENT FEES**

DPJH students are required to pay a \$20 student fee and a \$15 PE uniform fee. One check may be made out for \$35. Checks are to be payable to Dry Prong Junior High School. These fees are to be paid by September 3, 2010.

Any student owing fees during the school year will not receive a report card nor will records be released to another school. If fees are owned at the end of the school year, the report card will be held and the student will not be allowed to register the following year until fees are paid in full.

## **STUDENT PLANNERS**

Every Dry Prong Junior High student will be assigned a student planner. Daily student assignments will be posted in each classroom and teachers are responsible for seeing that all students enter this information into their planners on a daily basis. Replacement planner will cost \$5.00 and may be purchased in the office. Repeated failure to have a planner and assignments written will result in disciplinary action.

## **HALL PASSES**

Each teacher will receive a green vest that will be used as a student's hall pass. Students **must wear** the vest appropriately when they leave the classroom during instructional time. This vest is the **only** authorized hall pass.

## **PHYSICAL EDUCATION**

Physical Education is a REQUIRED subject for all DPJH students. All students are required to purchase an official gym suit. Each student is also responsible for having proper socks; rubber soled athletic shoes suitable for a gym floor, and for cleaning his or her gym suit at least weekly.

Students MUST dress and participate each time their class meets. All students begin with an "A" at the start of a grading period. Dressing out for P.E. is not optional: it is MANDATORY! Daily participation is required! The loss of a gym suit or failure to have the proper shoes is not justification for not participating in class. It is the responsibility of the student, to keep up with gym suits. Students will be responsible for replacing lost or stolen items immediately.

A parent may write a signed note to the P.E. teacher requesting a student be excused from physical activity. A parent request will be honored on the day the P.E. teacher receives it and that day only. A new day would require a fresh



excuse. Three parent notes requesting a student be excused from P.E. is the maximum number honored in consecutive days. After this period of time, the student must present a doctor's excuse.

Participation in the DPJH physical education program will be physical and/or academic. In the event that a student fails to participate, a written alternative activity will be assigned. Completion of this alternative activity within the PE block will allow a student to earn a participation grade for the day. Grades for P.E. will be determined by dress, participation, and tests.

### **TEXTBOOKS**

State and parish approved textbooks are provided free of charge for each appropriate subject or class. They are issued only upon the request of the parent. It is the responsibility of the student to pay for the cost of replacing the book if lost or damaged.

### **CLUBS, ORGANIZATIONS, AND EXTRACURRICULAR ACTIVITIES**

At DPJH we offer several extracurricular activities.

Students are permitted to participate in these activities, subject to grade, behavior, and attendance requirements designated by each group.

Some of these activities require out-of-pocket expenses, which are the responsibility of the parent or guardian.

It is the responsibility of the parent/guardian to promptly pick their child up at the conclusion of after school activities.

### **SCHOOL SPONSORED EVENTS**

Any student who attends a school-sponsored event is under the jurisdiction of the staff of Dry Prong Junior High School. Rules and regulations that apply at school also apply at these events.

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

Every student will be given a free or reduced lunch application. Students qualifying for free lunches must bring the completed forms back before being eligible for free or reduced lunches. **Students are responsible for any money owed prior to becoming eligible for free or reduced lunch.**

Students may pay daily, weekly, or monthly in the lunch line. Paying daily is discouraged as it increases the serving time.

Students' ID's will be scanned for lunch. If a student does not have a permanent ID with the bar code, they will go the end of the lunch line.

Students will refrain from making unnecessary noises in the lunchroom, refrain from any horseplay, and will cooperate in keeping the lunchroom as clean as possible. **Students will leave the lunchroom as soon as they have finished eating and will not stay and socialize.**

All students who bring a lunch to school will eat in the outside commons area.

No food or drinks will be brought into the classroom areas and must be consumed in the outside commons area before returning to class.

Any food or drink brought onto the campus must be consumed during their lunch period.

No candy or drinks will be sold at school by any school or private organization.

### **INSURANCE**

Student insurance is available to all DPJH students through a third party.

All contact concerning the policy or claims will occur between the policyholder and the agency.

### **ACCIDENTS AND EMERGENCY CARE**

Any student involved in an accident during school hours should report the accident immediately to a teacher.

### **HEALTH CENTER**

DPJH is fortunate to house a fully equipped and staffed school based health center. St. Frances Cabrini Hospital operates this facility which provides a wide range of medical services to our students as well as those of other schools.

Should a student become ill or receive an injury during the school day, trained medical personnel are readily available to provide assistance. **A consent form must be completed by the parent before a student can be eligible to receive services from the school based center.**

### **MEDICINE AT SCHOOL**

See Grant Parish Handbook

### **SEARCH AND SEIZURE**

Students' safety and security is of utmost concern thus all students and visitors are subject to search and possible seizure by faculty or law enforcement at any time.

**CONFERENCES** All conferences with teachers/administration will be scheduled in advance by calling Mrs. Hyde at 899-5697.