

# **GILBERT SCHOOL**

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***Home of the Flying Tigers***

## **STUDENT/PARENT HANDBOOK**

**2022-2023**

*Mrs. Anna Tarver,*  
*Principal*

*Mrs. Melissa Middleton,*  
*Assistant Principal*

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# PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Gilbert School. The faculty and staff join me in saying we're happy to have you as part of the Gilbert family. We hope this will be a successful and fun year for you.

The pages of the handbook are filled with important information regarding school policies and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our school.

Gilbert School parents and community members are our partners in the important job of educating our children and preparing them for the future. We welcome your participation and support this school year. By working together, we feel confident in reaching our goals and celebrating the achievement of our students.

Sincerely,

Mrs. Anna Tarver, Principal

## **GILBERT SCHOOL'S MISSION**

**Gilbert School joins with families and the community to prepare and motivate all students for today and tomorrow by instilling in them critical thinking skills and a respect for core values of knowledge, honesty, perseverance, and compassion.**

**We strive to prepare our youth to meet the demands of a rapidly changing society by:**

- ❖ **Motivating students to improve academically in all subjects**
- ❖ **Providing high quality instruction in every classroom**
- ❖ **Developing and maintaining positive learning environment**
- ❖ **Increasing parental involvement**
- ❖ **Improving attendance rates**

**Be positive, work hard**

**Kind words or no words**

**Let's make it a great day**

**\*\*\*The information in the following pages may be subject to change based on Franklin Parish School Board and Louisiana Department of Education mandates and guidance.**

## **STUDENT ABSENCES AND EXCUSES**

**The Franklin Parish School Board recognizes that the fundamental right to attend the public schools' places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.**

**The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned.**

**The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.**

**Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.**

**No public elementary or secondary school student shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the student's school attendance of any such prohibited absence by a student.**

## **TYPES OF ABSENCES**

**The days absent for elementary and secondary school students shall include non-exempted excused absences, exempted excused absences, unexcused absences, and suspensions.**

**1. Non-exempted excused absences are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but**

which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

2. Exempted excused absences are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

3. Unexcused absences are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.

4. Suspensions are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

#### **EXTENUATING CIRCUMSTANCES**

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.

2. Extended hospital stays in which a student is absent as verified by a physician or dentist.

3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.

4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.

5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials; or

6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting.

Excused absences in this situation shall not exceed five (5) school days per school year.

8. Absences as verified by the principal or his/her designee as stated below:

- A. Prior school system-approved travel for education;
- B. Death in the immediate family (not to exceed one week); or,
- C. Natural catastrophe and/or disaster.

9. Expectant and parenting high school students shall be granted excused absences as delineated in policy JQA, Expectant and Parenting Students.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

#### **SCHOOL-APPROVED ACTIVITIES**

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

#### **CHILD PERFORMERS**

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

#### **WRITTEN EXCUSES**

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the

parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's

return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

### **REPORTING ABSENCES**

The attendance of all school students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

### **APPEAL OF ABSENCES**

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.



## **TARDINESS**

**A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.**

**Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.**

**Revised: September, 2015 Revised: July, 2022**

**Ref: La. Rev. Stat. Ann. §§17:221, 17:221.8, 17:226, 17:226.1, 17:230, 17:232, 17:233; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 6-1-15, 12-7-15.**

**Jcampus will automatically call parents if your student is not present at 7:30 am. If they check in, it will still call you that day because it reports this information at 7:30. You do not need to call the school if you are aware your child is not present or was tardy.**

# PUPIL ATTENDANCE POLICY

Attendance will be documented and students will be held accountable.

- Students must be present the required number of minutes to be eligible to pass to the next grade. Exceptions can be made only in the event of extended illness as verified by a physician and/or other extenuating circumstances approved by the principal. "Medical excuses" are kept on file and must be turned in **within 5 school days**.
- **Early check-out:** Students will only be released to those listed on file for pick-up approval. If someone needs to be added or removed from the list, the parent/guardian must submit that request in writing to the office. The number of minutes the student is checked out early will be recorded. Minutes WILL build to missed days in attendance.
- It is important to remember checking out your child habitually causes them to miss important school work and could negatively affect their school performance. Unless it is an emergency, checking a student out after 3:00 is not allowed. A doctor's note will be required upon returning to school for any check-out after 3:00. No check outs will be allowed after 3:00. Parents will need to get in the pick-up line and we will call your student during pickups.
- Students participating in athletics or school related functions must attend a minimum of ½ the school day or 4 full class periods on the day of the function. If a student has missed consecutive days prior to the event then he/she may not be allowed to participate without an approved excuse. (Example: a student is absent Wednesday and Thursday may not be allowed to play in a game on Friday.)
- Upon returning to school, each absentee will be required to present a note from a parent/guardian consisting of the following information: (1) Name of student absent (2) Date of the absence (3) Reason for the absence (4) Signature of student's parent/guardian This will be given to the home room teachers, who will forward them to the office. The explanation for the absence will be noted, but not considered excused unless it is a verified doctor's excuse. If he/she fails to bring the excuse before 5 DAYS have passed, the absence will be considered "Unexcused" with no right of appeal. Excuses will not be accepted after 5 days. **DOCTORS' NOTES REGARDING ABSENCES MUST BE PRESENTED WITHIN 5 DAYS AFTER THE STUDENT RETURNS TO SCHOOL.** These notes will be filed in the student cumulative folders.
- Letters are formulated by the computer and mailed after students miss 3, 5 or 10 days of school. These reflect all absences, excused with a doctor's note or otherwise. These letters are a courtesy to you so that you will know the number of absences recorded by our office.

# BUSES

Riding a public school bus is a privilege. Students will be required to follow bus rules and regulations at all times. Any student not following rules and regulations will lose their riding privilege for a specified period of time and parents will be responsible for getting students to and from school.

- Morning bus riders will be allowed off the bus by 7:05 on the bus ramp. Then the doors are closed and locked for student safety.
- Afternoon bus riders will be loaded by bus when called.

## SCHOOL BUS REGULATIONS

- Students are not allowed to ride multiple buses. The bus assigned to them is the bus they must ride unless they have a change of address.
- The bus driver has the same authority as a teacher.
- Students should be orderly at all times.
- Students must obey any bus seating arrangement.
- Students are to obey any rules of conduct established by the school or bus driver.
- Parents/Guardians will be responsible for reimbursement of any damage their student does to a bus.
- Students must remain in school uniforms while riding the bus.

## ARRIVALS AND DROP-OFFS

- The school day begins promptly at 7:30 a.m.
- Students should not arrive on campus before 7:05 a.m. because adult supervision is not available prior to unloading of the first bus. Any students dropped off before the allowed time, will be reported to the Department of Family and Children Services.
- Parents bringing their children to school must use the front entrance to the school on First Street. The First St. entrance is the ONLY approved entrance for drop offs or walkers. Do not drop students off in the parking lot or cut across the lot.
- Parents are to stay in their vehicle. Parents are not allowed to walk students to class. This is for the safety of all our students and it makes the transition much easier for the students. There will be walkers to assist younger students to class the first few weeks of school.

- ALL STUDENTS who plan to eat breakfast at school must arrive no later than 7:20. Students arriving after 7:20 should eat breakfast at home so that no instructional time is lost.
- A single file line on the right side of First Street will be formed to create the drop-off line. Drop-offs will not start until 7:05 or until all buses are unloaded and bus riders are in their classrooms. All students must be dropped off at the front entrance. In order to ensure safety for all, students cannot exit the vehicle until an employee opens the door or signals for them to exit. Students must be ready to exit the vehicle immediately and go straight to their homeroom class or the cafeteria. All students are required to be dropped off and in their classroom prior to the bell at 7:30. Late check-ins count against a student's attendance record.

## **DISMISSALS AND PICK-UP**

- Do not leave your car from the pick-up line to check your student out. A Gilbert team member will place students in the vehicle. Early checkouts should be made prior to 3:00 to prevent congestion in the pick-up line. Students checking out early miss valuable instruction time and it causes unnecessary disruption to our school schedule.

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## **PICK-UP PROCEDURES**

**\*\*ALL PICKUPS WILL BE DONE AT THE FIRST STREET ENTRANCE\*\***

Students who are pickups will be given a form on the first day for parents to complete. Once this form is filled out and returned, the family will be assigned and given a number tag for their cars. Car tags should be placed in a visible area in the vehicle (on the dash or hanging from the mirror). Vehicles without a tag, must pull aside to the parking lot and wait for the end of the line. Students will be called to the front based on their number. Students must learn their numbers because they will not be called by name. Each family will only be assigned one number no matter the actual number of students riding in the car. We will begin pickups at 3:35 pm. Students must be picked up by 3:55. After two late pick-ups, child welfare will be notified and students will be required to ride the bus for the remainder of the school year.

## **EARLY CHECK OUTS AND LATE CHECK INS**

If your child is tardy, ring the buzzer located at the First Street entrance of the Jr. High Building. When an employee is available, he/she will come to the door to check in the student. The parent/guardian is required to wait with the student until the student is checked in. If a student must be checked out, the parent/guardian must call the office ahead of time. Upon arrival, the parent will remain outside the school until the student is called and brought to the front. Please refrain from attempting to check out students early. Check-outs after 3:00 are not allowed. Early check outs count against a student's attendance record.

## **LEAVING CAMPUS**

No student may leave campus without permission of the principal or assistant principal. A student will not be allowed to leave campus on any school-related activity or school business without prior permission from a parent/guardian. Parents must know that the student is going off campus during the regular school day.

## **PRINCIPAL'S SCHEDULE**

If you need to meet with Mrs. Tarver, you must call ahead for an appointment (435-5961). The principal has many diverse duties and it is not always possible for her to speak with drop-ins. If she is unable to speak with you when you call, please leave a telephone number where you can be reached and the purpose of your call and she will contact you as soon as her schedule permits. Conferences cannot be before 8:30 am. You may also email her at for any non-emergency requests.

## **TEACHERS' SCHEDULES**

Each teacher has a designated break time that they use to plan their lessons, record virtual lessons, connect with virtual students, grade assessments, create assessments, make copies, and provide student support. If you wish to meet with a teacher, please email them, call ahead or reach out to the teacher on Google Classroom to schedule a call or virtual meeting that works for all. Email is the best form of communication. In person or phone conferences will be limited to 15 minutes. Teachers will not be pulled from instruction time for meetings or phone calls.

## VISITORS

**ALL persons are to report to the front office window on First St. upon arriving on campus. Visitors are NOT to enter the building. It is up to the principal's discretion to allow accommodations for special circumstances.**

When allowed, visitors must sanitize their hands upon arrival and check in with the office. No visitors are allowed down the hallway without a pass. Visitors may only visit the assigned destination. Gilbert School does not have public restrooms available for guest use. **WE EXPECT ALL GUESTS TO OBSERVE OUR GOAL OF SAFETY FOR ALL AND PROTECTING INSTRUCTIONAL TIME AT GILBERT SCHOOL.**

## OFFICE RULES

- The school office is a place where school business is transacted. Students should not be in the office unless they are called. Upon entering the office, the student should wait quietly until the secretary is able to attend to his/her needs. Parents are encouraged not to drop off items in the office for students.

## PUPIL PROGRESSION

The Pupil Progression Plan is revised annually. To get further information concerning policies pertaining to promotion, see the principal. It is posted on the Franklin Parish School Board Website.

### Franklin Parish Grade Scale

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

1. Honor Roll and GPA awards are figured automatically by the computer. Honor roll criteria is 3.0 GPA with no "D" or "F".
2. In grades K – 5, grades obtained in art, music, enrichment and P.E. are not calculated to figure honor roll or GPA.

## **BREAKFAST AND LUNCH**

Franklin Parish Public Schools are participants in the Community Eligibility Program (CEP). Nutritious breakfast and lunches are served daily at no cost to the student through CEP. Parents wishing to join their students for lunch must call ahead at least one day prior and request to schedule with the office. Parents/guests will be required to purchase their meal.

Students may eat the meal provided by the school or they may bring lunch from home. Meals cannot be delivered or dropped off during the day. Lunches must be kept in an insulated lunch bag throughout the day. Do not send food that needs to be heated or refrigerated.

Breakfast will be served from 7:05-7:20. Students arriving after 7:20 will not be served breakfast. Breakfast will be eaten in the cafeteria. Lunch will either be eaten in the cafeteria or in another designated area.

## **CAFETERIA RULES**

- No food or drink shall be taken from the cafeteria.
- Proper conduct and common rules of etiquette shall be observed in the cafeteria at all times.
- Students should talk at a proper level to those seated immediately next to them in order to keep the noise level to a minimum.
- The eating area should be cleared of all paper before a student returns his/her tray. Students are required to clean up any unnecessary messes he/she makes.
- Students who do not follow cafeteria rules will be required to sit at a separate table or eat lunch in an isolated area for a determined number of meals.

## **Water Refill Stations**

Bottles of water will not be provided this school year. Each student is responsible for bringing their own personal water bottle or a refillable one. We have water refill stations that they will be allowed to use and we are also allowed to use the water fountains this year. Students must follow classroom rules for drinking water in class.

## **ACCIDENTS / ILLNESS**

If a student becomes seriously ill or is seriously injured at school, the school nurse will be contacted and if necessary, the school will contact the parent. It is very important that each parent leave emergency telephone numbers in the office in case such an event should occur.

Parents will be contacted to pick up their children who become ill at school. **Students running a temperature or vomiting are not allowed to return to school until they are free of fever (without medicine) and vomiting for 24 hours before returning.** A doctor's excuse will be necessary for an absence to be an excused absence. It is the school's discretion to accept a parent note as an excuse to make up work, but it will not be an excused absence. A doctor's excuse and/or a copy of the test result will be required for any suspected Covid-19 exposure and/or diagnosis.

## **MEDICATION IN SCHOOL**

The school nurse can give medications with a doctor's order on file. Appropriate paperwork must be filled out prior to administering medicine. Students who need occasional medication are to take these medications at home if possible. Do not send medicine to school with students. All medications must be signed in through the office and school nurse.

## **DISCRIMINATION**

The Franklin Parish School System does not condone discrimination on the basis of sex, race or physical condition. Should you feel that you are the victim of discrimination, you should contact the principal. The Franklin Parish School Board has established an official grievance process.

## **TEACHER'S CLASSROOM RULES**

The establishment of the school's discipline policy does not prevent any teacher from making and enforcing additional classroom rules. The intent of the administration is for



each teacher to make and enforce classroom rules consistent with the policy established by Gilbert School and the Franklin Parish School Board. Each teacher has the right to decide on appropriate punishment for infractions of classroom rules. A student's refusal of a teacher's punishment for breaking classroom rules will result in action taken by the administration that, according to state law, may include suspension or expulsion.

### DISCIPLINE PLAN FOR CLASSROOM

- 1ST TIME: Warning by teacher.
- 2ND TIME: Teacher disciplines as he/she sees fit.
- 3RD TIME: Parental contact is made by the teacher.
- 4TH TIME: Trip to office.

\*\*\*\* If a student is habitually causing disturbances in an individual teacher's classroom, then the teacher at his/her discretion may withhold privileges from that student including prohibiting him/her from participating in extra activities such as field trips, parties, outings, or special projects.

## HOMEWORK

Homework serves as an important purpose in a student's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help students to develop work and study habits that will assist him or her throughout the years spent in school.

Parents can help students develop some routines that will be of assistance in successfully completing homework assignments. Homework will help your child grow and develop. Please feel free to consult your child's teacher whenever there is a question about homework. When a student is absent from school and needs his/her homework assignment, the parent should contact the school office in the morning. The teacher will be notified and will prepare the student's work. Homework can then be picked up at the given time in the office or sent home with another student.

## BOOKS

Textbooks and library books are furnished to students by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks or library books.

## **FIELD TRIPS**

Field trips are considered extensions of learning presented in the classrooms. It is up to the discretion of the teacher (based on behavior and attendance during the school year) to decide if a student has earned the right to attend a field trip according to rules set ahead of time. Students are expected to conduct themselves on field trips as they would in classrooms. Students who misbehave may not be allowed to participate in future field trips for the remainder of the school year. Students participating in field trip activities are expected to ride the bus both to and from the designated place. Students with excessive disciplinary issues, tardies, absences, and early check-outs may not be allowed to attend field trips. The PBIS team may make decisions on an individual student basis should the need arise.

## **FUN DAY**

Fun Day is a time for rewarding students for good behavior, attendance and hard work. Students with excessive disciplinary issues or conduct marks will not be allowed to participate in Fun Day. Students with excessive absences, tardies, or early check-outs may not participate in Fun or Field Days unless approved by the principal because of extenuating circumstances. The PBIS team, may make decisions on an individual student basis should the need arise.

## **GRADUATIONS**

Kindergarten and 8<sup>th</sup> grade students may participate in end of the year graduation ceremonies if they have met the passing requirements. The attire for the ceremonies is voted on by the classes or decided by school leadership. If it is decided to wear cap, gown and tassels, participants will be required to purchase the packet through the school by a designated date. Any students with excessive absences or major behavior referrals may not be allowed to participate. Students are required to attend the designated graduation practice. Administration may make decisions on an individual student basis should the need arise.

## BIRTHDAY CELEBRATIONS

To avoid class disruptions, gifts, flowers, and/or balloons are to be delivered to the office only. They will be distributed at the end of the school day. Balloons are not allowed on the bus. Please make arrangements to pick-up your child from school if balloons are delivered. If you are wanting to send birthday treats to the class please speak with the teacher in advance. Check with your child's teacher to request to send snacks for their birthday.

## SCHOOL CLUBS

Gilbert School offers numerous clubs and activities for students to participate in. Guidelines and membership forms will be sent home throughout the year. Each club has deadlines and fees. If the required deadlines are not met, the student will not be allowed to join late but will be allowed the chance the next school year.

## DRESS CODE: UNIFORM POLICY

The Franklin Parish School Board has adopted a uniform policy which is in effect for this school. Parents are encouraged to write the name of the student on the inside of jackets or coats when they are purchased.

1. Shirts are to be navy blue, red, or white polo style. This means the three-button kind. Gilbert School will have another shirt option. This is a school t-shirt which you may purchase at Winnsboro Sports or any approved shirt sold at the school. These shirts may be worn every day. **Shirts are to fit properly. Shirts that expose the stomach or back or fit excessively tight are not allowed.**
2. Pants are to be uniform pants in khaki or navy blue. Pants, shorts or capris may be worn. Pants are not to be cut, torn, or written on. No distressed or pants with holes showing skin above the knee are permitted. **Pants are to fit properly. Pants worn below the waist, sagging stride, or showing undergarments are prohibited.**
3. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed.
4. Knee length/Uniform Shorts and skirts may be worn by Pre-K through eighth grade students and no more than 2 inches above the knee at any time.
5. Leggings are not allowed to be worn unless they are under a dress or skirt.

6. Tennis shoes or leather shoes/boots will be allowed. No sandals. Open heels are acceptable, but no open toes. No house shoes or slippers or shoes with lights are to be worn at school. Students must have appropriate lace-up shoes to participate in PE. Footwear must be worn in school facilities and on school grounds at all times.
7. Jackets must fit appropriately and be cleaned often.
8. All students must be properly covered and wear conventional under garments. Undershirts must not be low-cut, sports bras, or camisoles. White shirts must have a white or flesh colored shirt underneath. If a student does not have proper undergarments on, a parent will be required to bring them.
9. The Franklin Parish School Board expects all students in the parish to take personal pride in themselves by keeping their bodies and clothes clean and free from body odor. Students may be sent home for showers when deemed necessary.
10. No caps/hats are to be worn in the building at any time.
11. Hair must be clean and neatly groomed. Hair rollers, pin curls, or any extreme hair styles are not allowed. Combs/brushes are not to be visible in the hair.
12. Make-up must not be excessive or distracting to learning. No face paintings.
13. Faces will be clean shaven. Sideburns must not come below the bottom of the ear lobes and must not be excessively flared.
14. Student dress, jewelry, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the orderly educational process of the school. Any style or appearance which tends to diminish instructional effectiveness or the discipline control by teachers is not acceptable.
15. Students are not allowed to wear sunglasses or other non-prescription glasses at school.
16. No nose rings/studs, tongue ring/studs, cheek rings/studs or eyebrow rings/studs
17. No grills/dog collars
18. Gang symbols and paraphernalia may not be worn.

## **PENALTIES FOR UNIFORM VIOLATIONS**

The penalties for the first two violations of the parish dress code shall be determined at the school level depending on the severity of the violation. Either a warning will be issued or the parent will be called and required to bring a change of clothes. Repeated violations will result in students not being able to participate in Free Dress or Blue Jean Days. Parents will be required to bring the student a change of clothes.

## Free Dress or Blue Jean Day

1. No sleeveless shirts/dresses, halter tops, crop tops, tank tops, see-through shirts, or t-shirts with scantily clothed men or women on them. Students are not to wear solid white t-shirts as outerwear.
2. No jogging pants, sweat pants, jeggings, leggings or wind pants. **No jeans with holes exposing skin above the knee.**
3. Dresses or skirts are to be knee length. No sundresses.
4. No clothing with degrading, profane, offensive language, or advertising of alcohol, tobacco, or drugs.
5. The showing of stomachs, backs, and underwear is strictly prohibited.
6. Students are required to pay the jean fee or have a free dress pass present at the time of collection. Failure to do so, will result in the loss of participation in jean days.

## Penalties for Free Dress & Jean Day Violations

Penalties do not include students who are wearing revealing clothing. Those students will be removed from the class and required to call home for a change of clothes and spend one full day in detention. They do include offenses in which students wear free dress on the wrong days or do not bring their fee on paid jean days.

1<sup>st</sup> offense: Parents will be required to bring a change of clothing and students will not be allowed to participate in free dress or jean days for a full 9 weeks.

2<sup>nd</sup> offense: Parents will be required to bring a change of clothing and students will not be allowed to participate in free dress or jean days for a full semester and/or the remainder of the year.

3<sup>rd</sup> offense: Parents will be required to bring a change of clothing and students will not be allowed to participate in free dress or jean days for the remainder of the school year

## **CELL PHONE POLICY**

No student, unless authorized by the school principal or his designee, shall possess, use, or operate any cellular telephone or any other electronic telecommunication device (including any facsimile system, radio paging service, smart watch, intercom, or electro-mechanical paging system) during the normal school hours of operation in any Franklin Parish School building, on the grounds thereof, or in any school bus. On the first offense of this policy, these devices will be confiscated and kept in the school office. The device will be released only to the parent/guardian of the student from whom the device was confiscated. The parent/guardian will be required to sign for the device before it is released the next school day. If the device is confiscated on Friday, it will not be released until the following school day.

1<sup>st</sup> Offense: Device is confiscated until the next school day. Parents must pick up the device after signing the parent release/notification form.

2<sup>nd</sup> Offense: Device is confiscated until the next school day. Parents must pick up the device after signing the parent release/notification form. 3 DAYS SUSPENSION

3<sup>rd</sup> Offense: Device is confiscated until the next school day. Parents must pick up the device after signing the parent release/notification form. 5 DAYS SUSPENSION

4<sup>th</sup> Offense: Device is confiscated until the next school day. Parents must pick up the device after signing the parent release/notification form. 9 DAYS SUSPENSION WITH RECOMMENDED EXPULSION.

## **BEHAVIOR CODE**

It is necessary that children learn to develop self-discipline in order to further their learning. The following rules have been established for the safety of all the children.

1. Students are expected to respect school officials, themselves, and other students.
2. Students are expected to conduct themselves in an orderly manner in the classroom, on the playground, in the halls, going to and from the bus, on the bus, in the cafeteria, or at any school-sponsored activity. **GILBERT SCHOOL HAS A ZERO TOLERANCE POLICY FOR ANYONE INVOLVED IN A FIGHT.**

3. Students are expected to come to class prepared to work, with required materials and assignments completed.
4. Students are not to congregate, play, or rough-house in the restrooms.
5. Personal equipment including, electronic devices, and toys are not to be brought to school unless approved by the principal.
6. Profanity and vulgarity **WILL NOT** be tolerated. This is considered a severe disruption and will be dealt with accordingly.

\*Parents or guardians will be responsible for damages committed by children who participate in vandalism or fighting.

## **CLASSROOM BEHAVIOR**

Students should obey rules and procedures written for each classroom. If any of these rules are broken, he/she will be disciplined according to the teacher's posted classroom discipline plan. Students are expected to learn and follow classroom procedures daily. Failure to do so will result in consequences. Students with constant classroom behavior problems will be required to sit in on a conference with the teacher and parent to discuss the behavior issues.

## **GENERAL CONDUCT**

We expect and require all students of the school, regardless of age and grade, to obey the rules set up for conduct in the classroom, hall, walkway, cafeteria, bus, campus, or any other activity sponsored by the school. **Louisiana law authorizes every teacher and bus driver to hold every pupil to strict accountability for orderly conduct at school and in route to or from school.**

## **SAFETY REGULATIONS**

All students are asked to regard the safety of others as well as themselves.

- \*Students are not to run on the walkway or in the building.
- \*Students are not to jump from swings or twist the chains of the swings.
- \*Students are expected to play in their assigned area(s).
- \*No rocks, dirt, sticks, or any other objects are to be thrown.
- \*Play fighting is prohibited.

## **RECESS**

Recess is a privilege.. Inappropriate recess behavior will result in an alternative assignment to recess. Recess will be outside most days, so make sure your child is dressed appropriately for the weather and outdoor playtime. Students will have inside recess on rainy days.

Students have the opportunity to purchase snacks from the school for recess. Snack prices start at \$1.00.

Students are expected to follow recess rules. They are to share and include others in their play. If a problem occurs during recess, students should tell the duty teacher immediately.

## **RESTROOM POLICY**

- Students leave jackets and backpacks at the door of the restroom before entering.
- Food and drink is not allowed in the restroom.
- Student use of the bathroom should be completed during their scheduled bathroom times.
- Students are only allowed to leave the classroom in order to go to the restroom if it is an emergency.
- Students are also encouraged to use the restrooms before school begins.
- Students are to follow bathroom procedures, including washing their hands with soap before leaving.
- Students will be required to clean any unnecessary messes they make in the restroom.

## **USE OF INTERNET**

The Franklin Parish School Board provides access to the Internet to students, teachers, staff, and administrators. Any and all users of the Internet shall adhere to the policies as set forth by the Franklin Parish School Board. All students must have an "Acceptable Use Contract and Parent Permission Form" signed by a parent and on file before they will be allowed to use technology on campus.



# SOCIAL MEDIA AWARENESS

Cyberbullying is an issue that Gilbert School wants parents and students to be aware of. Students participating in cyberbullying are breaking Louisiana State Cyberbullying Laws and Franklin Parish School Board policy with severe consequences possible. This behavior can occur at school or off-campus. All off campus cyberbullying will be referred to Franklin Parish Sheriff's Department. On campus violations may be reported depending on the severity. Cyberbullying can consist of the following:

- Posting nasty or threatening comments on social media (e.g., Snapchat, Facebook, Twitter, Instagram, TicTok...etc.)
- disrespectful talk or texting on any social media or electronic device (cell phone, ipad, etc.) about an employee, student or students
- videos of fighting posted on any social media or shared electronically (phone to phone, etc.) or any video posted that is intended to embarrass, make fun of, or threaten another student(s)
- Sending anonymous messages
- Hacking existing website accounts or creating fake profiles for people they want to intimidate or embarrass.
- Circulating photos or videos of people they are targeting – these can be real images or digitally altered to cause offense or embarrass the victim.
- Cyberbullying often scares or embarrasses people so they feel upset or ashamed.
- Spreading rumors or trying to isolate others using this technology.

**Please talk to your child about proper use of their cell phones, computers, ipads, etc. and what is appropriate and not appropriate to post or share on social websites.**

# ALARM CODES

## CODE WHITE

Medical emergency or need for student/faculty/staff privacy

- All faculty, staff and students should remain where they are unless instructed to move
- All classroom doors must be closed and remain closed until code is lifted

## CODE GREEN

Controlled or Urgent Evacuation

### **Controlled--Announced**

- Students will be dismissed by groups announced by office– Possible directions will be given out
- Line up students and exit the room quickly and quietly – close doors and windows on way out
- Stay in your assigned area until the all clear is given

### **Urgent—Fire Alarm or Announced**

- Line up students and exit the room quickly and quietly – close doors and windows on way out
- Stay in your assigned area until the all clear is given

# ALARM CODES

## CODE YELLOW

“tornado”

- Special bell or announcement will be made
- Line up students and exit the room quickly and stay face down in the hallway
- Close your door any windows
- Stay in your assigned area until the all clear is given

## CODE RED

### Lockout Level 1

- All outside doors are locked
- Continue on with all inside activity – Anyone outside should come in immediately

### Shelter in Place Level 2

- All outside and inside doors are locked
- Students are to remain in their current location– Do not swap classes, No one in the halls

### Lock Down, Level 3

- All doors are locked
- Everyone is to remain in their location
- Barricade doors and move students to a location not visible from door window
- STUDENTS SHOULD REMAIN EXTREMELY QUIET

<b>Expectation</b>	<b>Playground</b>	<b>Cafeteria</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Bus Area</b>
<b>Remember safety</b>	Keep hands feet and objects to yourself	Keep hands, feet and objects to yourself	·Keep hands feet and objects to yourself  Go directly to your destination	Keep hands feet and objects to yourself	Keep hands feet and objects to yourself  Walk to the bus  Stay in line
<b>Obey the rules</b>	Line up at the signal  Re-enter the building quickly and quietly in a line  Do not yell by windows or buildings  Stay where the teacher can see you at all times	Speak in a quiet tone  Eat then talk	Stay in line  Move quietly  Have a hall pass	Use a quiet voice  Keep the restroom clean of graffiti  Follow dress code when you leave	Get on the bus quietly and quickly  Sit in your assigned seat  Do not distract the bus driver
<b>Act Responsibly</b>	Use playground equipment correctly  Keep the playground clean	Keep your area clean  Walk at all times	Walk facing forward	·Flush toilet  Wash hands  Report any damage immediately	Take your seat immediately
<b>Respect Others</b>	Share  Use polite language	Say “please” and “thank you”  Use good manners when eating  Do not bother others while they are eating	Use appropriate language  Stay to the right  Do not disturb other classes	Keep the restroom clean for others  Allow others to have privacy	Follow the rules of the bus  Keep the bus clean  Be considerate

Gilbert School has a **Positive Behavior Incentive and Support** plan (PBIS) for all students.

Our goal is to help each child develop self-discipline. Together the home and school share the responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a safe learning environment. The PBIS program is based upon our philosophy of recognizing positive contributions of students.

PBIS means that teachers, administrators, and support staff are going to take responsibility to TEACH positive behavior expectations to students.

PBIS means that students will know exactly what is expected of them. Students who take responsibility to behave positively will be recognized and have that behavior reinforced in a variety of ways. Students will also know exactly what consequences will result when they choose. NOT to meet the school-wide expectations.

## **Students can be rewarded for displaying positive behavior at school! Possible rewards are listed below.**

- Tiger tickets
- Sweet treats
- Free dress or jean passes
- Student of the Month
- Participation in school plays, presentations, and ceremonies
- Positive notes sent home
- Phone call home
- Field Trips
- Fun and Field Day participation
- Free game passes
- Extra recess time

## **Ways to be positive and kind!**

- ★ Smile and make someone's day a little sweeter
- ★ Be a good listener
- ★ Offer a hug
- ★ Invite someone new to be your friend
- ★ Send out a kind card or a leave a sweet note
- ★ Give someone a genuine compliment.
- ★ Help clean up, without being asked, help someone out in a practical way
- ★ Hold open the door for the person behind you.
- ★ Encourage a friend or family member when they are uncertain or unmotivated.
- ★ Make peace with someone that has hurt you.
- ★ Say Thank You and Please every day without fail.
- ★ Pause before you speak, and choose positive or kind words
- ★ Gift something meaningful to someone: loan a book, flowers, cookies

# WAYS TO HELP YOUR CHILD BE SUCCESSFUL

- Start each day right. A calm beginning at home makes the school day much better.
- Encourage your child to eat healthy and make certain they get plenty of sleep at night.
- Praise your child each day for something he/she has done.
- Make sure your child attends school.
- Keep the lines of communication open between home and the school. When you speak about school and the teachers, use positivity.
- Provide pencils, paper, and all required school supplies for your child to use.
- Work at home with your child to review skills learned at school and encourage them to read every day.
- Volunteer at school and attend special events.

## GILBERT SCHOOL'S DISCIPLINE PLAN

**All students are expected to come to school ready to learn. All students will be treated in a fair and consistent manner as outlined by the Franklin Parish School Board Policy Manual.**

- I. Students will follow classroom rules/procedures as outlined by their teacher on the classroom discipline plan. Removal from class can result from any of the following:
  - disrupts normal classroom activities
  - is disrespectful to a teacher, staff member and or student
  - willfully disobeys a teacher and/or staff member
  - uses abusive or foul language
  - interferes with the orderly education process
  - poses a threat to safety of pupils
  - violates school dress code
  - sleeping in class
  - refusing to participate in class or complete classwork
  - unapproved use of technology
  - habitual violations of any rule or procedure

**II. Consequences when sent to office (consequences based on referral):**

- Warning and parent notified
- Detention placement
- Corporal Punishment / Contact Parent / Parent Conference as soon as possible
- Corporal Punishment / Mandatory Parent Conference/Student will not be allowed to return to class until after conference is held
- In-School Suspension; Will remain at this level until number of suspensions have been exhausted; Mandatory Parent Conference.
- Placement at Horace G. White Learning Center

**Principal may choose any of the following according to the reason the student is referred to the office: conference with student, teacher, parent, or all three; paddling; removal of free time; isolation; detention; in-school detention (ISD); placement at Horace G. White Learning Center.**

### **In School Detention (ISD) Procedures**

- All students may be checked with a wand before entering ISD to check for cell phones.
- All backpacks, purses, hoodies and jackets are placed in a cubicle at the front of the room when students enter.
- Students will have their necessary materials, paper and pencil in the cubicle.
- Students will complete a one hundred word essay on why they are in ISD. Essay will be readable and neat or it will be done again.
- Students will complete work sent by teachers. When finished with classwork the students will do test prep work or work assigned by the ISD teacher the remainder of the day.

### **ISD Rules:**

1. No talking.
2. Sit in desk / face forward
3. No sleeping, No head on desk.
4. No eating or drinking unless lunch time
5. Students must work at all

Bathroom Break 1 will be at 9:45 and Break 2 will be at 2:00. NO others will be allowed.

- · Lunch is at 10:45 and students are not allowed to sit with others.
- · No writing on desks or cubicles.
- · No gum, food, or drink of any kind.
- · Students are not allowed to wear jackets or hoodies over their uniform shirts. Undershirts may be worn.

**Students will receive 1 verbal warning**

**2<sup>nd</sup> warning – 2 hours added**

**3<sup>rd</sup> warning – ½ day add**

**4<sup>th</sup> warning – 1 day added**

**For any severe disruption, the student will be sent to the office and Horace G. White will be considered as a consequence.**

## **USE OF METAL DETECTOR**

Gilbert School will sometimes employ the use of metal detectors to ensure the safety of the students. Items may be confiscated and appropriate disciplinary measures used as a result of the use of metal detectors.

## **SEARCH AND SEIZURE**

Search and seizure is defined as the search of a student's person, desk, locker, vehicle, or other area.

*State Law: BE IT ORDAINED, ETC.*, That teachers, principals and other school administrators are authorized to search any desk, locker, or any other public school property, land or buildings, or the *student himself* in the presence of another adult witness. The search is authorized at any time when there is *probable cause* that any school building, desk, locker, area ground, or student's person contains any weapon, illegal drugs, stolen goods, or any other material which should not be at school.

## **SCHOOL VIOLENCE CLAUSE**

Because of the incidence of school violence taking place across the United States, Gilbert School's teachers and administration will take immediate and firm action against any students referring to the use of weapons within the school. Any student making threats of any form or fashion, even in joking, will be counseled and dealt with as school personnel deem appropriate. Professional counseling may be recommended.