

# GILBERT SCHOOL

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*Home of the Flying Tigers*



## STUDENT/PARENT HANDBOOK 2023-2024

*Mrs. Anna Tarver,*

*Principal*

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*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

# **VISION & MISSION STATEMENTS**

## **VISION**

**100 % of students will acquire, demonstrate, articulate and value knowledge and skills that will support them as life-long learners; participate in and contribute to society and practice the core values of the school: respect, responsibility, inclusion, and excellence.**

## **MISSION**

**We strive to grow our students by:**

- **Providing high quality instruction in a safe, respectful and inclusive environment that builds a foundation for life-long learning and supports ethnic, racial, religious, cultural and socio-economic diversity.**
- **Support the learning environment by building a more inclusive curriculum, addressing a range of learning styles, offering diversity efforts and programs, and by participating in the wider community.**
- **Encourage each child to embrace learning, achieve their personal best, be independent and develop a sense of responsibility for themselves and respect for others in the environment while building their emotional, social, and physical well-being**

**We strive to grow our students by:**

- ❖ **Motivating them to reach their full potential**
- ❖ **Providing high quality instruction**
- ❖ **Maintaining a 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.**

### **To All Parents and K-8<sup>th</sup> Grade Students:**

Louisiana State Law mandates compulsory school attendance in which every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their student for every day scheduled by the local school board until their eighteenth (18) birthday. Daily phone calls are made if a child is late, absent, or checks out early. Records of a student's attendance prints out on his/her progress reports and nine (9) week report cards. Also, at any time parents can view their child's current grades, discipline, and attendance through the Student Progress Center on the School District website at [www.fpsb.us](http://www.fpsb.us).

### **Franklin Parish Attendance Policy**

**1<sup>st</sup> Notice:** When a student accumulates three (3) unexcused absences, the parent or legal guardian will be notified in writing and will be required to attend a phone conference with the school administrator or designee. If the parent or legal guardian does not attend the mandatory phone conference, a notice will be sent to the Child Welfare and Attendance Supervisor for documentation. A notice will be sent to the parent or legal guardian providing information about their 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 must sign a receipt for such notification and send back to the school for documentation.

**2<sup>nd</sup> Notice:** When a student accumulates five (5) unexcused absences, the parent or legal guardian will be provided verbal notification. If such verbal notification cannot be provided, then the school shall provide written notification. A mandatory parent conference at the school may be required at this time. A referral to the FINS program can be made at this time. If no contact is made with the parent or legal guardian, the principal will send a referral for investigation and/or home visit to the Supervisor of Child Welfare and Attendance.

**3<sup>rd</sup> Notice:** When a student accumulates eight (8) unexcused absences, the principal shall send a request for assistance letter to the Child Welfare and Attendance Supervisor. The Supervisor of Child Welfare and Attendance shall file a Court Referral with the Fifth Judicial Court System. The punishment shall be as follows:

- A. A first offense shall be punished by a fine of \$100.00 or more per child and required parenting classes.
- B. Parents will be required to attend Truancy Court at the given date and time.
- C. The parent or legal guardian will be required to pay court costs if it goes to court.

**4<sup>th</sup> Notice:** After the eleventh (11) unexcused absences, notices will be sent to the parents or legal guardian.

Attendance will be documented and students will be held accountable.

- **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.)

## Reporting Absences

All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) days of the student's return to school or the student's absence will be considered unexcused. Phone calls, handwritten notes, and/or verbally stated excuses will not be accepted to excuse the absence. Only letter from a doctor will be considered as an excused absence. The school may call to confirm an excuse turned in. Any altered or forged excuse from a doctor is a felony offense and shall be reported.

### **Late to School/Early Check Out**

A student will be considered late to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom ceases. Early Check Out means leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Five Late to School or Early Check Outs equal to one unexcused day. Parents of students who continue to be late or check out early shall be notified for a conference with the principal or their designee. The student may be subject to discipline by the school and the parent/legal guardian subject to court fines or community service.

**Any questions can be directed to your school or the Child Welfare and Attendance Supervisor. Our mission is to provide the best education possible for your child and we cannot do this if your child is not attending school on a regular basis. Thank you for your cooperation in this very important matter.**

### **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.

### **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.

**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.**



## **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.

## **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.

## **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.

### **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.

## **PICK-UP PROCEDURES**

### **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 3:30 pm. Parents must be in the pick-up line by 3:46 each day. 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.

## **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.

## **GRADING SCALE**

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 7:00-7:20. 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.

### **STUDENT DRINKS**

If a student brings a drink from home, it must be in a container that closes and does not leak. Cups with straws or without a top are not allowed. Drinks are not allowed while students are using

### **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. 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.

## **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**

School 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.

## **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.

### **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 more than 1 referral per semester or if they have been to ISD more than 2 times will not be allowed to participate in Fun Day. Students that have been to HGW 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.

### **PROMOTION CEREMONIES**

Kindergarten and 8<sup>th</sup> grade students may participate in end of the year promotion ceremonies if they have met the passing requirements. Kindergarten students will need to pay the promotion fee to purchase cap and gown packages. 8<sup>th</sup> grade students will



not wear cap and gowns. Dress code for the 8th grade promotion ceremony will be provided at a later date. Any students with more than 10 unexcused absences or behavior referrals may not be allowed to participate. Students are required to attend the designated ceremony practice. Administration may make decisions on an individual student basis should the need arise.

### **BIRTHDAY AND HOLIDAY 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 and large flower arrangements are not allowed on the bus. Please make arrangements to pick-up your child from school if balloons or flowers are delivered. Check with your child's teacher in advance to request to send snacks for their birthday or a holiday. **Homemade food is not allowed and will not be passed out to students.**

### **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 may have deadlines for sign-up, turning in forms, and fees that must be paid. If the required deadlines are not met, the student will not be allowed to join late but may be allowed the chance the next school year.

### **DRESS CODE: UNIFORM POLICY**

Students shall be expected to maintain a neat, clean, well-groomed appearance at school. No article of clothing shall be bizarre in style, unsuitable for school activities, nor of a nature to call undue attention to the wearer. Since school life prepares students to take their place in adult life, these primary requirements are expected of all students. The first responsibility for maintaining proper standards belongs to the student or parent, or guardian. The school should deal with the responsibility when the student or parents fail to recognize this need.

The principal shall be the authority in determining the inappropriateness of any feature of clothing or grooming.

### **SCHOOL UNIFORMS**

1. Navy blue, red or white three (3) button polo shirt for all schools.
2. Navy blue or khaki uniform pants

- A. No cargo pants, or hip huggers
  - B. PK-2<sup>nd</sup> Grade may wear elastic waist pants.
3. Principals may approve special t-shirts for special occasions or to be worn daily.
- A. Principals may allow “Blue Jean Days”.
4. Pre-K through 8th grade may wear uniform shorts, skirts or uniform capris, navy blue or khaki. Pre-K may wear uniform shorts or skirts with elastic waist.
5. Length of uniform skirts, jumpers, dresses, and shorts shall be no shorter than 2 ½ inches above the knee. (The width of a dollar bill)
6. Leather shoes or tennis shoes may be worn for all grades.
- A. No open toe shoes (thong, sandals, etc.)
  - B. No open heeled shoes allowed. (Crocs, bubble shoes, slides, house shoes, slippers, etc.)
  - C. Shoes must be a matched pair
7. Jackets that button or zip down the front may be worn. Jackets may have a hood. All hoodies and pullovers worn must be school approved.
8. Pre-K through 12th grade may wear knit caps and jackets with a hood on campus, not to be worn in the school building.

## **GROOMING**

1. Hair must be clean and neatly groomed. Makeup must not be excessive.
2. Facial hair must be clean and neatly trimmed. Students will be given one warning of clean and neatly trimmed and after student’s second warning student will remain clean shaven for the rest of that school year. (Board changed 11.5.18)
3. Sideburns must not come below the bottom of the ear lobes and must not be excessively flared.
4. Hair rollers, pin curls, or extreme hair styles are inappropriate and will not be allowed.
5. No sunglasses may be worn unless under doctor’s orders.
6. Boys are prohibited from wearing any kind of earrings to school.
7. Pants worn below the waist, sagging and showing the underwear, are prohibited.

8. Body piercing is prohibited, except that a girl may wear earrings (limited to 2). Nose rings/studs, tongue rings/studs, cheek rings/studs or eye rings/studs are not permitted.

### DISCIPLINE

Penalties for violations of the student dress code shall be as follows:

The penalties for the **first two violations** of the parish dress code shall be determined at the school level. Additional offenses shall remain as follows:

**Third Offense:** Student shall be given a one (1) day suspension. **Fourth Offense:** Student shall be given a two (2) days suspension **Fifth Offense:** Student shall be given a three (3) days suspension.

**Sixth Offense:** Students shall be recommended for expulsion from regular education and, therefore, recommended to the Franklin Parish Alternative School.

Parents shall be notified of each dress code violation committed by their child by telephone and/or letter.

### **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

## **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, spreading rumors or trying to isolate others using social media or through text messages
- 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..

**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.**

## STUDENT CHROMEBOOKS

Students in grades 5-8 will be issued a chromebook and charger. They are instructed on proper care and use of the chromebooks. They are responsible for keeping up with the chromebook and charger. Chromebooks are to be used for school purposes only and students are only allowed to go to approved sites. Students must charge their chromebooks every night so that they are ready for use when they come to school.

Expectation	Playground	Cafeteria	Hallway	Restroom	Bus Area
<b>R</b> <b>Remember</b>  <b>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

<p><b>O</b>bey the <b>rules</b></p>	<p>Line up at the signal</p> <p>Re-enter the building quickly and quietly in a line</p> <p>Do not yell by windows or buildings</p> <p>Stay where the teacher can see you at all times</p>	<p>Speak in a quiet tone</p> <p>Eat then talk</p>	<p>Stay in line</p> <p>Move quietly</p> <p>Have a hall pass</p>	<p>Use a quiet voice</p> <p>Keep the restroom clean of graffiti</p> <p>Follow dress code when you leave</p>	<p>Get on the bus quietly and quickly</p> <p>Sit in your assigned seat</p> <p>Do not distract the bus driver</p>
<p><b>A</b>ct <b>Responsibly</b></p>	<p>Use playground equipment correctly</p> <p>Keep the playground clean</p>	<p>Keep your area clean</p> <p>Walk at all times</p>	<p>Walk facing forward</p>	<p>Flush toilet</p> <p>Wash hands</p> <p>Report any damage immediately</p>	<p>Take your seat immediately</p>
<p><b>R</b>espect <b>Others</b></p>	<p>Share</p> <p>Use polite language</p>	<p>Say "please" and "thank you"</p> <p>Use good manners when eating</p> <p>Do not bother others while they are eating</p>	<p>Use appropriate language</p> <p>Stay to the right</p> <p>Do not disturb other classes</p>	<p>Keep the restroom clean for others</p> <p>Allow others to have privacy</p>	<p>Follow the rules of the bus</p> <p>Keep the bus clean</p> <p>Be considerate</p>

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.