



**Winnsboro Elementary School**

**Mr. Warren Trimble**

*Principal*

**Walter Davis**

**Assistance Principal**

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## MISSION STATEMENT

*"We're Committed to Giving Our Students  
High-Quality Instruction"*

## PRINCIPAL'S MESSAGE

Welcome to a new school year. The faculty and staff of Winnsboro Elementary are glad you are here. We will do whatever is necessary to make this school year a positive and an enjoyable learning experience for you. My goal as the principal is to provide every student with the best education possible. Our school motto is, **“Every student is can Get Better”**. We feel it is important that all stakeholders (students, parents, faculty, staff, administrators, and other FPSB employees) work in unity to continue the tradition of excellence established for decades by the community and alumni of this remarkable school.

Keep this handbook as a reference throughout the year to clarify expectations and rules for our students. If you have a concern during the school year, call or come by the office to discuss the situation. I will make every effort to see you in a timely manner. When each of us understands what is expected, it makes it easier for everyone.

Best wishes for a successful year.

Thank you,

Mr. Warren Trimble, Principal

## **PRINCIPAL'S SCHEDULE**

If you need to meet with the principal, you are encouraged to call ahead for an appointment (435-5066). The principal has many diverse duties that may make it difficult to see drop-ins. If the principal is unable to see you as a drop in, please leave a telephone number where you can be reached and the purpose of your visit. The principal will contact you as soon as his schedule permits.

## **EQUAL OPPORTUNITY POLICY**

The Franklin Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973); or age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Franklin Parish Superintendent, at 7293 Prairie Road, Winnsboro, LA 71295, (318) 435-9046.

## **PARENT/STUDENT HANDBOOK**

This parent/student handbook should be read by both student and parent. Every effort has been made to make the handbook as useful as possible. Please take time to review the information within.

## **TEXTBOOKS**

It is the responsibility of the student to take care of textbooks issued and see that they are properly stored in the correct places when not in use. Students will have to pay for lost or damaged textbooks.

A student who does not pay for his/her lost or damaged books will not have his/her record cleared. Any student who transfers is responsible for turning in all textbooks before he/she leaves WES.

## **CHANGE OF AFTERSCHOOL ARRANGEMENTS OF A STUDENT**

We will require a note signed by a parent or guardian to change a child's after school transportation. If a note is not provided, the child will be put on his/her assigned bus. Notes should be brought to the office as early as possible since we must fill out a bus boarding pass for your child to be allowed to change busses.

## **DROP OFF/PICK UP PROCEDURES**

Parents who arrive at school earlier than 2:45 must come in to check out their children. *If your child needs to be checked out, please do so before 2:45.* Please do not call requesting that students meet a vehicle. A duty person will send your child to your vehicle after the bell rings as you pull up. If you must come into the school in the afternoon at bell time, please park in parking spots in the front of the school.

Students **will not** be allowed to leave campus without a guardian or someone that's listed on their checkout list located in the office. No student will be permitted to walk home.

**\*\*If your child does not ride a bus, you are to drop him/her off at the front of the school between the two pillars at the sidewalk. Students are not allowed on campus before 7:10 am. DO NOT drop off students before this time. Duty teachers are not in place before 7:10 to monitor students on campus. Please do not attempt to drop off your child in other locations. If you would like to walk your child to class, we ask that you park your car so that it does not block the drop off area.**

## **STUDENT INSURANCE**

If you are interested in student insurance, you must purchase it. Franklin Parish School Board does not provide student insurance.

## **LUNCH PROGRAM**

- 1. Students are provided breakfast each morning and lunch around noon. All students are eligible to eat free due to a Federal Grant.**
- All federal rules and guidelines will apply while in the cafeteria.  
Two notable ones are:
  - A. Students who do not eat cafeteria food must sit in a designated area.
  - B. Outside food brought by students cannot have labels showing.
- No food, straws, etc are to be brought out of the cafeteria.
- Students who do not eat lunch in the cafeteria must bring a note from home to be kept on file in the office giving parental permission to skip lunch.

## **SCHOOL BUS REGULATIONS**

1. The bus driver has the same authority as a teacher.
2. Students should be orderly at all times.
3. Students must obey bus seating arrangements.
4. Students are to obey all rules of conduct established by the school or the bus driver.
5. Parents will be responsible for any damage they do to a bus.
6. Students must remain in school uniforms while riding the bus.

Please refer to the Bus Brochure you received and signed at the beginning of school for bus disciplinary actions.

## **VISITORS ON CAMPUS**

**\*\* Parents must report to the office immediately upon arrival on campus to sign in and be given a visitor's badge. \*\***

If any of the faculty sees you in our halls without a pass please don't be offended when asked to first report to the office. This is a precaution for the safety of your child and all children at our school. Safety is our number one priority.

## **UNSCHEDULED CONFERENCES**

If a parent is unhappy about any occurrence at school, he/she should contact the school to arrange a conference. Parents should not call the teacher at home regarding complaints about grades. Records are kept at school and it is not possible for a teacher to remember grades made by each child.

**Teachers will not be pulled from a classroom to conference with a parent. This wastes valuable instruction time. You must call the school to schedule an appointment.**

## **PUPIL ATTENDANCE POLICY**

Students may not have more than 10 unexcused absences. Students must be diligent in presenting doctor's excuses so that this number of days is not exceeded. Students who are habitually absent will be referred to the Child Attendance Officer and may be in danger of retention due to excessive.

## **DEALING WITH ABSENCES**

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
- (2) Date of the absence
- (3) Reason for the absence
- (4) Signature of parent/guardian

Notes are to be given to home room teachers, who will forward them to the office. ***The explanation for the absence will be noted, but not necessarily considered excused.*** 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.

If at the end of the school year, a student has missed more than 10 days which are not covered by doctors' excuses, the parents and child will have to meet with the school attendance officer. **Students with more than 10 unexcused absences shall be retained.**

### **MAKE-UP WORK**

1. Any student who has an "*Excused*" absence for one day or any part of one day will have the following school day to make up missed work. Any student missing two or more days with "*Excused*" absences will have the following three school days to make up any missed work. ***IT IS THE STUDENT'S RESPONSIBILITY TO ASK FOR MAKE-UP WORK.***
2. A student is required to take a test as scheduled even if he/she is absent the day before the **test if the teacher announced the test prior to the student's absence.** If a test is announced for the first time the day of the student's absence, the student will not be required to take the test upon immediate return. However, ***it is the student's responsibility to request make-up work and test. The student will be required to complete all work within one week after returning to school.*** Work not completed in one week will be assigned a failing grade. Extended absences may warrant special provisions for make-up work/tests. Make-up tests may NOT necessarily be the same version of the test.

### **LEAVING CAMPUS**

No student may leave campus without permission from 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.

### **CHECK-OUTS/CHECK-INS**

Students who must leave school during the day must be checked out in the office by a parent/guardian or person designated by the parent/guardian on the enrollment form. Identification may be requested. **Parents/Guardians are not permitted to go to the classroom without permission from the office.**

A student who arrives at school late must report to the office and receive an admit slip. Students who are late to school will be admitted by presenting a signed, dated note of request from a parent/guardian. Since he/she was probably reported absent by the first period teacher, the student's name may appear on the absentee sheet.

As with early checkouts, students who are habitually tardy will be reported to the child attendance officer. Students who are tardy for individual classes will be disciplined as outlined in the discipline policy.

## **DISCIPLINE POLICY**

Every teacher, assistant principal, principal, and supervisor is authorized to hold students accountable for disorderly conduct on the school campus or during any school activity.

A parent/guardian who does not want a student to be paddled must make this known in writing to the principal of Winnsboro Elementary School. **This must be done each year.** Discipline alternatives for these students will depend upon the severity of the behavior infraction but could include detention and/or suspension.

## **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 Winnsboro Elementary and the Franklin Parish School Board. Each teacher has the right to decide on appropriate punishment for infractions of classroom rules. Consequences may include, but are not limited to, paddling, writing reports, picking up paper, or any other consequence consistent with policy. 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 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.**

## BEHAVIOR INFRACTION DEFINITIONS

These are the codes used on the Louisiana Department of Education School Behavior Report. In the column at the right, the misbehavior is defined.

Code	Title	Teacher/Office Managed	Description
01	<b>Willful disobedience</b>	Teacher	Disobey Directive without talking back, mocking or gesturing; Deliberate choice to break a rule or disobey a directive given by a person in authority intentional refusal to follow rules, directions instructions.
02	<b>Treats an authority with disrespect</b>	Office	<b>Disrespectful communication</b> such as <b>talking back, mocking, gesturing</b> ; Any act which demonstrates a disregard or interference with authority or supervising personnel.
03	<b>Makes an unfounded charge against authority</b>	Office	False allegations against staff: Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy that is determined to not be supported by evidence.
04	<b>Uses profane and/or obscene language</b>	Office	Profanity / vulgarity: Vulgar verbal messages, words or gestures that include swearing, name calling, or using other words in an inappropriate manner
05	<b>Is guilty of immoral or vicious practices</b>	Office	Harassment: An unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component; Any act that is dangerous, aggressive, or would likely be perceived as disturbing and/or harassing, and not conforming to approved standard of social behavior and/or local community norms
06	<b>Is guilty of conduct or habits injurious to his/her associates</b>	Teacher (unless someone is seriously hurt)	Assault and/or battery: Any act that causes injury, damage, or pain to another.
07	<b>Uses/possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law in any form</b>	Office	The possession, use, cultivation, manufacture, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance or any paraphernalia associated with the aforementioned.
08	<b>Uses/possesses tobacco and/or lighter</b>	Office	The <b>possession, use, purchase, intent to distribute, concealment, distribution or sale</b> of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles
09	<b>Uses/possesses alcoholic beverages</b>	Office	The <b>possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol</b> products on school grounds, at school-sponsored events, or on school transportations vehicles
10	<b>Disturbs the school and habitually/violates any rule</b>	Teacher	Behavior causing continued interruptions to instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to <b>sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior.</b>
11	<b>Cuts, defaces or injures any part of public school buildings/vandalism</b>	Teacher (Unless outright vandalism)	<b>Vandalism:</b> Any act that causes destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control over property
12	<b>Writes profane and/or obscene language or draws obscene pictures</b>	Office	<b>Graffiti with or without profanity:</b> Writes or draws pictures, words, or images that are considered indecent, offensive, disgusting and/or disturbing according to local community norms



13	<b>Possesses weapons prohibited under federal law as defined in Section 921 of Title 18 of the U. S. Code</b>	Office	<b>Possessing weapon designed to expel a projectile by action of an explosive;</b> See Any object described under “Weapon Type code” in SIS User Guide <b>*Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide</b>
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14	<b>Possesses firearms, knives, other implements not prohibited by federal law which can be used as weapons, the careless use of which might inflict harm or injury.</b>	Office	Possesses <b>firearms, knives or blades &gt; 2 ½”</b> Any object which under the circumstances which may be used to inflict bodily injury or damage to property (i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student’s person or contained in the student’s belongings, locker and/or storage space). <b>*Use of this code requires *Other Weapon Code* per SIS User Guide</b>
15	<b>Throws missiles liable to injure others.</b>	Office	<b>Throws</b> any object toward a person that is either heavy, sharp and/or otherwise <b>perceived to be harmful or with such velocity and force</b> that it would cause <b>physical harm</b> or <b>precipitate a fight</b> or <b>campus disturbance;</b> <b>*Use of this code requires *Other Weapon Code* per SIS User Guide</b>
16	<b>Instigates or participates in fights</b>	Office (Unless it is horseplay)	<b>Voluntary or mutual combat:</b> The instigation of, promotion of, and/or participation in any act of force and/or physical violence that can be expected to cause harm or injury to another person (including group fight)
17	<b>Violates traffic and safety regulations</b>	Office	To break any law that pertains to the <b>obstruction and flow of traffic</b> and/or safety regulations
18	<b>Leaves school premises or classroom without permission</b>	Office	<b>Elopement:</b> Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class
19	<b>Is habitually tardy and/or absent</b>	Teacher (after 3 <sup>rd</sup> it is referred to office)	<b>Repeated failure</b> to be present at the beginning of class period or at the start of the school day, or fails to show up to class and/or school without permission
20	<b>Is guilty of stealing</b>	Office	<b>Theft:</b> Having possession of, or having passed on, or being responsible for removing someone else’s property without that person’s permission
21	<b>Commits any other serious offense</b>	Office	Any serious, harmful incident resulting in the <b>need for law enforcement</b> intervention not covered by any other of these codes
22	<b>Murder</b>	Office	Unlawful killing of another human being
23	<b>Assault and/or Battery</b>	Office	a) Assault – <b>an attempt to commit on a person a battery</b> or intentional placing of a person in reasonable apprehension of receiving a battery or making <b>statements threatening physical harm</b> to a person b) Battery – the <b>intentional use of force or violence</b> upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another
24	<b>Rape and/or Sexual Battery</b>	Office	The act of sexual intercourse with a male or female person committed <b>without the person’s lawful consent</b>
25	<b>Kidnapping</b>	Office	The <b>intentional and forcible seizing and carrying</b> of any person from one place to another without his consent; The doing of any of the following acts with the intent thereby to force the victim or some other person, to give up anything of apparent present or prospective value, or to grant any advantage or immunity, in order to secure a release of the person under the offender’s actual or apparent control
26	<b>Arson</b>	Office	The intentional damaging by any explosive substance of the setting fire to any property of another, without the consent of the owner.
27	<b>Criminal damage to property</b>	Office	<b>Vandalism by any means other than fire or explosion:</b> Intentional damaging of any property of another, without the consent of the owner (Lesser and included offenses)

28	<b>Burglary</b>	Office	<b>Breaking and entering:</b> The unauthorized entering of any school structure, vehicle or property, movable or immovable, with the intent to commit a felony or any theft therein
29	<b>Misappropriation with violence to the person</b>	Office	<b>Robbery:</b> The taking of anything of value belonging to another from the person of another or that is in the immediate control of another, by use of force or intimidation, or while armed with a dangerous weapon
30	<b>Discharge or use of weapon(s) prohibited by federal law</b>	Office	<b>Discharge or use of weapon</b> described under “Weapon Type code” in SIS User Guide <b>Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide</b>
31	<b>Possesses pocket knife or blade cutter with a blade length of less than 2 ½ inches</b>	Office	Possesses pocket knife or blade cutter with a <b>blade length less than 2 1/2 inches</b> , refer to code 14 for blades greater than 2 ½ inches <b>*Use of this code requires *Other Weapon Code* per SIS User Guide</b>
32	<b>Serious bodily injury</b>	Office	<b>Battery with serious bodily injury:</b> An injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ or faculty
33	<b>Use of OTC medication in a manner other than prescribed or authorized</b>	Office	The possession and/or distribution of any <b>over-the-counter medicine</b> without permission from school officials
34	<b>Possession of Body Armor</b>	Office	Possession including the wearing of any type of gear that protects the person from attack by another
35	<b>Bullying</b>	Office	A pattern of <b>repeated</b> Harassment, <b>intimidation, aggressive, threatening behavior</b> , with negative intent, directed from one person to another where there is a power imbalance or bullying of a student on school property by another student
36	<b>Cyberbullying</b>	Office	Bullying behavior which is carried out through an internet service such as email, chat room, blog, discussion group or instant messaging. It can also include bullying through mobile phone technologies and new internet technologies in the future. Cyberbullying Harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school premises
37	<b>False alarm/bomb threat</b>	Office	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher
38	<b>Forgery</b>	Office	To <b>use, make, or reproduce</b> another’s signature for deceptive purposes.
39	<b>Gambling</b>	Office	<b>Wagering money or property</b>
40	<b>Public indecency</b>	Office	<b>Deliberate exposure</b> in public or in view of the general public of the body parts regarded as indecent include the genital / buttocks areas and female breasts
41	<b>Possession of obscene/pornographic material</b>	Office	<b>Possessing images</b> (e.g., computer, book, magazine) assumed to have been produced solely or principally for the purpose of sexual arousal or which are of an obscene nature
42	<b>Unauthorized use of technology</b>	Office	Use of a pager/cellular telephone (texting, talking), camera or video device or other <b>communication devices</b> during the school day
43	<b>Improper dress</b>	Office	Out of <b>dress code</b> , ID violation, or wearing dress that interferes with the learning of others in any learning environment
44	<b>Academic dishonesty</b>	Office	<b>Cheating</b> that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception

## BEHAVIORAL EXPECTATIONS

Classroom rules consistent throughout the school are as follows:

<b>PRIDE</b>	<b>PLAYGROUND</b>	<b>RESTROOM</b>	<b>ARRIVALS/ DEPARTURES</b>	<b>CAFETERIA</b>	<b>CLASSROOM</b>	<b>GYMNASIUM</b>	<b>HALL</b>
<b>P</b> Positive Behavior	Listen to duty teacher at all times. Keep hands and feet to yourself.	Take care of needs quickly. Keep restrooms clean.	Listen to duty teachers. Be where you are supposed to be.	Listen to duty teacher. Follow all cafeteria rules.	Be mindful of others feelings and listen to teachers.	Listen for directions and be courteous to others	Move quietly through halls and into your next class.
<b>R</b> Respectful Attitude	Keep hands, feet, unkind comments and other objects to yourself. Use Manners. Avoid Bullying!	Respect others privacy. Keep hands, feet, unkind comments and other objects to yourself. Use Manners. Avoid bullying!	Keep hands, feet, unkind comments and other objects to yourself. Use Manners. Avoid Bullying	Be quiet. Dispose of plate. Clean up area.	Be attentive. Be courteous to others. Obey the teacher.	Be courteous and mindful of other students. Avoid Bullying.	Keep hands, feet and objects to yourself. Keep noise to a minimum
<b>I</b> Improve Everyday	Treat everyone the way you want to be treated when playing. Listen to duty teacher at all times and keep hands and feet to yourself.	Take care of needs quickly. Keep restrooms clean.	Listen to duty teachers. Be where you are supposed to be.	Listen to duty teacher. Follow all cafeteria rules.	Be mindful of others feelings and listen to teachers.	Listen for directions and be courteous to others	Move quietly through halls and into your next class.
<b>D</b> Determined To Do My Best	Use equipment safely. Stay in assigned area. Obey duty teacher.	<b>Wash hands.</b>	WALK directly to assigned area.	Use utensils safely. Treat others with kindness.	Use materials safely. Stay in seat unless directed by teacher to move.	Be careful with p. e. equipment. Be patient until you have a turn.	Quiet in halls. Move quickly from one place to the next.

<b>E</b> Exemplary Grades	Make sure playground behavior doesn't move into classrooms.	<b>Make sure to  use restroom  quickly and  return to  class.</b>	Be on time for class	Eat in a timely manner so you can focus on your work and not a growling stomach.	Always listen to instructions from teacher and ask questions as needed.	Enter and exit gymnasium in a timely manner to not miss instruction time.	Move quietly through halls and into your next class.
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***ANY STUDENT WHO DELIBERATELY REFUSES TO OBEY THE REQUEST OR DIRECTIVE OF A SCHOOL ADMINISTRATOR, TEACHER, OR STAFF MEMBER DURING DISRUPTIONS WILL BE PUNISHED SEVERLY.*** The principal reserves the right to call law enforcement authorities at any time there is a disturbance or threat to the security or safety of others.

### **REVISED POLICY ON FIGHTING**

The Franklin Parish School Board adopted new and more restrictive measures concerning fighting. The policy is as follows:

All students participating in GANG-RELATED, PLANNED, EXTREMELY VIOLENT FIGHTS; FIGHTS IN WHICH STUDENTS REFUSE TO COMPLY WITH FACULTY AND/OR STAFF DIRECTIONS, OR USE PERSISTENT AND LOUD VULGAR LANGUAGE should be recommended for expulsion for a minimum of one school semester or the remaining school year. Corporal punishment, suspension, and/or recommendation for expulsion will be considered for all students participating in ANY fight on school property and/or school function. A mandatory parent conference will be required with the school principal or child welfare and attendance supervisor before the student is allowed to return to school. Elementary students involved in a second fight at school during the same school year may be recommended for expulsion. Middle school through high school students involved in a second fight during the same school year will be recommended for expulsion.

When a recommendation for expulsion is made, the CWA will set a hearing date and provide written communication to the parent and the school principal within five (5) school days of the recommended expulsion.

### **USE OF METAL DETECTOR**

Winnsboro Elementary will from time to time employ the use of metal detectors to insure the safety of the students. Items may be confiscated and appropriate disciplinary measures used as a result of the use of metal detectors.

### **MANDATORY SUSPENSION**

The Principal shall be required to suspend a pupil who is found carrying or possessing a firearm, a knife or other dangerous instrumentalities, or who possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law.

Additionally, the principal shall immediately recommend that pupil's expulsion to the Superintendent, as state law has mandated for certain offenses. A student in kindergarten through grade 5 found

carrying or possessing a knife with a blade two inches or longer may, but shall not be required, to be recommended for expulsion.

School officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary action authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

Whenever a pupil is formally accused of violating state law or school disciplinary regulations by committing battery on any school employee, the principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of required procedures, provided, however, that such procedures shall follow as soon as practicable.

## **EXPULSION**

1. All expulsions are recommended by the principal and administered by the Superintendent of Schools in Franklin Parish. Each expelled student has the right to due process which includes a hearing and the right to appeal. A student may be expelled (dismissed from all classes for the remainder of the school year) for the following reasons:

- A. Multiple suspensions.
- B. When a single incident of serious misconduct occurs.

The Board shall authorize the Superintendent to expel a pupil from school if an offense committed by the pupil is serious enough to warrant such action or is in violation of state law. Upon the recommendation for expulsion of a pupil by the principal, the Superintendent or designee shall conduct a hearing to determine whether expulsion or other disciplinary action shall be taken. At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the pupil shall remain suspended. At the conclusion of the hearing the Superintendent or designee shall determine whether expulsion or other corrective action is necessary.

School officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of a pupil's intent to use the firearm or knife in a criminal manner.

The parent or guardian of the pupil may, within five (5) days after the decision to expel has been rendered, request that the Board to review the findings of the Superintendent or designee at a time set by the Board. After reviewing the findings of the Superintendent or designee, the School Board may affirm, modify, or reverse the action of the Superintendent or designee. Any pupil who is expelled shall receive no credit for school work missed while he is expelled.

State law requires the Superintendent to expel a pupil for minimum periods of time if found guilty of certain offenses, as follows:

**A. 16 years or older**

If after an appropriate hearing a pupil is found guilty of possession of, or knowledge of and intentional distribution, or possession with intent to distribute, any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the pupil shall be expelled for a minimum of twenty-four (24) calendar months.

If after an appropriate hearing a pupil is found guilty of possession of a firearm on school property, on a school bus, or in actual possessions at a school sponsored event, the pupil shall be expelled for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.

**B. Under 16 years, but in grades 6 - 12**

If after an appropriate hearing a pupil is found guilty of possession or knowledge of and intentional distribution or possession with intent to distribute any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the pupil shall be expelled for a minimum of twelve (12) calendar months.

If after an appropriate hearing a pupil is found guilty of possessions of a firearm on school property, on a school bus, or in actual possessions at a school sponsored event, the pupil shall be expelled for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.

**C. Grades K -5**

If after an appropriate hearing a pupil is found guilty of possession or knowledge of and intentional distribution or possession with intent to distribute any illegal drug or substance on school property, on a school bus or at a school sponsored event, the pupil shall be referred to the School Board with recommendation of appropriate action by the Superintendent.

If after an appropriate hearing a pupil is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event shall be expelled from school for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.

**Expulsion, especially those outlined above shall not apply to the following:**

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extra-curricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or by written prescription of a doctor. However, such student shall carry evidence of that prescription or physician's order on his person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

## **ADDITIONAL REASONS FOR EXPULSION**

1. Any pupil, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal, and after an appropriate hearing is held by the Superintendent or designee.
2. Any student who is found carrying or possessing a knife.
3. A pupil determined to have brought a weapon to a school under the Board's jurisdiction shall be expelled for a minimum of one year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A weapon, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine, or similar device.
4. The conviction of any pupil of a felony or the incarceration of any pupil in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, shall be cause for expulsion of the pupil for a period of time as determined by the Board: such expulsions shall require the vote of two-thirds of the elected members of the Board.

## **NOTIFICATION OF DUE PROCESS**

In addition to the due process criteria set forth above, the principals shall, in the case of the suspension or expulsion of a student, notify the following individuals by written notice of the facts concerning each suspension or expulsion:

1. Supervisor of Child Welfare and Attendance
2. Parent or legal guardian of the student
3. The student himself
4. The Superintendent of Schools

## **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, WES teachers and administration will take immediate and firm action against any students making reference 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.

## **MEDICATION POLICY**

Louisiana laws regarding medication administration in the school systems have changed. In order for your child to receive medication at school, the following must be on file:

1. The physician's completed order on the Medication Order Form. Any change in orders, requires a new order form. If the doctor orders that a child **MUST** keep the inhaler or Epi-pen on his/her person at all times, an additional order form will be provided for completion by a physician and parent.
2. A release of liability
3. Consent and general information
4. Emergency information

**\*\*No more than a 25-day school supply of medication can be kept at school. Any unused, contaminated, discontinued, or out-of-date medication will be picked up from the school by the parent, or the medication will be destroyed by the school employee according to the written policy.**

**\*\*If a student has an inhaler or Epi-pen on his/her person and uses it while at school, he/she must go to the office as soon as possible to sign a medication log.**

**\*\*If a child's physician determines that a dose of medication cannot be omitted for a field trip, as the parent, you have the option of delivering and administering that dose of medication on the field trip.**

**\*\*Prior to the beginning of each school year or for any new medication orders, the parent **MUST** arrange to meet with the school nurse to complete necessary paper work.**

If any medication found in a student's possession whether it be by prescription or over-the-counter, the student is subject to disciplinary action.

## **CELL PHONE POLICY**

**The Franklin Parish School Board adopted the following policy for cell phones. March 6, 2006**

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 parent's form will also state that the parent knows that the second offense will result in a suspension of three days.**



## **IMMUNIZATION SCHEDULE MODIFICATION**

Effective July 1, 2008, all students entering sixth grade must provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccine. Further any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccine as a condition of entry into that grade.

## **SEXUAL HARASSMENT**

The Franklin Parish School Board disapproves of and does not tolerate sexual harassment by employees to students, by students to employees, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and cocurricular atmosphere. Sexual harassment includes any type of sexually coercive or oppressive conduct, including, but not limited to, threats, comments, jokes or overtures of a sexual nature. Sexual harassment includes "quid pro quo" claims which an employee makes sexual advances toward a student which threaten or imply retaliation if the student resists, or rewards if the student acquiesces. It applies to all school employees and at all school sponsored events.

## **COMPLAINT PROCEDURE**

Complaints of sexual harassment should be made to the principal of the school. Should the complaint be brought against the principal of the school, the complaint should be brought directly to the Superintendent of Schools. After notification of a complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint.

After the investigation has been completed, a determination will be made regarding the resolution of the case. If warranted, disciplinary action will be taken. Any disciplinary action taken in regard to an employee will be placed in the employee's personnel file which will reflect the action taken and the grounds therefore. Any disciplinary action taken in regard to a student will be maintained as any other student disciplinary violation.

Retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a valid sexual harassment complaint or who assists in the investigation of such a complaint will not be adversely affected, discriminated against or punished because of the complaint.

## **PUPIL PROGRESSION PLAN**

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 Web Site.

## Franklin Parish Grade Scale

A: 100 - 93    B: 92 - 85    C: 84 - 75    D: 74 - 68    F: 67-0

## **REQUIREMENTS FOR HONOR ROLL**

1. Grade point average based on letter grades from each six weeks shall be used to determine class rank and honor students in all Franklin Parish Schools. Only core courses shall be used when determining honor roll.
2. Students with a “B” average (3.0 GPA) or higher in all core subjects, with no grade lower than a “C” (no “D’s” or “F’s”), are considered for Honor Roll. In grades 6-12, P.E. is used when determining this average.
3. In grades K-5, P.E., Gifted, Incentive, and Enrichment grades are not considered core subjects and are not used when calculating GPA for honor roll.

## **STUDENT RULES**

1. **Students must follow rules established for classrooms, campus, athletic events, bus transportation, and school-sponsored trips. Students are under school rules and regulations at all school-related activities on or off campus.**
2. Students are to respect the authority of all staff members and any chaperones that the school may use.
2. Students are expected to help keep the school buildings and campus clean.
3. When a student arrives on campus, he/she is to remain until given permission to leave or until the bell rings for school to be dismissed.
5. Students are not allowed on campus at any time without school personnel being present.
6. **No students on campus before 7:10 as there is no duty teacher present.**
7. Students are not allowed to go into any classroom during recess unless they are supervised by a teacher.
8. The Teacher's Lounge and workroom are for teachers only.
9. Relationships between students should be casual while at school. There is to be no physical display of affection, such as hugging or kissing.
10. No food/drink is to be brought on campus to be eaten before lunch.
11. **By order of the Franklin Parish School Board, backpacks must not have any vulgar writing or pictures. Backpacks with rollers are not allowed.**

12. A student's use of the school telephone is limited to recess unless he/she has an emergency.
13. Final report cards/records will not be issued to students who fail to officially check out, taking care of all lost books or fines & fees.
14. Please make sure that arrangements have been made for students to be picked up from campus by 3:20 if students do not ride a bus home.

## **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. **Winnsboro Elementary will have another shirt option. This is a navy blue or red t-shirt which you may purchase at Winnsboro Sports. These shirts may be worn every day.** Other WES purchased shirts, such as spirit shirts or club shirts, may be worn on Fridays for Spirit Shirt Day.
2. **Navy blue, red or white three (3) button polo shirt shall be worn at Horace G. White Learning Center.**
3. 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.
4. Pants are to fit properly. Pants worn below the waist, sagging stride, or showing undergarments are prohibited.
5. No distressed or pants with holes are permitted.
6. 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.
7. (Grade 3-5) Belts are to be worn at all times. Belts cannot have vulgar pictures or words.
8. Knee length/Uniform Shorts may be worn by Pre-K through fifth grade students and no more than 2 inches above the knee.
9. Leggings worn with skirts must be uniform color for grades 3-5. (gray, white, navy, or red)
10. Navy or khaki uniform skirts are no shorter than 2 inches above the knee.
11. Tennis shoes or leather shoes/boots (navy, brown, or black) 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.
12. Footwear must be worn in school facilities and on school grounds at all times.
13. Shoestrings are to be worn in lace up shoes. They are to be laced and tied at all times.
14. Waist length jackets (not long coats) will be allowed. They must open all the way down the front. Only Winnsboro Elementary pullovers, unaltered and purchased from the school will be allowed.
15. Gray, navy, white, or red undershirts may be worn under uniform shirts. Girls must be properly covered. Undershirts must not be low-cut, sports bras, or camisoles.
16. 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.
17. Students should wear all conventional undergarments.
18. No caps/hats are to be worn on campus at any time.
19. Hair must be clean and neatly groomed. Dyed hair & braided/sewn-in hair must be a natural color; not pink, purple, green, blue, spotted, etc...
20. Hair may not hang down in student's eye(s).
21. Hair rollers, pin curls, bandanas, or any extreme hair styles will not be allowed. (spelling, letters, or designs.)
22. Make-up must not be excessive. No face paintings.

23. Faces will be clean shaven.
24. Sideburns must not come below the bottom of the ear lobes and must not be excessively flared.
25. 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 discipline control by teachers is not acceptable.**
26. Students are not allowed to wear sunglasses or other non-prescription glasses at school.
27. Male students are prohibited from wearing earrings or straws of any kind.
28. Tongue rings, eyebrow rings, nose rings or any visible piercings are prohibited. Girls may wear earrings in their ears.
29. Gang symbols and paraphernalia may not be worn.
30. Students may not wear pants leg(s) pulled or rolled up.
31. Combs/brushes are not to be visible in the hair or pockets.
32. **Students are not allowed to have gum!**

## **EMERGENCY DRILLS**

### **FIRE DRILL**

1. The fire drill alarm is the horn with emergency flashing lights as set up by the alarm system specialists.
2. Teachers should appoint a student to close all windows, see that all students are out, and close the door(s). Lights should be left on.
3. Students should exit the room quickly & orderly out of the designated doors.
4. Students will remain in a group with their teacher at some distance from the building until the all-clear signal is given.
5. Escape routes are posted in each classroom.

### **TORNADO DRILL**

1. Tornado drills will be held throughout the year. Escape routes are posted in each room.
2. The tornado drill alarm will be given over the P.A. system by the principal or assistant principal by speaking the words, Tornado Drill! If there is no electricity, a bull horn will be used.
3. Students should proceed to a designated area *inside* the building.
4. Teachers will know the designated area and inform the class.
5. If the windows are open in the classroom, no one should attempt to close them.
6. Upon signal or word from one of the administrators, students should kneel in the crawling position, facing the wall and covering the back of the head with the hands.

### **LOCK-DOWN DRILL**

From time to time, we will practice a lock down drill. This drill is employed whenever there is a threat to the general welfare of the student population. Upon signal, all teachers will lock their doors and have students move to designated areas within the rooms. Students and teachers will stay in this area until an all clear is sounded from the office.

## **BOMB THREAT**

Upon the event of a bomb threat, teachers will proceed to escort all students to their designated areas where everyone will remain until notified to return to the school building.

## **CAFETERIA RULES**

1. **NO** cokes (bottle or can), **ONLY** water or juice allowed
2. Pick up only one (1) juice or (1) milk while in the line or have the money to pay for extra. Pick up what is front and on top. Please do not swap milks.
3. Please pick up one (1) plate at lunch. Do not reach over or go through the plates. The one you touch is yours.
4. Get everything you need the first time through the serving line. You are not allowed to go back through the line if you forget something.
5. Please stop and say your lunch number at the end of the line by the computer.
6. You must make sure that there are **AT LEAST THREE (3)** items on your plate before you pass the computer. If you do not pick up milk, then you must get fruit.
7. No running in the cafeteria.
8. No gum in the cafeteria.
9. Clean up after yourself before leaving

## **DISCLAIMER**

This student handbook is not all-inclusive of each and every policy written in the Franklin Parish School Board Policy Manual. It should be understood that policies may change during the year which would become pertinent at that time. Due to the size of the policy manual, it is impossible for us to reproduce all of it for our students. The administration of Winnsboro Elementary School will refer to the Franklin Parish Policy Manual for anything not covered in our student handbook. If there are any discrepancies, between the Winnsboro Elementary School Student Handbook and the Franklin Parish Policy Manual, the policy manual will supersede anything stated in the student handbook.