

# **GILBERT SCHOOL**

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***Home of the Flying Tigers***

**STUDENT/PARENT HANDBOOK**

**2020-2021**

*Mrs. Anna Tarver,*

*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. Working together, we will feel confident in reaching our goals and celebrating the achievement of our students.

Sincerely,

Mrs. Anna Tarver, Principal

# **GILBERT SCHOOL'S MISSION**

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

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

**society by:**

- ❖ **Motivating students at Gilbert School to improve academically in all subjects**
- ❖ **Providing high quality instruction in every classroom**
- ❖ **Teaching and implementing technology use into instruction**
- ❖ **Developing and maintaining positive behavior of students at Gilbert School**
- ❖ **Increasing parental involvement at Gilbert School**
- ❖ **Improving attendance rates**

**Be positive, work hard**

**Kind words or no words**

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

# **Covid-19 Guidelines for Parent/Student Handbook**

This section addresses school routines and procedures affected in order to follow the guidelines of the CDC, the Louisiana Department of Health, and the Louisiana Department of Education for the safety of the students, faculty and staff, and families of Gilbert Students.

## **Overall Guidelines**

Protective measures in school settings include:

- ★ Social distancing to the maximum extent possible and maintaining static groups
- ★ Monitoring students, employees and visitors for symptoms of fever, cough, shortness of breath, sore throat, headaches, loss of taste and loss of smell
- ★ Practicing frequent disinfecting, sanitizing and handwashing
- ★ Approved facial coverings will be worn by all adults and students in grades 3-8.

## **Symptom Monitoring**

Upon arrival, faculty, staff, and students will have temperature checked. Individuals who demonstrate or complain of symptoms of respiratory illness or fever will be isolated in the established health room. The parent will be contacted and required to immediately pick up the student.

## **Ensure Healthy Personal Hygiene**

Adults and students (3rd grade and up) should wear facial coverings. Face coverings should be worn in all areas of the school during arrival, dismissal and any other transition time. This includes the bus, classrooms, the hallways, the bathrooms, and the gym.

Students and employees should have scheduled hand washing or sanitizing every two hours as well as before entering the building, before and after eating, and before exiting the building. Students are required to wash or sanitize their hands after changing any classroom . Teachers are required to wash or sanitize their hands every time a new group of students enters their room.

## **Cleaning and Disinfecting Efforts**

Frequently touched surfaces will be disinfected multiple times throughout the day. This includes but is not limited to: light switches, doors, benches, playground equipment, bathroom fixtures, classroom furniture and instructional materials.

## **School Bus Regulations**

All rules previously established apply in addition to the Covid restrictions. The number of students allowed on a bus is limited due to phase phase restrictions.

- During phase one, buses are limited to 25 percent. School bus passengers ride one per seat with every other seat empty. (Exceptions may be made for students living in the same household.)
- During phase two, buses are limited to 50% capacity.
- During phase three, buses are limited to 75% capacity.

## **Visitors on Campus**

Visitors will not be allowed to enter the school buildings except under extenuating circumstances. All scheduled visitors are required to wear a mask and sanitize hands prior to entering.

## **Change of Afterschool Arrangements of a Student**

Due to regulations limiting the bus capacities, students will not be allowed to alter their afternoon travel arrangements. Students are not allowed to ride a bus other than the one assigned to them based on their home address.

## **Drop Off Procedures**

A single file line on the right side of First Street will be formed to create the dropoff line. Drop Offs will not start until 7:10 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 follow social distancing measures, 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 class.

## **Pick up Procedures**

**\*\*ALL PICKUPS WILL BE DONE AT THE FIRST STREET ENTRANCE UNTIL FURTHER NOTICE\*\*** 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 2:50 pm on the first week to allow time for the new changes.

## **Check-outs and 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 an employee is available to check the student's temperature and escort them to class. 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 2:30 are not allowed.

## **Dress Code**

In addition to the dress code policies listed in the handbook, students in grades 3-8 are required to wear school appropriate facial coverings at all times. Facial coverings must be made of cloth, cover both the nose and the mouth, and cannot include any political, disruptive, or disturbing images or messages. Masks can only be removed to eat or drink. Masks can be removed if a student is outside and maintains 6 foot social distancing. Students that do not follow mask procedures:

1. Verbal and/or written warning
2. Parent phone call
3. Parent must come pick the student up immediately from school
4. The student must enroll in virtual learning

## **Classes**

Students will remain in static groups. This means they will stay with the group they are assigned throughout the day.

## **Pupil Attendance Policy**

Students' attendance will be handled accordingly to their choice of school delivery. Attendance will be documented and students will be held accountable.

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

## **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 due to the latest Covid-19 guidelines, it is not 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. You may also email her at [gilbertschool@fpsb.us](mailto:gilbertschool@fpsb.us) for any non-emergency requests.

## **TEACHERS' SCHEDULE**

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 call ahead or reach out to the teacher on Google Classroom to schedule a call or virtual meeting that works for all. Teachers will not be pulled from instruction time for meetings or phone calls.

## **CHANGE IN STUDENT INFORMATION**

It is imperative that the school office be notified immediately of a change of address, telephone numbers, emergency information, or change in persons allowed to pick-up students from school. In order to change the address on file, we need two proofs of the new address.

## **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. Due to Covid-19, visitors, parents, and guardians are not allowed on campus. 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. A temperature check will be required. 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.**

## **PARENT - TEACHER CONFERENCES**

We urge you to become acquainted with the teachers and administrative staff. You may make appointments to meet virtually with teachers during the teachers' planning time by making an appointment on their Google Calendar.

- Conferences will not be held before or after school unless approved by the teacher and principal in advance.
- **Call the school in advance to schedule conferences.**
- Please contact your child's teacher before contacting the principal in order to keep open communication.

## ARRIVAL/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.
- Parents bringing their children to school use the front entrance to the school on First Street. Drop-offs are not allowed on the south end of the school. The First St. entrance is the ONLY approved entrance.
- The drop-off line is a single file line. 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
- Bus riders will be allowed off the bus at 7:05 on the bus ramp. Then the doors are closed and locked for student safety.
- 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.
- Students are considered tardy after 7:35 and are required to "check in" at the office. Parents must check in students through the front office window. Parents are required to wait with the student at the front of the building until an employee is available to check the student's temperature and walk them to class.

## DISMISSAL/ PICKUPS

- **ALL PICK-UP STUDENTS MUST BE PICKED UP BEFORE 3:15.**
- Pickup students will be dismissed at 3:00.
- Please 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 2:00 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.
- **Front Pick-ups:** Grades PK-3<sup>rd</sup> will be in the front pick-up line on First St.. The line will be a SINGLE line. Do not pass cars on the left side of the street. Stay in your car and have your pick-up sign visible in your window.
- **South-end Pick-ups:** Grades 4<sup>th</sup>-8<sup>th</sup> will be in the South-end pick-up line. The line will be a DOUBLE line. Stay in your car and have your pick-up sign visible in your window. Students are released from class by car. Parents should wait in the pick-up line that goes North on Wyatt St. Parents are not to park on Hanna

St. and walk across to get their students. Students will not be allowed to cross the street until all vehicles have cleared the area.

- Any changes in pick-ups must be called in by 2:00 p.m. This will be strictly enforced.
- Due to the changes in our pick-up policy, the line may move slower. We are doing our best so please remain patient with us.

## ATTENDANCE

- Students must be present the required number of minutes to be eligible to pass to the next grade. Exceptions can be made only in the event of extended illness as verified by a physician and/or other extenuating circumstances approved by the principal. "Medical excuses" are kept on file and must be turned in **within 2 school days**.
- **Early check-out:** Students will only be released to those listed on file for pick-up approval. If someone needs to be added or removed from the list, the parent/guardian must submit that request in writing to the office. The number of minutes the student is checked out early will be recorded. Minutes WILL build to missed days in attendance. If your child is being checked out for extenuating circumstances an excuse may be granted by the principal.
- 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 2:00 is not encouraged. No check outs will be allowed after 2:30. 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 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. (Example: a student is absent Wednesday and Thursday may not be allowed to play in a game on Friday.)
- Upon returning to school, each absentee will be required to present a note from a parent/guardian consisting of the following information: (1) Name of student absent (2) Date of the absence (3) Reason for the absence (4) Signature of student's parent/guardian This will be given to the home room teachers, who will forward them to the office. The explanation for the absence will be noted, but not 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.

## **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.

## **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 may call ahead and schedule with the office. Parents/guests will be required to purchase their meal.

In order to be compliant with the current state guidelines, students will consume meals in their classrooms with their static groups. Students may eat the meal provided by the school or they may bring a lunch from home. Meals cannot be delivered or dropped off during the day. Students may remove their facial coverings to eat.

## 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 for a determined number of meals.

## ACCIDENTS / ILLNESS

If a child becomes seriously ill or is seriously injured at school, the school will immediately get in touch with 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 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.

All activities will be adequately supervised, however, accidents occur. Parents must bear the expense for injuries to their children. Parents should consider purchasing school insurance or private insurance for their children.

## MEDICATION IN SCHOOL

Gilbert's staff are prohibited from providing or administering any medication, including aspirin, to any student. Students who need occasional medication are to take these medications at home if possible. However, if medication **MUST** be given at school, the appropriate paperwork must be filled out at the Franklin Parish School Board Office and personally delivered by the parent/guardian to the school with the appropriate documentation.

## **USE OF METAL DETECTOR**

Gilbert School will sometimes 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 possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal shall immediately recommend that pupil's expulsion to the Superintendent, as state law has mandated expulsion for certain offenses, except in the case of a student in kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, the principal may, but shall not be required to recommend the student's 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.

## **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.

# EXPULSION

1. 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.

C. All expulsions are recommended by the principal and administered by the Superintendent of Schools in Franklin Parish.

D. Each expelled student has the right to due process which includes a hearing and the right to appeal.

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 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. 17 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.

## **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 or 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 herein above set forth, the principals of each school shall, in case of suspension or expulsion of a student, notify the following individuals by written notice of the facts concerning each suspension or expulsion and the reasons therefore and the terms thereof:

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, 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.

## **OFFICE RULES**

The school office is a place where school business is transacted. Students should go there only to enroll, withdraw, or when the teacher sends them. Upon entering the office, the student should wait quietly in the reception area until the secretary is able to attend to his/her needs. If a student desires to see the principal, please tell the secretary, and the secretary will ask the principal/assistant principal to see you or schedule you an appointment for a conference as soon as possible.

## **STUDENT USE OF TELEPHONE**

Any student requiring the use of the telephone must get permission from the office personnel and must have a permission slip from his/her teacher. Students will not be called to the telephone except in cases of emergency. Students will not be allowed to use the phone at school except in cases of illness. All students should have an emergency telephone number on file in the office. Students are not to use the phone without permission and doing so will result in disciplinary action. Students will not be allowed to call home for items forgotten at home or to ask about after school activities.

## **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 Website.

### **Franklin Parish Grade Scale**

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

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.

# TEACHER'S CLASSROOM RULES

The establishment of the school's discipline policy does not prevent any teacher from making and enforcing additional classroom rules. The intent of the administration is for each teacher to make and enforce classroom rules consistent with the policy established by Gilbert School and the Franklin Parish School Board. Each teacher has the right to decide on appropriate punishment for infractions of classroom rules. A student's refusal of a teacher's punishment for breaking classroom rules will result in action taken by the administration that, according to state law, may include suspension or expulsion.

## DISCIPLINE PLAN FOR CLASSROOM

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

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

## HOMework

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

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

## BOOKS

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

## FIELD TRIPS

Field trips are considered extensions of learning presented in the classrooms. It is up to the discretion of the teacher (based on behavior 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 tardies, absences, and early check-outs may not be allowed to attend field trips.

## FUN DAY

Fun Day and Field Day is a time for rewarding students for good behavior and hard work.

- Students must not have been suspended and/or referred to ISS three or more times in the current school year to be eligible to attend. The PBIS team, along with school administration, may make decisions on an individual student basis should the need arise. (Example: A student involved in a major school violation within one month prior to the event.)
- Students with 10 or more absences, tardies, or early check-outs may not participate in Fun or Field Days unless approved by the principal because of extenuating circumstances. (Surgery)

## **GRADUATIONS**

Kindergarten and 8<sup>th</sup> grade students will participate in end of the year graduation ceremonies. The attire for the ceremonies is voted on by the classes. If the class decides on wearing cap, gown and tassels, participating will be required to purchase the packet through the school by a designated date. Any students with excessive or severe behavior referrals may not be allowed to participate. Students are required to attend the designated graduation practice.

## **BIRTHDAY CELEBRATIONS**

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

## **DRESS CODE: UNIFORM POLICY**

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

1. Shirts are to be navy blue, red, or white polo style. This means the three-button kind. Gilbert School will have another shirt option. This is a school t-shirt which you may purchase at Winnsboro Sports or any approved shirt sold at the school. These shirts may be worn every day.
2. Pants are to be uniform pants in khaki or navy blue. Pants, shorts or capris may be worn. Pants are not to be cut, torn, or written on.
3. Pants are to fit properly. Pants worn below the waist, sagging stride, or showing undergarments are prohibited.
4. No distressed or pants with holes are permitted.
5. 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.
6. Knee length/Uniform Shorts may be worn by Pre-K through eighth grade students and no more than 2 inches above the knee at any time.
7. Leggings can only be worn under knee length skirts or dresses.

8. Navy or khaki uniform skirts are to be knee length and no shorter than 2 inches above the knee at any time.
9. Tennis shoes or leather shoes/boots will be allowed. No sandals. Open heels are acceptable, but no open toes. No house shoes or slippers or shoes with lights are to be worn at school.
10. Footwear must be worn in school facilities and on school grounds at all times.
11. Shoestrings are to be worn in lace up shoes. They are to be laced and tied at all times.
12. Long coats or dusters are not allowed. Jackets must fit appropriately and cleaned often.
13. 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. White shirts must have a white or flesh colored shirt underneath.
14. 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.
15. Students should wear all conventional undergarments.
16. No caps/hats are to be worn on campus at any time.
17. Hair must be clean and neatly groomed.
18. Tinting of hair is limited to natural shades only (blond, black, brunette, or auburn).
19. Hair rollers, pin curls, or any extreme hair styles are inappropriate will not be allowed.
20. Make-up must not be excessive or distracting to learning. No face paintings.
21. Faces will be clean shaven. Sideburns must not come below the bottom of the ear lobes and must not be excessively flared.
22. Student dress, jewelry, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the orderly educational process of the school. Any style or appearance which tends to diminish instructional effectiveness or the discipline control by teachers is not acceptable.
23. Students are not allowed to wear sunglasses or other non-prescription glasses at school.
24. Male students are prohibited from wearing earrings or straws of any kind. Tongue rings, eyebrow rings, nose rings or any visible piercings are prohibited. Girls may wear earrings in their ears.
25. Gang symbols and paraphernalia may not be worn.
26. Students may not wear pants leg(s) pulled or rolled up.
27. Combs/brushes are not to be visible in the hair or pockets.

## PENALTIES FOR UNIFORM VIOLATIONS

The penalties for the first two violations of the parish dress code shall be determined at the school level. Repeated violations will result in students not being able participate in Free Dress or Blue Jean Days. Additional offenses shall remain as follows:

3<sup>rd</sup> Offense: Student shall be given a one (1) day suspension

4<sup>th</sup> Offense: Student shall be given a two (2) day suspension

5<sup>th</sup> Offense: Student shall be given a three (3) day suspension

6<sup>th</sup> Offense: Student 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.

### 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, or wind pants. **No jeans with holes in them.** Jeggings/Leggings may only be worn with a shirt, dress, or skirt that comes down to 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: Students will not be allowed to participate in free dress or jean days for 2 full weeks

2<sup>nd</sup> offense: Students will not be allowed to participate in free dress or jean days for a full 6 weeks

3<sup>rd</sup> offense: Students will not be allowed to participate in free dress or jean days for the remainder of the school year

## **CELL PHONE POLICY**

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

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

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

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

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

Refusing to accept the consequences will result in the student being assigned detention. The length of time will depend on the offense.

## 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.**

## 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.

## **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, not a right. 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 \$.50.

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.
- \*All students are to go directly to the restroom and get water when recess begins.
- \*Student use of the bathroom should be completed before the end of recess.
- \*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.

## **SCHOOL BUS REGULATIONS**

- 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.
- Students will be responsible for any damage they do to a bus.
- Students must remain in school uniforms while riding the bus.
- Gym clothes cannot be worn on the school bus.

## **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. These forms are located at the back of this handbook.

## SOCIAL MEDIA AWARENESS

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

Cyberbullying can consist of the following:

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

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

# ALARM CODES

## CODE WHITE

Medical emergency or need for student/faculty/staff privacy

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

## CODE GREEN

Controlled or Urgent Evacuation

### **Controlled--Announced**

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

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

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

## CODE YELLOW

“tornado”

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

## CODE RED

### **Lockout Level 1**

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

### **Shelter in Place Level 2**

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

### **Lock Down, Level 3**

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

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

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

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

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

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

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

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

## Ways to be positive and kind!

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

## 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 suspension; placement at Horace G. White Learning Center.**

**In School Suspension/ Detention Procedures**

- All students may be checked with a wand before entering ISS/Detention 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 paper and pencil in the cubicle (**nothing else**).
- Students will complete a one hundred word essay on why they are in ISS. 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 ISS teacher the remainder of the day.

**ISS 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 times.

· 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**

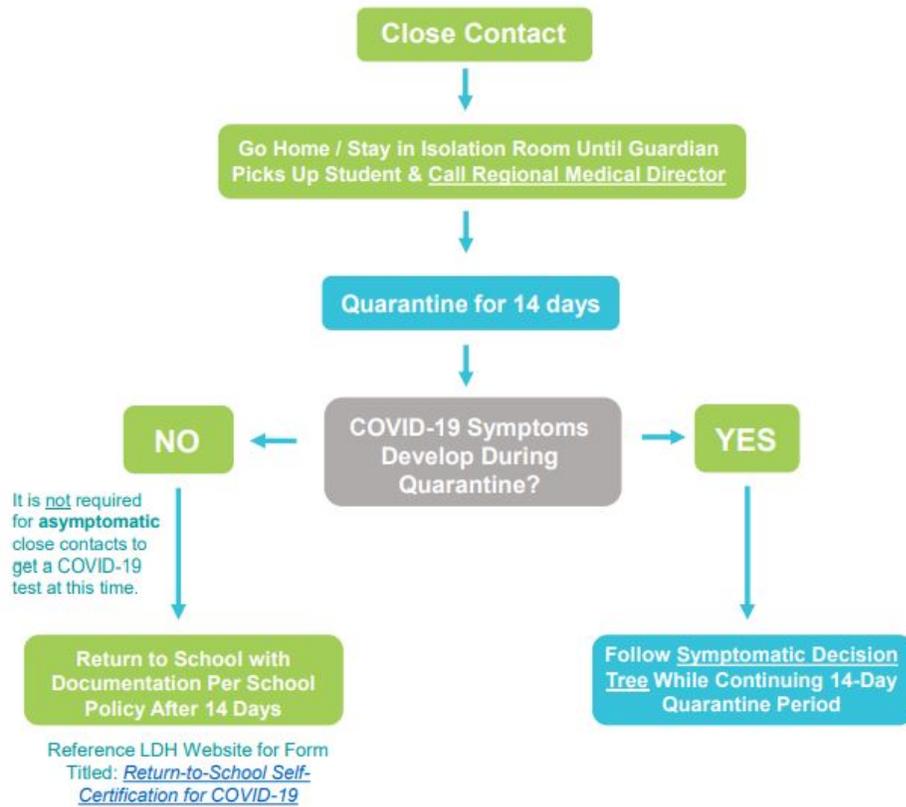
**2<sup>nd</sup> warning – 2 hours added**

**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.**

# School COVID-19 Screening Decision Tree: Responding to Close Contact



**CLOSE CONTACT =**  
 15 consecutive minutes within 6 feet of someone who tested positive, regardless of whether either party was wearing a mask; timing of exposure must have taken place within 2 days of the positive person's onset of symptoms or positive test result (whichever came first).

**In case of an emergency, dial 911.**

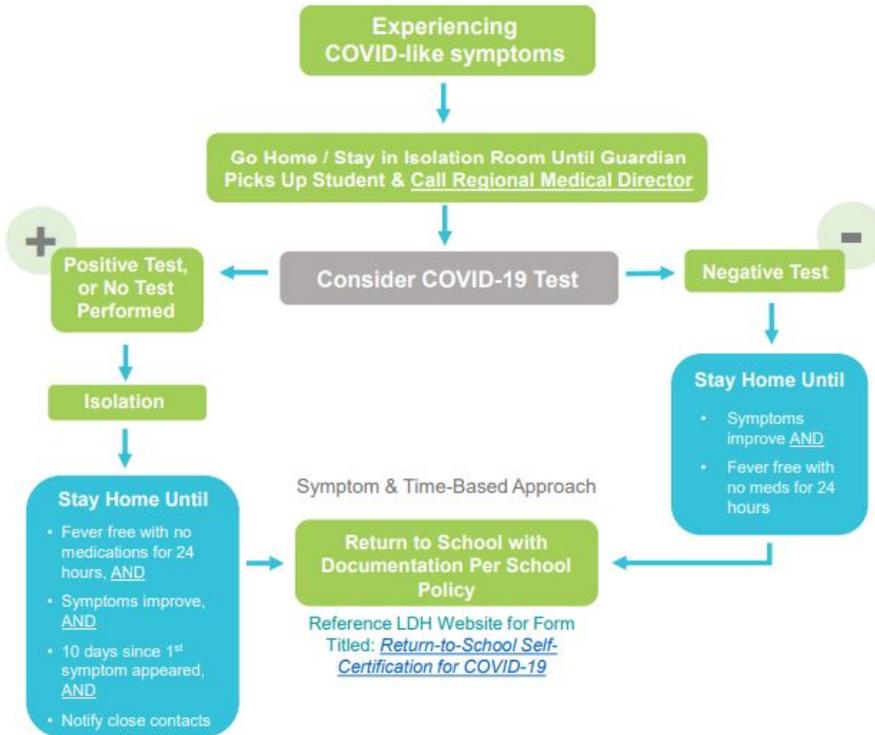
**Children's Hospital New Orleans Hotline for School Wellness & Virtual Care**  
 → 504.837.7760

**Notification for close contact only needs to take place once a positive case is confirmed.**

*This chart follows the most up-to-date CDC & LDH recommendations. Information current as of 8.20.2020. [www.chnola.org/community/school-wellness](http://www.chnola.org/community/school-wellness)*

# School COVID-19 Screening Decision Tree:

Responding to a Symptomatic Individual



**COVID-19 symptoms include but are not limited to:**

- Fever ≥ 100.4 °F
- Shortness of breath
- Chest pain
- Increasingly nonproductive (dry) cough
- Body aches
- GI symptoms (nausea, diarrhea)
- Loss of taste and/or smell
- Other flu or cold like symptoms

**In case of an emergency, dial 911.**

**Children's Hospital New Orleans Hotline for School Wellness & Virtual Care**  
→ 504.837.7760

Notification for close contact only needs to take place once a positive case is confirmed.

*This chart follows the most up-to-date CDC & LDH recommendations. Information current as of 8.20.2020. [www.chnola.org/community/school-wellness](http://www.chnola.org/community/school-wellness)*

