



STUDENT HANDBOOK

PRINCIPAL'S MESSAGE

Welcome to Princeton Elementary School, home of the Patriots! We will focus this year on accelerating learning. The faculty and staff of Princeton Elementary will strive to connect with each student. It is our goal to guide each student to achieve his/her full academic and social potential. We believe that education is the combined effort between the school, the home, and the community. We look forward to renewing our relationships with our returning students as well as building relationships with our new students.

Please review this handbook with your student. It includes important information regarding school policies and procedures, as well as Bossier Parish policies and procedures. If you have any questions, please call the school office at 549-5750.

Princeton Elementary and Bossier Schools are committed to partnering with our families to provide our students a safe learning environment and the continuation of a quality education. The contents of this handbook may be adjusted as new information and guidelines are received. Thank you for your continued support. Working together, we will be able to ensure that every student reaches high levels of success.

Stacy Crawford
Principal

Princeton Patriots

Be Safe Be Respectful Be Responsible

VISION:

Every student reaches high levels of success as part of our caring and collaborative learning environment.

MISSION:

Committed to learning and growing - Whatever it takes!

MOTTO:

All belong. All learn. All succeed.



SCHOOL RESPONSIBILITIES

The school shall be responsible for providing:

- High quality curriculum and instruction driven by state standards.
- Highly qualified teachers.
- Supportive learning environment.
- Parents with frequent reports on their child's progress through:
 - Oncourse parent accounts
 - Weekly grades
 - Progress reports every 4.5 weeks
 - Report cards each semester
- Parents with reasonable access to staff for conferences. Staff will be available for consultation by appointment (in person or by phone).
- Parent opportunities to volunteer throughout the year.

PARENT RESPONSIBILITIES

Parents shall be responsible for supporting learning by:

- Ensuring their child attends school regularly, is well-rested, and ready to learn.
- Supporting school dress code, policies, procedures, and programs.
- Attending school functions and participating in parent meetings, as well as volunteer opportunities, if possible.
- Making every effort to provide needed supplies and materials.
- Working with children on homework assignments.
- Modeling a positive attitude toward school and respect for school personnel.

STUDENT RESPONSIBILITIES

Students shall be responsible for:

- Becoming an active participant in the learning process.
- Accepting responsibility for receiving and completing assignments.
- Following PBIS expectations.
- Giving parents/guardians all notices and information received from school.

SCHOOL HOURS

The school hours are 8:05 a.m. until 3:10 p.m. Should a child arrive after 8:10 a.m., an adult must sign the child in at the office. Please keep in mind that tardiness and early checkout is disruptive to the class. Please make every effort to get your child to school on time.

TARDY POLICY

Tardies should not be a regular occurrence. The following consequences will be in place for students that are tardy multiple times within one semester:

- On the 3rd unexcused tardy in the semester, parent conference/contact will be made in writing.
- After the 5th unexcused tardy in the semester, truancy may be notified.

Per Bossier Parish policy, a student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

CHECKING IN AND OUT

Students will not be released to anyone other than the parents or legal guardians unless prior written notice has been given to the school. **Please include names on the yellow emergency card of people allowed to check your child out of school.** It is very important that you contact us with any address or phone number changes so we can update our records. **A picture I.D. is required to check students out of school.** Students are to be picked up at the school office when they are being checked out early. Students will stay in the classroom until someone arrives to check them out of school. **No checkouts will be allowed after 2:30 p.m.**

ATTENDANCE

After five unexcused absences, students may be referred to the Truancy Center. State requirements allow a student to be **excused from school** for the following reasons:

1. Personal illness (with a physician's excuse)
2. Serious illness in the family
3. Death in the immediate family (not to exceed one week)
4. Recognized religious holiday of the student's own faith
5. Extenuating circumstances verified by the Supervisor of Child Welfare and Attendance
6. See parish policy for additional circumstances

TRANSPORTATION CHANGES

Transportation changes cannot be made over the telephone. To make a change, send a note with your child to bring to the office as soon as school begins that morning. The note must include the date, student's name, teacher's name, and parent's signature. Students will not be permitted to ride to a different stop or ride a different bus without written authorization from administration.

[BPSB Transportation Family Hardship/Extenuating Circumstance Alternate Stop Request Guidelines and Request Form](#)

STUDENT DROP OFF AND PICK UP

1. Car rider tags will be available in the school office and must be placed in clear sight on the rear view mirror of the vehicle that will be used to pick up your child. Should families need more than one tag, additional car tags can be purchased for \$1.00 in the school office throughout the year.
2. Observe traffic entrance/exit/stop signs. Do not leave cars unattended. Do not allow children to get out of cars while waiting in the car line.
3. Yield to the school buses and follow the directions of Princeton staff directing traffic. Wait for the teachers to signal that students may begin loading or unloading cars.
4. Refrain from using cell phones and other electronic devices during drop off and pick up.
5. Keep your position in the car line and leave only small gaps between cars until you reach the loading/unloading zone. Do not pass other vehicles in the car line.
6. Do not block the bus lanes, fire lanes, or handicapped parking areas.
7. Do not signal students to come to the parking lots or driveways.
8. Students may be dropped off in the car rider line between 7:50 a.m.-8:05 a.m. Drop off is beside the gym. Please wait to be directed by school staff. **Please do not drop your student off until 7:50 a.m. to ensure your student's safety.** Prior to 7:50, no teachers will be on duty and our priority is student safety.
9. Students should be picked up by 3:15 p.m. each afternoon.

BUS RIDERS

School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the administration, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will document it in writing. The administration has the sole authority to determine punishment, if warranted.

When riding the school bus, every student will:

- Follow the bus transportation rules as directed by the bus operator.
- Report to the assigned bus stop at least 5 minutes before the scheduled arrival time.
- Not bring on the bus objects that are too large to be held in his/her lap or to fit under the seat (including large projects).
- Assist the bus operator in maintaining a clean and sanitary bus. Students who damage/destroy buses are appropriately disciplined/assessed for damages.
- Not exit the bus at a different stop from their assigned stop without written authorization from the school. The note must be presented to the operator at the start of the afternoon run.
- Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
- Only talk quietly to his/her neighbor. Vulgar language and bullying of other students will not be tolerated.
- Adhere to the school's dress code.
- Not eat on the bus (may carry water on the bus in plastic bottles).
- Not extend any body parts out of windows or doors; not throw objects out of windows.

SCHOOL FEES AND SUPPLIES FOR 2021-2022

The school fees for each student are a \$10.00 student fee and a \$10.00 technology fee. You may pay with cash, money order, or a check made payable to Princeton Elementary. The supplies mentioned below, cafeteria purchases, lost or damaged textbooks or chromebooks, lost or damaged library books, and late fees are the responsibility of each child/parent.

4th Grade

- backpack (no rolling backpacks)
- 6 dozen - sharpened No. 2 pencils (replenish as needed)
- 3 - 1" 3 ring binders with clear front pocket (any other size will not fit in student's desk)
- 1 - package of 25 sheet protectors
- 2 - pairs of headphones/earbuds (student will use daily for Zearn)
- 1 - box of 24 crayons
- 6 - glue sticks
- 1 - pair of Fiskars blunt scissors
- 2 - boxes of Kleenex
- 1 - box of classic color markers
- 1 - 3 hole punch red folder

Girls Only

- 4 - yellow highlighters
- 1 - box of quart Ziplock bags
- 1 - box of band-aids

Boys Only

- 1 - container of disinfectant wipes
- 1 - box of gallon Ziplock bags
- 1 - roll of paper towels
- 1 - package of 4" x 4" Post-It sticky notes

5th Grade

- backpack (no rolling backpacks)
- headphones/earbuds - (replace as needed)
- 1 - 3 subject spiral notebook
- 4 - composition notebooks
- 1 - 1 1/2" 3 ring binder
- 1 - 5 pack dividers w/ pockets
- 2 - large erasers
- 1 - package of sticky notes
- 1 - package of note cards
- 72 - pencils (USA gold or Ticonderoga brands are best)
- 2 - fine tip black expo markers
- 1 - package of markers
- 1 - box of crayons or colored pencils
- 8 - glue sticks
- 1 - pair of scissors
- 2 - containers of disinfectant wipes

Girls Only

- 3 - boxes of facial tissues
- 1 - box of gallon Ziploc bags

Boys Only

- 2 - rolls of paper towels
- 1 - hand sanitizer

DRESS CODE POLICY FOR 2021-2022

Boys

TOPS	Current spirit shirts (purchased through the school store or in the front office); navy, red, or white polo style shirts (dry fit or cotton) may be worn any day of the week. * This year's club, team, and theme shirts can only be worn on Fridays. *House shirts can only be worn on Mondays unless a special day is called for them.
BOTTOMS	Navy blue or khaki slacks or walking shorts (no cargo pockets or jean material)

Girls

TOPS	Current spirit shirts (purchased through the school store or in the front office); navy, red, or white polo style shirts (dry fit or cotton) may be worn any day of the week. * This year's club, team, and theme shirts can only be worn on Fridays. *House shirts can only be worn on Mondays unless a special day is called for them.
BOTTOMS	Navy blue or khaki slacks, walking shorts, skorts, capris, jumpers, or skirts (close to knee length) (no cargo pockets or jean material)

Accessories

MONOGRAMS	Monograms are allowed on school uniform shirts and jackets. Monograms must be no larger than 3" tall, pocket area only, white, only first and/or last names or initials.
BACKPACKS	Rolling backpacks are not allowed.
BELTS	Belts should be the appropriate size, not distract from the uniform, and worn DAILY .
SHOES	No open toed shoes, no open back shoes, no gaming shoes, no croc type shoes, or high heels are allowed. Your child must have appropriate shoes for P.E.
SOCKS	Girls' knee socks and boys' tall socks should be solid red, white, or navy only.
LEGGINGS	Girls may wear leggings under skirts, skorts, or jumpers. Leggings should be solid red, white, or navy only.
HAIR	No distracting hairstyles (mohawks, faux-hawks, or carvings) are allowed. No hair colors (pink, blue, green, purple, etc...) other than natural tones are allowed. Hair accessories should be school colors-red, white, or navy only.
JEWELRY/MAKEUP	No large flashy jewelry will be allowed. Earrings and nails should not violate rules of safety; no make-up is allowed.
UNDERSHIRTS	T-shirts or turtlenecks worn under uniform shirts and visible at the neckline must be solid white, navy, or red with no writing.
JACKETS	Uniform jackets and sweatshirts sold by the school will be allowed. All other jackets, sweatshirts, and sweaters must be solid navy, red, white, gray, or black plain uniform style. No hoodies will be allowed. No denim jackets allowed. No other jacket or coat may be worn in the school. If a student must wear a non-uniform coat, they will be required to take it off as they enter the school building. Monograms are allowed on the front, chest area of jackets. Monograms must be 3" tall or less, white, only first and/or last names or initials. Please label each jacket with your child's name.

GENERAL UNIFORM GUIDELINES

- ALL shirts must be tucked into bottoms at all times.
- No uniform mutilations are allowed. Ex: tearing, ripping, cutting of hems, cuffs or sleeves.
- Shorts, skorts, skirts, dresses, and jumpers must be close to knee length.
- Bloomers or shorts should be worn under skirts/dresses because of P.E. activities.
- No name brand labels on clothing, including jackets. Socks are the only exception.

JEANS AND NON-UNIFORM DAYS

Jean days and non-uniform dress days will be used as fundraising opportunities and/or as student rewards throughout the year. These opportunities will be announced in advance by the school administration.

Jean Days:

- Students who participate may wear **blue denim** shorts, skorts, skirts, capris, or pant length jeans. Shorts, skorts, and skirts must be close to knee length.
- Uniform shirts should be worn with jeans unless otherwise instructed.
- Violations on these days will result in a phone call home for a change of clothes or a change of clothes will be given to the student from the uniform closet.

Non-Uniform Dress:

- Bottoms and dresses should be close to knee length.
- No bare shoulders (sleeveless tops, halter tops, spaghetti straps, visible undergarments, etc.).
- Any graphics on t-shirts must be appropriate for elementary school.
- Shoes need to be appropriate for P.E. class.
- Pajamas are not allowed.

*** The school administration makes the final decision on what is considered proper or improper appearance. The administration also reserves the right to amend the dress code policy as needed or as new fashion fads occur.***

STUDENT ENROLLMENT

ALL students residing with a parent or legal guardian must submit the following in order to be enrolled in the Bossier Parish School District:

1. One current utility bill showing the physical address for service within the District;
AND
2. One of the following that shows location of residence within the District;
 - a. Property tax records
 - b. Mortgage documents or property deed
 - c. Apartment or home lease or, if no lease, a notarized statement of the verified property owner (see school registrar for additional information required)
 - d. Declaration of Residency and/or personal visit by a designated district official

3. If the student resides with a legal guardian, the court decree must be provided
 - Legal custody papers, if applicable (MUST have the signature of a judge)

New students registering need to also bring:

1. Photo ID
2. Copy of certified birth certificate
3. An up-to-date Louisiana Immunization Record
4. Previous school records

TRANSFERS/WITHDRAWALS

Parents or guardians should come to the school **two days prior** to the child's last day of attendance to complete a withdrawal form.

SEVERE WEATHER AND EMERGENCIES

During weather alerts and emergencies in our area, please do not call the school. The phone system lines get jammed and no one can call in or out. Check the BPSB website and social media for the most accurate and timely updates. You may also listen to your local T.V. and/or radio for announcements from the Bossier Parish School Board. Have a plan for your child and talk it over with him/her so that he/she will know what to do. If we dismiss early, your child will be put on their regular bus (unless you have directed otherwise) and taken to your home.

PARENT VOLUNTEERS

Many opportunities are available to help as a volunteer or donate throughout the school year. Some of these include book fairs, picture days, and teacher appreciation week. To participate, please complete the [parent volunteer form](#).

FUNDRAISING

The primary source of income for our school comes from fundraisers. It is used for student rewards, technology, and classroom materials. Please let us know if you can help with organizing/working our fundraisers. We need your support!

CLASS PARTIES AND BIRTHDAY CELEBRATIONS

Classes will only have two parties a year. These parties will be Christmas and End of the Year. Individually wrapped treats may be sent to school to go home in treat bags for Halloween, Valentine's Day, and Easter. Contact your student's teacher if you would like to send a treat to school to celebrate your child's birthday.

CONFERENCES

We welcome your requests for conferences. Conferences with teachers should be arranged so they take place before school, after school, or during the teacher's planning time. Conferences can be scheduled by calling the teacher, contacting them by email, or sending them a note.

LOST AND FOUND

All jackets, sweaters, coats, etc. found on school grounds will be placed in the lost and found area. Money, jewelry, or any other articles of value will be taken to the school office. Students may claim these items after proper identification.

PERSONAL ITEMS

Toys, collector cards, etc. **should not** be brought to school. If these items are brought to school, they will be taken up and turned into the office. Students are allowed to bring basketballs, soccer balls, footballs, etc...for recess.

Princeton Elementary is not a "Bring Your Own Technology" school. All devices (including, but not limited to: cell phones, smart watches, tablets, gizmos) that have photo and video capability, as well as texting and/or GPS capabilities, are not allowed to be heard, utilized, carried, or worn during the school day. These devices must remain in a student's backpack in the off position until the student leaves the school campus. Failure to follow this procedure will result in disciplinary action.

HOMEWORK

Homework will be assigned to students according to Bossier Parish School Board Policy. Each student and parent has access to homework assignments through the Princeton App.

MAKE-UP WORK

When students are absent from school, they are expected to complete all missed assignments. Please call the office to request the assignments if you would like to receive the work before the student returns to school. Students have the same number of days to complete missed assignments as the number of days they were absent. If there are extenuating circumstances, please communicate with the teacher.

GRADES/REPORT CARDS/ACADEMIC ASSEMBLIES

As students are completing more work digitally than on paper, many assignments will only be completed and accessed digitally. Should you desire to see paper copies of a specific assignment, please notify your student's teacher. Grades will be updated weekly in [OnCourse](#). Please check the school [calendar](#) throughout the year for academic assembly information.

CURRICULUM MATERIALS

Curriculum materials, such as the Guidebooks and Zearn, are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of these curriculum materials.

ELECTRONICS

Students will be provided with access to Chromebooks and other electronic devices throughout the school year. These items are the property of Princeton Elementary. If a student breaks or harms any school property, they will be required to pay to replace the damaged item.

LIBRARY BOOKS

Students will be allowed to check out library books on a weekly basis. Books must be returned in order to check out more books. Fees will be assessed on damaged or lost books.

CLUBS

We encourage students to join and participate in Princeton's clubs. These clubs provide excellent opportunities for students to improve and excel in various areas. Club membership also gives students the opportunity to be recognized and rewarded as they participate.

STUDENT OF THE MONTH

Every month, one student from each homeroom class will be recognized. They will receive a certificate and a treat. Pictures of these students will be displayed on the school's social media outlets.

STUDENT OF THE YEAR

The Student of the Year Awards Program is designed to recognize outstanding elementary, middle/junior high, and high school students. This program is an opportunity to recognize those students in 5th, 8th, and 12th grades who have demonstrated excellent academic achievement, leadership ability, and citizenship. The Students of the Year Awards Program is sponsored by the Louisiana State Superintendent through the State Department of Education and the State Board of Elementary and Secondary Education.

MEDICAL PROCEDURES

Keeping students healthy is a concerted effort between school personnel and parents. For the health, safety, and well-being of our students, it is essential each child has up-to-date emergency information on file in the school office. If there are any changes in the emergency names or telephone numbers during the school year, the school office should be notified immediately. The following are helpful guidelines given by the Bossier Parish School Nurses to consider when deciding whether your child should attend school:

- Fever is a sign of illness or infection. If your child has a temperature of 100.4 degrees or above, he/she should remain at home. Children must be free of fever for 24 hours without fever medication before returning to school.
- Vomiting and diarrhea are often contagious. Your child must be free of diarrhea and vomiting for 24 hours before returning to school.
- Head Lice: It is the policy of the Bossier Parish School Board to exclude from school any student suspected of having head lice until satisfactory treatment has been given. The student shall be readmitted to school after the parent or guardian states treatment has been administered. Lice can no longer be present. One excused day will be allowed for treatment of lice infestation; subsequent days may be deemed unexcused. If days absent are excessive, the Supervisor of Child Welfare and Attendance shall determine if excessive absenteeism is excused or unexcused.
- Chicken Pox: A child must be fever free and all of the chicken pox must be scabbed over with no blisters remaining.
- Rashes: A doctor should be consulted if a rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if the child is too uncomfortable (itching or pain). If it is necessary to consult a doctor, a letter is required when returning to school.
- Illness/Injuries: If a child becomes sick or is injured at school, parents will be contacted by the office. Minor cuts and bruises will be attended to by office personnel.
- Pink Eye: Symptoms include redness, itching, swelling, drainage, and excessive matter upon awakening in the morning. Do not send your child to school with these symptoms. Pink eye is contagious and must be treated with a medication prescribed by a doctor. Students may return to school after being on medication for 24 hours and if symptoms have disappeared.

- Ringworm is a fungal infection of the skin and may be spread from one child to another. Medical treatment is necessary 24 hours prior to a child returning to school.
- Life-Threatening Conditions: A life-threatening condition is "a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place". Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, diabetes, severe seizures, etc., are required to have a medication or treatment order and nursing plan in place. These forms can be obtained through the school nurse.

MEDICATION

Due to state laws regarding medication guidelines, only prescription medication, accompanied by a prescription from a doctor and completed medication forms will be administered during school hours. It is preferred, if possible, that all medication be given before and after school. The school must be informed of any possible reactions a medication may cause. For more information, please refer to the Medication section of the Bossier Parish Handbook. An adult must bring prescribed medication to the school office to observe and verify the count and receipt of the medications.

For the safety of all students, students are not allowed to have any medication on school grounds (this includes prescribed and over-the-counter medications).

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Princeton Elementary uses PBIS as a classroom management system. We work hard to adjust and change the way we approach student behavior and support the students who exhibit excellent behavior. The students earn points for displaying good behavior by being "Safe, Respectful, and Responsible." Students have the opportunity to spend their PBIS points for rewards. As part of PBIS, students will have the opportunity to receive extra support and interventions through the school counselor and other personnel. We look forward to helping all of our students become safe, respectful, and responsible citizens.

Classroom Managed Behaviors (Minor Infractions)

Classroom managed behaviors are minor infractions that do not significantly violate the rights of others and do not put others at risk or harm.

Minor Infractions	Definitions
Dress code violation	Failure to adhere to the parish and school dress code
Materials not brought to class	Failure to bring needed supplies to class
Homework not completed	Only counts as ONE infraction per day, not per subject
Disruption	Out of seat, off task, talking, making noises, throwing objects, tapping
Disrespect	Attitude, rolling eyes, smacking lips, defiance, and/or talking back
Dishonesty	Failure to tell the truth
Inappropriate language	Name calling, teasing, hand gestures, letters, and notes
Teasing	Minor physical contact or "making fun of" that is not serious in nature
Not following directions	Not following classroom procedures or teacher's instructions
Other	Going to unauthorized websites, changing settings on computers, writing on school property, etc.

Office Managed Referrals (Major Infractions)

Administration will determine the course of disciplinary action when a student is sent to the office with an office referral.

Major Infractions	Definitions
Treats an authority with disrespect	High-intensity disrespect including, but not limited to, profanity or obscenity directed at an authority figure
Makes an unfounded charge against authority	Student falsely accuses an authority figure of an infraction
Uses profanity and/or obscene language	High-intensity use of inappropriate language (verbal/gestures)
Is guilty of conduct or habits injurious to his/her associates	Deliberate action that causes intense harm
Uses or possesses tobacco or lighter	Use or possession of lighter, matches, cigarettes, cigars, chewing tobacco, snuff, e-cigarettes, etc.
Uses or possesses alcohol	Use or possession of alcohol
Cuts, defaces, or injures any part of public school buildings/vandalism	Actions resulting in substantial destruction, disfigurement or damage of property
Writes profanity and/or obscene language or draws obscene pictures	Written profanity, which may include pictures, of a severe nature
Bullying/cyberbullying/harassment	Physical contact or verbal harassment that is serious and repetitive in nature
Weapons	Possession of firearms, knives or other weapons
Throws objects liable to injure others	High intensity occurrence of throwing an object that could, or does, cause intense harm to a person
Instigates or participates in fights while under school supervision	Actions involving serious physical contact where injury may occur (hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Violates traffic and safety regulations	High-intensity violation of safety or traffic rules that could result in injury or major disruptions
Leaves school premises or classroom without permission	Deliberately leaving an authorized area
Is guilty of stealing	Possession of, having passed on, or being responsible for removing someone else's property

