

FORT NECESSITY JUNIOR HIGH



STUDENT HANDBOOK

2018 – 2019

FORT NECESSITY JUNIOR HIGH SCHOOL

PRINCIPAL'S MESSAGE

Fort Necessity Junior High School is a unique community school. It is important all stakeholders (students, parents, faculty, staff, administrators, and other FPSB employees) work in unity to restore the tradition of excellence established for decades by the community and alumni of this remarkable school. The faculty believes that the principle responsibility of our school is to educate our children. Students enrolled at Fort Necessity Junior High School are expected to maintain a standard of excellence in academics and behavior. Parent input and involvement are important and necessary for our school to be recognized as an effective educational institution. Please feel free to contact me if you need clarification of any policy in this handbook. Your questions and/or comments are welcome.

FORT NECESSITY JUNIOR HIGH SCHOOL

MISSION STATEMENT AND GOALS

We are dedicated to academic achievement for all students.

- GOALS:**
1. Motivate students at FNJH to improve academically in reading and math.
 2. Improve academic achievement of students at FNJH by providing more individualized instruction.
 3. Improve discipline/behavior of students at FNJH.
 4. Increase parental involvement at FNJH.

PRINCIPAL'S SCHEDULE

If you need to meet with the principal, you are encouraged to call ahead for an appointment (723-4793). 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 her schedule permits. PARENTS ARE ENCOURAGED TO VISIT THE SCHOOL AT ANY TIME.

ARRIVAL

The school day begins promptly at 7:40 a.m. **Students should not arrive on campus before 7:10 a.m. because adult supervision is not available prior to unloading of the first bus.** ALL STUDENTS who plan to eat breakfast at school must arrive no later than 7:30 in order to eat and have time to get to class without being tardy. Students arriving after 7:30 should eat breakfast at home so they will not be tardy for class and miss instruction. Students late for class (after 7:40) are required to "check in" at the office to receive an admit slip before going to the classroom. The hall doors will be locked after 7:40. The classroom teacher is responsible for documenting the attendance of all students by 7:40 and beginning instruction as soon as possible. If you need to conference with the teacher, please check with the office and schedule an appointment during her planning time.

MORNING DROP-OFFS

Students should not be dropped off before 7:10 every morning. This gives the buses time to unload because it poses a safety hazard when students are being dropped off as buses are leaving. Please drop students off in front of the office or in front of elementary building.

DISMISSAL

Students are expected to be off campus by 3:15 p.m. If you pick up your child before 2:51 they will miss academic materials being taught. Parents picking up children must go to the office to sign them out. The secretary will contact your child for you.

All children are expected to be picked up promptly after school is dismissed. If you are not here by the time buses arrive, your child will be put on the bus they are assigned to take them home. If you are going to be late, please make

arrangements for your child. When students are to use a different way of leaving school at dismissal time, either by car or bus, **the teacher and office must be notified in writing.** Changing a child's routine in the afternoon is discouraged because the child becomes confused about what he/she is supposed to do.

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.

* Early check-out: The number of minutes the student is checked out early will be recorded. After 60 minutes he/she will be counted as absent for 1 hour. 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.

TARDINESS

Parents are expected to ensure that their children arrive to school and class on time. Any student arriving after 7:40 a.m. will be considered tardy unless they have a doctor's or dentist's excuse. They are required to report to the office before going to the classroom. If your child is tardy as the result of extenuating circumstances an excuse may be granted by the principal.

1. In the event that 5 unexcused tardies occur, the parent/guardian will be contacted to encourage punctuality.
2. When 10 unexcused tardies occur, the principal or assistant principal will contact the parent/guardian encouraging punctuality.
3. After 15 unexcused tardies, further action may be taken.

BREAKFAST AND LUNCH

Nutritious breakfast and lunches are served daily. All students will be eating free this year. If a student chooses to bring his/her lunch, he may purchase milk or juice for \$.30 or bring a beverage in a thermos. No glass bottles or beverage will be allowed in the cafeteria.

Parents are welcome to eat in the cafeteria with their children. Please consult your child's teacher concerning the policy. All parents should sign in upon arrival at school in the office before going to the cafeteria. Adult prices for lunch are \$2.60.

CAFETERIA RULES

- * No glass bottles or beverage cans will be allowed in the cafeteria
- * Any carbonated drink must be brought in a thermos.
- * 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 student returns his/her tray.

VISITORS

ALL persons are to report to the office upon entering the building. Visitors may be granted special permission by the principal to visit students or teachers. Students from other schools, brothers, sisters, friends, and relatives are discouraged from visiting students during the regular school day. Visitors who use profane language will be asked to leave the campus immediately. Fort Necessity Junior High School is a smoke free campus. ALL VISITORS are required to follow this policy. **PROTECTING INSTRUCTIONAL TIME IS A PRIORITY AT FNJH!**

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 imperative that each parent leave an emergency telephone number 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 should not come to school and be free of fever before returning to school, in order not to expose others and to speed their recovery. A doctor or parent written excuse will be necessary for an absence to be an excused absence.

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

If your child needs to take medication at school, the appropriate forms must be completed at the school board office through the parish nurse.

SEARCH AND SEIZURE

Fort Necessity Junior High School reserves the right to inspect or search desks, students, and visitors at any time for health and safety reasons. School district administrators are authorized, under justifying circumstances, to require students or other persons under the administrator's jurisdiction to submit to a thorough search of their person and personal belongings including, but not limited to clothing, shoes, handbags, backpacks, and wallets to seize any unauthorized materials.

Any individual/student who refuses to comply or cooperate with these expectations will result in parent/guardian and local law enforcement contact, as well as possible placement at HGW and subject to other disciplinary action. If a more extensive search is required, it will be conducted by local law enforcement.

HOMEWORK

Homework will be given on an increasing basis as your child progresses through school. Parents may wish to set aside 20 - 45 minutes each evening. More than 45 minutes is not advised.

Parents and teachers should work together to see that homework is completed and returned to school. (Homework is not necessarily assigned in each subject every night.)

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

You can help your child 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. We want homework to be a help not a punishment.

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 the Internet.

BULLYING/CYBERBULLYING

Bullying shall be defined as when a student is exposed repeatedly and over time to negative actions on the part of one or more students. This could include unwelcome verbal, written, electronic, or physical conduct directed at a student by another student or students.

Cyber Bullying includes, but it not limited to, the following misuses of technology **during the school day:** harassing,

teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site postings.

Fort Necessity will not tolerate known acts of harassment or bullying occurring on the school property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities.

Complaints of harassment, bullying, or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliations shall occur as a result of the submission of a complaint.

Bullying/Cyber Bullying lessons will be taught the first week of school to educate students on this topic.

DRESS CODE UNIFORM POLICY

Students are not permitted to wear clothing that might cause a disruption of the educational process or that might send an inappropriate message to others. Good judgement should prevail on a student's part by not wearing clothing that:

- Calls a great deal of attention to student
- Displays obscene or suggestive words
- Promotes the use of alcohol, tobacco, or illegal drugs
- Constitutes a health or safety hazard.

The Franklin Parish School Board has adopted a uniform policy which is in effect for the 2017-2018 school years. 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.
2. Pants are to be uniform pants in khaki or navy blue. No cargo pants. Pants are not to be cut, torn, or written on. **No skin tight pants will be allowed. Just because they have a School Uniform tag does not make them appropriate to wear to school. It is up to the discretion of the principal and assistant principal to make a determination on the appropriateness of their attire. Skin tight clothes will not be allowed.**
3. Pants are to fit properly. No sagging, bagging, or showing of underwear.
4. Belts are to be worn at all times.
5. Navy or khaki uniform skirts are to be knee length.
6. 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 will be allowed.
7. Only FNJH pullover sweatshirts will be allowed.
8. Girls must be properly covered. Undershirts must not be low-cut, sports bras, or camisoles.
9. The Franklin Parish School Board expects all students in the parish to take personal pride in themselves by keeping their bodies and clothes clean and free from body odor. Students may be sent home for showers when deemed necessary.
10. Students should wear all conventional undergarments.
11. No caps/hats are to be worn inside school building. Bandanas are not accepted as "headbands" for female students.
12. Hair must be clean and neatly groomed. Dyed hair & braided/sewed-in hair must be a natural color; not purple, green, blue, purple, polka dotted, spotted, etc...
13. Hair may not hang down in student's eye(s).
14. Hair rollers, pin curls, scarves, bandanas, or any extreme hair styles will not be allowed. Girls will not be allowed to wear bandanas on their head.
15. Make-up must not be excessive. No face paintings.
16. Faces will be clean shaven.
17. Sideburns must not come below the bottom of the ear lobes and must not be excessively flared.
18. 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.

19. Footwear must be worn in school facilities and on school grounds at all times.
20. Students are not allowed to wear sunglasses at school.
21. Male students are prohibited from wearing earrings or straws of any kind.
22. Pants worn below the waist, sagging stride, or showing underwear are prohibited.
23. All students must have shirts tucked in, must have on a belt, and belt must be buckled at the waist.
24. No depression or holey pants are permitted.
25. Gang symbols and paraphernalia may not be worn.
26. Students may not wear pants leg(s) pulled or rolled up.
27. Knee length/Uniform Shorts may be worn by Pre-K through Eighth grade.
28. 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.
29. Shoestrings are to be worn in lace up shoes. They are to be laced and tied at all times.
30. Combs/brushes are not to be visible in the hair or pockets.
31. Tongue rings, eyebrow rings, nose rings or any visible piercings are prohibited. Girls may wear earrings in their ears.
32. Shirt length must allow for the raising of a student's arms over one's head with no bare skin visible around the midriff (back or front).

Blue Jean Day

1. On days designated as blue jean days, students may wear their jeans with a school uniform shirt or school spirit shirt.
2. Blue jeans must be solid colors.
3. Tights will not be allowed on blue jean day.
4. Students who wear dress inappropriately on blue jean day will have their blue jean privileges taken away for the rest of that semester.

Free Dress Day

1. No 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. Sleeveless shirts should have shoulder straps at least 3 inches wide.
2. No jogging pants, sweat pants, or wind pants. **No jeans with holes in them.**
3. Dresses are to be knee length. No sundresses.
4. No clothing with degrading, profane, offensive language, or advertising of alcohol, tobacco, or drugs.
5. Nothing sleeveless.
6. The showing of stomachs, backs, and underwear is strictly prohibited.
7. Students may wear their open-toed shoes on Free Dress Day.

*****Students improperly dressed will be sent home to change or assigned detention or in-school suspension.***

Penalties for Uniform Violations

- | | |
|--------------------------|---|
| 1 st Offense: | Warning |
| 2 nd Offense: | Student is assigned recess detention for 1 day |
| 3 rd Offense: | Student is assigned recess detention for 2 day |
| 4 th Offense: | Student is assigned recess detention for 3 days |
| 5 th Offense: | Student is assigned in-school suspension for 1 day |
| 6 th Offense: | Student is assigned in-school suspension for 2 days |
| 7 th Offense: | Student is assigned in-school suspension for 3 days |
| 8 th Offense: | Principal choice. |

BEHAVIOR CODE

The successful and effective operation of any organization requires that certain structures, procedures, and rules are in place. Fort Necessity Junior High is no exception. It's necessary that students and parents become familiar with the major rules at the school. A claim that one did not know that something was against the rules is not a valid excuse.

The following rules have been established for the safety of all the children.

1. Students are expected to respect school officials, self, 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. Fighting at school, going to or from school (on the bus or walking home) will be dealt with by the teacher or principal. **FIGHTING ANYTIME IS CONSIDERED A SEVERE DISRUPTION AND WILL BE DEALT WITH ACCORDINGLY.**
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 and toys are not to be brought to school unless approved by the teacher.
6. Profanity and vulgarity **WILL NOT** be tolerated. This is considered a severe disruption and will be dealt with accordingly.
7. Any other behavior not listed which is considered by the principal to be unacceptable and not in the best interest of Fort Necessity Junior High School **WILL NOT** be allowed.

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

8. Students are not allowed to bring cell phones, iPhones, MP3 players, or any other electronic devices to school. If a student brings their phones/electronic device, school is not responsible if phone is stolen or broken.

Consequences for bringing electronic devices to school:

- | | |
|--------------------------|---|
| 1 st Offense: | Device is confiscated and can only be picked up by a parent after signing parent release/notification form <u>no sooner than the next day.</u> |
| 2 nd Offense: | Device is confiscated and student is subject to 1 day in-school suspension. Parent may pick up the phone after signing parent release /notification form. |
| 3 rd Offense: | Device is confiscated and student is subject to 2 days in-school suspension. Parent may pick up the phone after signing parent release /notification form. |
| 4 th Offense: | Device is confiscated and student is subject to 3 days in-school suspension. Parent may pick up the phone after signing parent release /notification form. |
| 5 th Offense: | Device is confiscated and student may be sent to Horace G. White for a period of time. Parent may pick up the phone after signing parent release/notification form. |

In School Suspension Procedures

1. All students are checked with a wand before entering ISS to check for cell phones.
2. All backpacks and purses are left in the front of the room when students enter.
3. Students will have paper and pencil in cubicle (**nothing else**).
4. 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.
5. Student will complete work sent by teachers. When finished with classwork the students will do Leap work or copy the Thesaurus the remainder of the day.

ISS Rules:

1. No talking. **All** communication will be by writing. **No sounds.**
2. Stay in desk at all times.
3. No sleeping, No head on desk.
4. Students must work at all times.
5. Bathroom Break 1 will be at 9:45 and Break 2 will be at 2:00. NO others will be allowed.
6. Lunch is in the ISS Room at 1:00.
7. No writing on desks or cubicles.
8. No gum, food, or drink of any kind.
9. 3 Strike Policy: **3 violations of Rules/Procedure and student will be sent to office.**

CLASSROOM BEHAVIOR

Students should obey rules 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

PARENT MESSAGES TO CHILDREN

Many phone messages are received from parents for their children during school hours. This creates some confusion and classroom disruptions when messages are delivered during the instructional day. To avoid this, parents are encouraged to send notes to their child's teacher. **Parents are asked to call the school only in the case of emergency.**

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 enroute to or from school.

FORT NECESSITY JUNIOR HIGH SCHOOL 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:
 - a. disrupts normal classroom activities
 - b. is disrespectful to a teacher
 - c. willfully disobeys a teacher

- d. uses abusive or foul language
- e. interferes with the orderly education process
- f. poses a threat to safety of pupils
- g. violates school dress code

II. Consequences when sent to office:

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

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

III. Any violations of the following, depending on the severity, could result in paddling, in-school suspension, or placement at Horace G. White Learning Center:

- a. fighting
- b. profanity or vulgar behavior
- c. disrespect/disobedience to faculty or staff
- d. violation of dress code
- e. destruction of property
- f. committing an immoral or vicious act
- g. possession of tobacco, drugs, or alcohol
- h. possession of a weapon
- i. striking a teacher

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.

*Students will not use the trees for swinging or climbing.

RECESS

Recess is a privilege, not a right. Failure to obey rules will result in removal of this privilege.

RESTROOM POLICY

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.

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 or parent desires to see the principal, please tell the secretary, and the secretary will ask the 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. Pupils 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. Any student caught using the telephone without permission is subject to paddling and/or in-school suspension.

JANITORIAL WORKROOM

The janitorial workroom is off limits to all students. All students must have permission from a responsible person before entering the workroom.

GRADING AND REPORTING

The grading scale for students attending Fort Necessity Junior High School is as follows:

Satisfactory ----- S
Needs Improvement ----- N
Unsatisfactory ----- U

<u>Percent</u>	<u>Converted Letter Grade</u>
100 - 93	A
92 - 85	B
84 - 75	C
74 - 67	D
66 and below	F

AWARDS

Progress Reports will be sent home the third week of each six weeks. Report Cards will be sent home on a six-week schedule. Students will be recognized school wide for honor roll and Perfect Attendance.

Honor Roll - A student is recognized as being on the honor roll if he/she earns a “B” average on his/her report card.
AR Awards- A student who reads and earns their set AR points will be eligible to attend AR parties that will be held twice a year. Students with most points in each grade will be recognized with awards at the end of the year.

TEXTBOOKS

Textbooks are the property of the parish and are only loaned to the student for a period of time. The student shall account for loss of or unnecessary abuse to a book. Textbooks should be returned to school each day in order to avoid loss.

SEX DISCRIMINATION

The Franklin Parish School System does not condone discrimination on the basis of sex 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.

FIELD TRIPS

Field trips are considered extensions of learning presented in the classrooms. It is up to the discretion of the teacher 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. Parents who would like to chaperone field trips should let their child's homeroom teacher know. Parents will be invited by the classroom teacher to chaperone trips.

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. Individual birthday parties need to be approved by the classroom teacher

PARENT - TEACHER CONFERENCES

We urge you to become acquainted with the teachers and administrative staff. If you cannot attend the regular conferences held in the fall, you may make appointments during the teachers planning time, or after school hours. We ask that you do not take the teacher away from her students for conferences in the morning before class or during her/his regular classroom duties. Call the school in advance to schedule conferences. Please contact your child's teacher before contacting the principal in order to keep open communication

Dear Parent or Guardian:

Welcome to a new school year at Fort Necessity Junior High. We are looking forward to a wonderful year filled with many learning experiences for our students. We know when our students, parents, and teachers work together that great things are possible.

The enclosed policies were designed to inform you of the regulations and policies that are in place in our school. Please take time to carefully read the documents. If you have any questions, please contact me for clarification.

Sincerely,
Chris Roberts, Principal

INFORMATION AND PROCEDURES FOR REQUESTING STUDENT EDUCATION RECORDS

The Franklin Parish School Board maintains high standards in records management and follows procedures set by the *Family Educational Rights and Privacy Act (FERPA)* and applicable Louisiana laws protecting the rights of parents/guardians/eligible students regarding an individual student's education records. Procedures have been established to facilitate prompt access to student records by parents/guardians and students of majority age (eligible students) and to ensure compliance with federal and state laws and regulations governing personally identifiable student records.

School Board policy regarding the confidentiality of student records may be found on the School Board's website.

2018 – 2019

FRANKLIN PARISH SCHOOL BOARD

STUDENT CODE OF CONDUCT

STUDENT CONDUCT

The Franklin Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

STUDENT CODE OF CONDUCT

While the School Board cannot reasonably be expected to develop a *Student Code of Conduct* in such detail as to anticipate every type of misconduct that could possibly occur, the Board shall develop and maintain a *Student Code of Conduct*, which shall enumerate the necessary discipline action to be taken against any student who violates the *Code of Conduct*. It shall be in compliance with all existing policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

Prior to the beginning of each school year, all schools of the Franklin Parish School District shall provide each student, and his/her parent, tutor, or legal guardian with a *Student Handbook* or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the *Student Code of Conduct* or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, corporal punishment, in-school suspension, suspension from school, assignment to an alternative school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or School Board policy.

New policy: November, 2012

Ref: La. Rev. Stat. Ann. ' ' 17:223, 17:235.2, 17:416, 17:416.1, 17:416.8, 17:416.12, 17:416.13, 17:416.20.

Board Approved – January 14, 2014, Ord. 2014-01-0008
FPSB approved 8.1.16

FPSB approved 6.1.15

STUDENT ATTENDANCE
(All Schools Grades K-12)

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of **30,060** minutes (equivalent to 83.5 six hour school days) per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken.

Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

GRADES K-12

SCHOOL PRINCIPALS MAY USE AT THEIR OWN DISCRETION, any of the items under the Student Code of Conduct they feel appropriate. The *Student Code of Conduct* includes but is not limited to the following disposition.

- A. Suspension unless a danger to self or others (Temporary out-of-school suspension if immediate danger to self or others.
- B. Assignment to Horace G. White, Sr. Learning Center
- C. Referral to Office of Child Welfare and Attendance.
- D. Referral to counseling (or educational program)
- E. Require an administrative conference with the parent or guardian. Include the teacher in the conference upon the teacher's request
- F. Referral to School Building Level Committee
- G. Referral to Pupil Appraisal for support service, if appropriate; and
- H. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee pursuant to Law and Board policy, which includes corporal punishment.
- I. You are to use your ISS teacher/room instead of HGW if possible. There will be five (5) day minimum assignment to HGW. No student 4th grade or under is to be assigned to HGW unless severe incidence required by law. You are to use your ISS teacher/room for students less than five (5) days.

GRADES K-12

A student found in violation of the *Student Code of Conduct* shall be disciplined according to the disposition set forth for that offense. SCHOOL PRINCIPALS MAY USE THEIR DISCRETION in any violation of the rules.

The *Student Code of Conduct* includes but is not limited to the following offenses:

Incident Code	Offense	Disposition 1st	Disposition 2nd	Disposition 3rd	Disposition 4th	Disposition 5th
1	Willful disobedience	Warning	Notify parents Counseling by teacher/administrator 1 day suspension	Notify parents 3 days suspension	Counseling 5 days suspension	9 days suspension Recommended expulsion
2	Treats an authority with disrespect	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension	Notify parents Counseling 9 days suspension Recommended expulsion	
2a	Treats an authority with disrespect on school bus	Notify parents Counseling 3 days suspension from school bus	Notify parents Counseling 5 days suspension from school bus	Notify parents Counseling 9 days suspension from school bus	Notify parents Counseling Removal from school bus at principal's discretion	
3	Make an unfounded Charge against authority	Notify parents Warning, counseling by teacher or administrator	Notify parents Counseling by teacher or administrator 2 days suspension	Notify parents Counseling by teacher or administrator Mandatory parent conference 3 days suspension	Notify parents 5 days suspension	9 days suspension Recommended expulsion
4	Vulgarity, profanity toward faculty, school personnel or school official	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension	Notify parents 9 days suspension with recommended expulsion		
5	Is guilty of immoral or vicious practices	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension	Notify parents Counseling 9 days suspension Recommended expulsion	
6	Is guilty of conduct or habits injurious to his/her associates	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension	Notify parents Counseling 9 days suspension Recommended expulsion	
7 (a)	Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form (ZERO TOLERANCE)	Notify parents Counseling 9 days suspension and recommended expulsion Refer to law enforcement				
7 (b)	Possession of illegal drugs with intent to distribute (ZERO TOLERANCE)	Notify parents Counseling suspension and recommended expulsion Refer to law enforcement				
7 (c)	Distribute, sell, or dispense controlled dangerous substance to anyone while on school premises or school bus (ZERO TOLERANCE)	Notify parents Counseling suspension and recommended expulsion Refer to law enforcement				
7 (d)	Possession of drug paraphernalia (ZERO TOLERANCE)	Notify parents Counseling suspension and recommended expulsion Refer to law enforcement				
8	Uses or possesses tobacco or lighter	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension Recommended expulsion		

Incident Code	Offense	Disposition 1st	Disposition 2nd	Disposition 3rd	Disposition 4th	Disposition 5th
9	Uses or possesses alcoholic beverages	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension with recommended expulsion			
10	Disturbs the school or habitually violates any rule	Notify parents Counseling 2 days suspension	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension Recommended expulsion	
11	Cuts, defaces, or injures any part of public school buildings/vandalism	Notify parents Counseling 5 days suspension Restitution before re-entering school Notify law enforcement	Notify parents Counseling 9 days suspension Restitution before re-entering school Notify law enforcement	9 days suspension Recommended expulsion		
12	Writes or uses profane or obscene language or draws obscene pictures	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension	Notify parents 9 days suspension Recommended expulsion	
13	Possesses weapon(s) as defined in Section 921 of Title 18 of the US Code (ZERO TOLERANCE) Note: use of 13 requires additional submission of the weapon type code	Notify parents Counseling 9 days suspension and recommended expulsion Refer to law enforcement				
14	Possesses firearms (not prohibited by federal law), knives or other implements, which can be used as weapons, the careless use of which might inflict harm or injury (ZERO TOLERANCE) Note: Excludes pocket knives with a blade of less than 2 inches. Refer to code 31 for blades 2 inches or smaller	Notify parents Counseling 9 days suspension and recommended expulsion Refer to law enforcement				
15	Throws missiles liable to injure	Notify parents warning Counseling 2 days suspension	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	9 days suspension Recommended expulsion	
16	Instigates or participates in fights while under school supervision	Notify parents Counseling 3 days suspension Parent conference	Notify parents Counseling 5 days suspension administrative conference	Notify parents Counseling 9 days suspension	9 days suspension Recommended expulsion	
16 (b)	Instigates or participates in fights while on school bus	Notify parents Counseling 3 days suspension From school bus	Notify parents Counseling 5 days suspension From school bus	Notify parents Counseling 9 days suspension From school bus	10 days suspension Recommended removal from school bus	
17	Violates traffic and safety regulations	Notify parents warning Counseling 3 days suspension	Notify parents warning Counseling 5 days suspension	Notify parents warning Counseling 9 days suspension	9 days suspension Recommended expulsion	
18	Leaves school premises (includes school bus) without permission	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension	9 days suspension Recommended expulsion	

Incident Code	Offense	Disposition 1st	Disposition 2nd	Disposition 3rd	Disposition 4th	Disposition 5th
18 (a)	Leaves classroom without permission	Notify parents warning Counseling	Notify parents Counseling 1 days suspension	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	
18 (b)	Loitering and/or sitting in parked cars—owner or participant	Notify parents Counseling	Notify parents Counseling 5 days loss of privileges for driving and/or riding automobile on school premises	Notify parents Counseling Loss of driving/riding automobile on school premises for the year		
19	Is habitually tardy and/or absent from school	warning Counseling Verbal/written notification to parents.	warning Counseling Verbal/written notification to parents. Referral to Supervisor of CWA	warning Counseling Verbal/written notification to parents. Referral to Supervisor of CWA	warning Counseling Verbal/written notification to parents. Referral to Supervisor of CWA	Written notification to parents. Referral to District Attorney's office
20	Is guilty of stealing	Notify parents Counseling 3 days suspension	Notify parents Counseling 9 days suspension	Notify parents 9 days suspension Recommended expulsion		
21	Commits any other serious offense including, but not limited to:	To be determined by the school administrator				
21 (a)	Violation of FPSB Internet Policy for access and use of internet and/or electronic resources available	Notify parents Lose use of computers on campus	Notify parents 3 days suspension Loss of computer privileges for 3 weeks	Notify parents 9 days suspension Loss of computer privileges for 6 weeks	Notify parents Loss of computer privileges for the rest of the school year with 9 days suspension recommended expulsion	
21 (b)	Promoting gang membership and/or activities	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension	Notify parents 9 days suspension Recommended expulsion	
21 (c)	Molesting students (any hands on infraction or physical contact)	Notify parents Counseling 5 days suspension or expulsion	Notify parents Counseling 9 days suspension or expulsion	Notify parents Counseling 9 days suspension Recommended expulsion		
21 (d)	Indecent behavior	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension or expulsion	9 days suspension Recommended expulsion	
21 (e)	Intimacy between students	Notify parents 9 days suspension and recommended expulsion				
21 (f)	Extortion	Notify parents Counseling 3 days suspension	Notify parents Counseling 9 days suspension or expulsion	9 days suspension Recommended expulsion		
21 (g)	Disrupting or conspiring to disrupt normal operation or school sponsored activities (Ex: bomb threat)	Notify parents 9 days suspension and recommended expulsion Refer to law enforcement				
21 (h)	Inciting a riot	Notify parents Counseling 9 days suspension and recommended expulsion Refer to law enforcement				
21 (i)	Participating in a riot	Notify parents 9 days suspension	Notify parents 9 days suspension Recommended expulsion			

Incident Code	Offense	Disposition 1st	Disposition 2nd	Disposition 3rd	Disposition 4th	Disposition 5th
21 (j)	Boarding bus at incorrect stop	Notify parents Counseling Warning	Notify parents Counseling 1 day suspension	Notify parents Counseling 2 days suspension	Notify parents Counseling 5 days suspension	9 days suspension
21 (k)	Defacing bus or destroying property	Notify parents Counseling 5 days suspension Restitution before re-entering school Notify law enforcement	Notify parents Counseling 9 days suspension Restitution before re-entering school Notify law enforcement	9 days suspension Recommended expulsion		
21 (l)	Eating, drinking, chewing gum in room without teacher's permission	Verbal warning Counseling Notify parents	Counseling Notify parents 1 day suspension	Counseling Notify parents 2 day suspension	Counseling Notify parents 5 days suspension	9 days suspension
21 (m)	Cutting class	Notify parents Counseling School suspension	Notify parents Counseling 2 days suspension	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	9 days suspension
21 (n)	Students threatening students (killing, remarks, verbal, written or implied) (ZERO TOLERANCE)	Notify parents Assessment/ Counseling 9 days suspension Recommended expulsion Refer to law enforcement				
21 (o)	Student threatening faculty school personnel or school official (verbal, written, or implied) (ZERO TOLERANCE)	Notify parents Assessment/ Counseling 9 days suspension Recommended expulsion Refer to law enforcement				
21 (p)	Gambling	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	9 days suspension Recommended expulsion		
21 (q)	Possession or use of fireworks	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	9 days suspension Recommended expulsion		
21 (r)	Beepers, pagers, cellular phones, walkie talkies or other communication devices shall not be on, visible on in use students will not be assigned to HGW until 4 th offense.	Notify parents Counseling Confiscation until next school day Parents must pick up device	Notify parents Counseling Confiscation until next school day Parents must pick up device 3 days suspension	Notify parents Counseling Confiscation until next school day Parents must pick up device 5 days suspension	Notify parents 9 days suspension with recommended expulsion	
21 (s)	Refusing to sit in assigned seat	Counseling Verbal warning	Notify parents Counseling 1 day suspension	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension and recommended expulsion
21 (t)	Treats students with disrespect	Notify parents Counseling Verbal warning	Notify parents Counseling 1 day suspension	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension and recommended expulsion
21 (u)	Public display of affection (Ex: kissing)	Notify parents Counseling Verbal warning	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension recommended expulsion	
21 (v)	Intimidation					
21 (v)(1)	Sexual harassment (student to student)	Notify parents Review of sexual harassment, bullying, cyber bullying policy Dating violence <u>Written</u> warning	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension and recommended expulsion	

Incident Code	Offense	Disposition 1st	Disposition 2nd	Disposition 3rd	Disposition 4th	Disposition 5th
21 (v)(1) (a)	Student to teacher	Notify parents Review of sexual harassment, bullying, cyber bullying policy Dating violence <u>Written</u> warning	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension and recommended expulsion	
21 (v)(2)	Bullying	Notify parents Review of sexual harassment, bullying, cyber bullying policy Dating violence <u>Written</u> warning	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension and recommended expulsion	
21 (v)(3)	Cyber bullying	Notify parents Review of sexual harassment, bullying, cyber bullying policy Dating violence <u>Written</u> warning	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension and recommended expulsion	
21 (w)	Not having proper materials and supplies/equip. (Ex: shorts in P.E., etc) needed for participation	Notify parents Counseling Warning	Notify parents Counseling 1 day suspension	Notify parents Counseling 3 days suspension		
21 (x)	Not participating in class	Notify parents Counseling Verbal warning	Notify parents Counseling Parent conference	Notify parents Counseling 3 days suspension and completion of missed assignments	Notify parents 5 days suspension and completion of missed assignments	
21 (y)	Dishonesty					
21 (y)(1)	Forging signatures or grades	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension	Recommended expulsion	
21 (y)(2)	Cheating	Notify parents Counseling Student receives "0" on test/assignment	Notify parents Counseling Student receives "0" on test/assignment 2 days suspension	Notify parents Counseling Student receives "0" on test/assignment 3 days suspension	Notify parents Counseling Student receives "0" on test/assignment 5 days suspension	9 days suspension Recommended expulsion
21 (z)	Horse playing	Notify parents Counseling	Notify parents 1 day suspension	Notify parents 2 days suspension	Notify parents 5 days suspension	
22	Murder (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				
23	Assault and/or battery (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				
24	Rape and/or sexual battery (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				
25	Kidnapping (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				

Incident Code	Offense	Disposition 1st	Disposition 2nd	Disposition 3rd	Disposition 4th	Disposition 5th
26	Arson (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				
27	Criminal damage (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				
28	Burglary (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				
29	Misappropriation with violence to the person (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				
30	Illegal carrying and discharge of weapons (Ex: guns tasers, etc.) (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				
31	Possesses pocket knife with a blade length of less than 2 inches. Note: includes box cutters with a blade of less than 2 inches. Note: Refer to code 14 for blades greater than 2 inches (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				
32	Serious bodily injury (ZERO TOLERANCE)	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion				
33	Use of medication in a manner other than prescribed or authorized	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension Notify law enforcement			
34	Possession of inappropriate objects or materials					
34 (a)	Body armor	Notify parents Counseling Notify law enforcement 5 days suspension	Notify parents and law enforcement Counseling 9 days suspension with recommended expulsion			
34 (b)	Possession and/or distribution of pornographic materials	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents Counseling 9 days suspension	Notify parents 9 days suspension With recommended expulsion	

CORPORAL PUNISHMENT

Corporal punishment may be used in accordance with state law.

ZERO TOLERANCE VIOLENCE PREVENTION PROGRAM PROVISIONS

Fighting is disruptive to the school climate and causes students to feel physically and psychologically threatened. Studies show that the majority of students who bring weapons to school do so to defend themselves. School administrators believe students who feel safe are less likely to bring weapons to school. Guns, knives, and other weapons are clearly hazards to a safe learning environment and the possibility that such items will be brought to school must be significantly reduced.

Any fight that occurs shall promptly be reported to the principal's office by any employee who witnesses the fight. Once the report is received:

1. The principal or his/her designee shall investigate all circumstances. Once fault has been determined, the principal or his/her designee may call the law enforcement agency. The principal may call law enforcement before fault is determined, if deemed necessary. The law enforcement agency shall be called if students do not respond to the school personnel's instructions to cease fighting. A behavior report shall be sent to parents.
2. Results of the investigation, reports, statements of witness, etc. may/shall be given to the District Attorney for his/her consideration of institution of charges, community service, and referral to judge, informal adjustment agreement, or other options.
3. The parents shall be required to have a conference with the principal or his/her designee before the student will be allowed to return to school.

LAW ENFORCEMENT RESPONSIBILITIES

Once called, law enforcement officials shall:

1. Remove the students determined to be involved from the campus and call parents.
2. Charges will be filed with the District Attorney.

SUSPENSION

Each of the student aggressors involved also will be suspended and/or expelled from school. The suspension or expulsion is appealable according to established School board policies already in effect. (Law enforcement procedures are not subject to appeal through the School Board).

DRESS CODE

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

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

SCHOOL UNIFORMS

1. Navy blue, red or white three (3) button polo shirt for all schools. Shirts must be tucked in.
2. Long or short sleeve undershirts in the parish colors; must be a solid color, with no lettering or numbers
3. Navy blue or khaki uniform pants.
 - a. Must wear belts if they have belt loops on pants
 - b. No capris
 - c. No bell bottoms, cargo pants, or hip huggers
4. Principals may approve special t-shirts for special occasion or to be worn daily.
5. Pre-K through 8th grade may wear uniform shorts, skirts or uniform capris, navy blue or khaki. Pre-K may wear uniform shorts or skirts with elastic waist.
6. Length of uniform skirts, jumpers, dresses, and shorts shall be no shorter than 2 ½ inches above the knee. (The width of a dollar bill)
7. Leather shoes or tennis shoes may be worn for all grades.
 - a. No open toe shoes (thong, sandals, etc.)
 - b. Open heeled shoes allowed
 - c. Shoes must be tied or snapped as intended by design
 - d. Shoes must be a matched pair
8. Belts must be worn and should only be one size larger than needed.
9. Jackets that button or zip down the front may be worn. Jackets may have a hood. No trench coats, dusters, or pullovers.
10. Socks, stockings/pantyhose, and tights may be worn in the colors of navy, khaki, white, or flesh tone/black (stocking/pantyhose).
11. Pre-K through 12th grade may wear knit caps and jackets with a hood on campus, **not to be worn in the school building.**

GROOMING

1. Hair must be clean and neatly groomed. Makeup must not be excessive.
2. Faces will be clean-shaven. Neat, trimmed mustaches are acceptable.

3. Sideburns must not come below the bottom of the ear lobes and must not be excessively flared.
4. Hair rollers, pin curls, or extreme hair styles are inappropriate and will not be allowed.
5. No sunglasses may be worn unless under doctor's orders.
6. Boys are prohibited from wearing any kind of earrings to school.
7. Pants worn below the waist, sagging and showing the underwear, are prohibited.
8. Body piercing is prohibited, except that a girl may wear earrings (limited to 2). Nose rings/studs, tongue rings/studs, cheek rings/studs or eye rings/studs are not permitted.
9. Tinting of hair is limited to natural shades only (blond, black, brunette or auburn).
10. Inappropriate words or pictures **will not** be displayed on any article of clothing and/or backpacks.

DISCIPLINE

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

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

Third Offense: Student shall be given a one (1) day suspension.

Fourth Offense: Student shall be given a two (2) suspension

Fifth Offense: Student shall be given a three (3) suspension.

Sixth 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.

NOTICE: Students assigned to Horace G. White Learning Center must have navy blue, red or white three (3) button polo shirt. Shirts **must** be tucked in.

ACT 248

PROHIBITS SUSPENSION OR EXPULSION OF STUDENTS IN PRE-KINDERGARTEN THROUGH GRADE FIVE FOR SCHOOL UNIFORM VIOLATIONS.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

No student shall have in his/her possession any personal electronic device, including any mobile telephone services device (cell phones, Blackberries, camera phones), any other electronic telecommunication device, or other electronic devices, including but not limited to cameras, video tape recorder, audio recorder, digital recorder of any kind, iPods, tape players, CD players, video games, MP3 players, Palm Pilots, and their contents, while in any elementary or secondary school building, or on the grounds thereof, or in any school bus used to transport public school students to and from school.

Devices discovered in the possession of students shall be confiscated. Refusal to relinquish a device constitutes willful disobedience and shall be handled accordingly. The school shall not be responsible for confiscated items if not picked up by parent within ten (10) days of the last day of school. The School Board shall not be responsible for any electronic devices, including cell phones, lost or damaged while on School Board property.

A properly authorized medical device worn by a student shall not be considered to be in violation of this policy.

In the event of an emergency, any person may use any electronic device available. Emergency is defined as an actual or imminent threat to public health or safety which may result in loss of life, injury or property damaged.

Reference incident code 21 (r).

Ref: La. Rev. Stat. Ann. §§ 17:239, 17:416, 17:416.1
Franklin Parish School Board approved June 1, 2015

Bullying

A. **Definition of Bullying**

1. Bullying is defined as a pattern of one or more of the following behaviors:
 - a. gestures, including but not limited to obscene gestures and making faces;
 - b. written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
 - c. physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; and
 - d. repeatedly and purposefully shunning or excluding for activities.
2. Behavior defined as bullying is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. Bullying must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Dating Violence

A. **Definition of Dating Violence**

Dating violence is type of intimate partner violence. It occurs between two people in a close relationship. The nature of dating violence can be physical, emotional or sexual.

- Physical — This occurs when a partner is pinched, hit, shoved, slapped, punched, or kicked.
- Emotional — This means threatening a partner or harming his or her sense of self-worth. Examples include name calling, shaming, bullying, embarrassing on purpose, or keeping him/her away from friends and family.
- Sexual — This is forcing a partner to engage in a sex act when he or she does not or cannot consent. This can be physical or nonphysical, like threatening to spread rumors if a partner refuses to have sex.

B. **Warning Signs:**

- Problems with school attendance, particularly if this is a new problem
- Lack of interest in any form of extracurricular activities
- Sudden request for change in schedule
- Unexplained changes in behavior, grades, or quality of schoolwork
- Noticeable change in weight, demeanor, or physical appearance
- Isolation from former friends
- Little social contact with anyone but the dating partner
- Unexplained bruises or injuries
- Making excuses or apologizing for the dating partner's inappropriate behavior
- New disciplinary problems at school, such as bullying other students or acting out
- Name-calling or belittling form a dating partner

C. **Reporting:**

- All employees that suspect dating violence shall report the incident to the Principal or designee
- The Principal or designee may provide counseling for the student and notify law enforcement. The parents or guardians shall be notified of any incidents of dating violence

Franklin Parish School Board

Acceptable Use Policy and Internet Safety Agreement

2018-2019

Statement of Purpose

Franklin Parish School Board is pleased to offer our employees and students access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. This policy applies to all persons who gain access with any device, whether personal or district provided, to the school network.

Terms of Agreement

This policy applies to all persons using the Franklin Parish School Board network, accessing the Internet, or using a Franklin Parish School Board computer system. In order for a student/minor to be allowed access to a school computer system, computer network, and the Internet, parents must sign and return the attached consent form by September 1, 2018. For the purpose of this policy a minor is defined as an individual who has not attained the age of 17 years.

Acceptable Uses

The District is providing access to its school computer systems, computer networks, and the Internet for **educational purposes only**. The board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

- a) All users must abide by rules of Network etiquette – Netiquette, including the following:
 - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Personal attacks are an unacceptable use of the network. If a user is the victim of a harsh, critical, or abusive statement, the user should bring the incident to the attention of the immediate supervisor or technology coordinator. It is better not to respond to these types of attacks.
 - Avoid language and/or graphic representations which may be offensive to other users. Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- b) Teachers may NOT allow individual students to use personal email, electronic chat rooms, instant messaging, social networking sites (I. E. Facebook and Twitter) and other forms of direct electronic communications. Webmail is **NOT** permitted on any computer located in the classroom or used by students except for school-provided student accounts that are educationally sound and safe that functions similar to that which is provided by services such as Google Apps for Education email. The teacher will use due diligence to monitor and insure the safety/security of minors when using such approved communication, such as, Google Apps for Education email, chat rooms, or other direct electronic communications.
- c) No personal addresses, personal phone numbers, or last names of minors will be permitted to be given out on the Internet or for any type of student account. No identifiable photographs will be allowed to be published on the Internet without appropriate written consent. Concerning a student/minor, appropriate written consent means a signature by a parent or legal guardian of the student.
- d) A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom, and teachers are responsible for and must be aware of where his/her student goes on the Internet. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.
- e) Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communications should notify their teacher or other adult faculty member.
- f) **Student Photos/Student Work.** Publishing student pictures and work on websites promotes learning and collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students/minors may be included on the website without identifying captions or names. Parents/guardians must indicate their written consent to publish their child's photo or school work on any school-related website **BEFORE** the item is

published to the web. Please note that under no circumstances will K-12 student photos or work be identified with first and last name on a Franklin Parish website, including the district, school, or teacher website.

Privacy. Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

Copyright. All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

Network Access. Access to the school network is a privilege, not a right. Every school in the district relies on the district network; therefore, preserving the integrity of that network must come first. The use of personal wireless access points or routers is restricted, as their use causes network instability. The district technology department **must** be notified **before** connecting any device to the school network to prevent network problems.

Websites. It is the policy of the Franklin Parish School Board that all district, school, classroom or other school related websites be updated and maintained by a faculty or staff member of the Franklin Parish School Board. Under no circumstance should a student/minor be allowed to post information on a district, school, classroom website or other school related websites without final approval from the site administrator.

Failure to Follow Acceptable Use Policy

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions. Listed below are examples of unacceptable uses of the network.

- a) Uses that cause harm to others or damage to their property are prohibited. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- b) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet are prohibited. For example, do not disclose or share your password with others; do not impersonate another user.
- c) Uses that are commercial transactions are not allowed. Students may not use the SCS or school network to sell or buy anything over the Internet. You should not give others private information about yourself or others.
- d) Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
- e) The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
- f) Threatening, profane, harassing, or abusive language shall be forbidden.
- g) Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- h) No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
- i) Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
- j) Accessing pornographic or obscene materials or using or sending profanity in messages is forbidden.
- k) Any subscription to list serves, bulletin boards, or online services shall be approved by the superintendent or his designee prior to any such usage.
- l) The use of anonymous proxies or any site that allows the user to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Internet Safety

- Parents and Users: Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

- **Personal Safety:** In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone “met” on the Internet.
- **Confidentiality of Student Information:** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- **Active Restriction Measures:** The District will utilize filtering software or other technologies to prevent all users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The filter can be disabled for adults engaged in bona fide research or for other lawful purposes. The use of anonymous proxies or any site that allows the user to get around the content filter is strictly prohibited and will be considered a violation of this policy. All teachers will use due diligence to monitor minors while on the Internet, and faculty and staff will encourage students to be safe online.
- All minors should be educated each year about appropriate online behavior, including cyberbullying, awareness and response, and interacting with other individuals on social networking sites and in chat rooms.

Use of New Web Tools

Online communication is critical to our students’ learning of 21st Century Skills. Tools, such as blogging and podcasting, offer authentic, real-world vehicles for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogs, student protected e-mails, podcasts, or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other Web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. This includes, but is not limited to, profanity and racist, sexist or discriminatory remarks.
- Teachers must monitor all communication on blogs, podcasts, or other Web 2.0 tools that are used in the classroom.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including addresses or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and, therefore, must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use their blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow district blogging guidelines. Comments made on blogs should be monitored and - if they are inappropriate – deleted.
- Never create a link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using Web 2.0 tools agree to not share their user name or password with anyone besides their teachers and parents and to treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Teacher Responsibilities

- Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum
- Inform all students of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group
- Use networked resources in support of educational goals
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy
- Provide alternate activities for students who do not have permission to use the internet
- Comply with CIPA by educating minors about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Use due diligence to monitor minors while on the Internet, and faculty and staff will encourage students to be safe online.

Principal Responsibilities

- Include Acceptable Use Policy in student handbook
- Be sure handbooks are distributed to all students
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy
- Keep permission forms on file for one year
- Identify students who do not have permission to use the internet to the teaching staff
- Comply with CIPA by educating all faculty and staff about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Insure that teachers are educating students about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Insure that all teachers will use due diligence to monitor minors while on the Internet and when using services such as Google Apps for Education email, and insure that faculty and staff will encourage students to be safe online.

District Responsibilities

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Have Acceptable Use Policy approved by the board and reviewed yearly.
- Monitor network use and filtering for inappropriate activities by users according to the district Internet Monitoring Policy.

PLEASE SIGN IN THE APPROPRIATE SIGNATURE
BLANKS ON THE FOLLOWING TWO PAGES

Franklin Parish School Board
Acceptable Use Policy and Internet Safety 2018-2019
Consent Form

As a parent or legal guardian of _____ I have read and understand the Acceptable Use Policy, and I agree to the following:

(Please initial where appropriate)

_____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to use a school computer or network software provided by the Franklin Parish School Board.

_____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access Internet services provided by the Franklin Parish School Board.

_____ As a parent or legal guardian of the student named above, I grant permission for my son or daughter's photo, without identifying name or caption, to appear on any district, school, or teacher website connected with the Franklin Parish School Board.

_____ As a parent or legal guardian of the student named above, I grant permission for my son or daughter's school work to be published without identifying name or caption, to appear on any district, school, or teacher website connected with the Franklin Parish School Board.

Child's Name (Please Print): _____

Child's School: _____

Parent phone number: _____

Parent email address: _____

Student Signature: _____

Parent (Guardian) Signature: _____

This form is due by September 1, 2018

FRANKLIN PARISH SCHOOL DISTRICT
SCHOOL-PARENT-STUDENT COMPACT
(2018 -2019)

SCHOOL/TEACHER AGREEMENT

It is important that students grow emotionally, socially, physically and cognitively. Therefore, the school will assist in the following:

1. Provide a safe learning environment with high expectations for students and staff.
2. Provide students with professional and certified teachers.
3. Provide an environment that allows positive communication among administration, teachers, parents, and students.
4. Provide activities in the classroom to create meaningful learning experiences.
5. Provide current information about student progress on a regular basis.
6. Provide a learning environment that establishes high expectations for staff and students.
7. Respect the cultural differences of students and their families.
8. Conduct parent/teacher conferences (at least annually) to discuss the compact with respect to the individual child.
9. Provide parents with information of available support services for child development and parenting in a language parents understand.
10. The school will provide a current Student Handbook that includes the Student Code of Conduct.

Teacher's Signature _____ Date _____

PARENT/GUARDIAN AGREEMENT

I want my child to be successful in school. Therefore, I support him/her regarding the following:

1. My child will attend school regularly and arrive on time.
2. I support the school in its efforts to maintain proper discipline and an effective learning environment.
3. I will read with my child and make sure that my child sees me reading.
4. I will encourage my child's efforts and be available for questions.
5. I will stay aware of what my child is learning.
6. I will attend parent-teacher conferences and other meetings and activities involving parents.
7. I have received the Student Handbook, and I support the policies in the handbook and the Student Code of Conduct.

Parent's Signature _____ Date _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I agree to do the following:

1. Attend school regularly and on time.
2. Obey my teachers.
3. Listen and follow directions.
4. Treat other students the way I would like to be treated.
5. Complete all classroom assignments.
6. I received the Student Handbook, and I agree to follow the policies of the handbook and the Student Code of Conduct.

Parent's Signature _____ Date _____