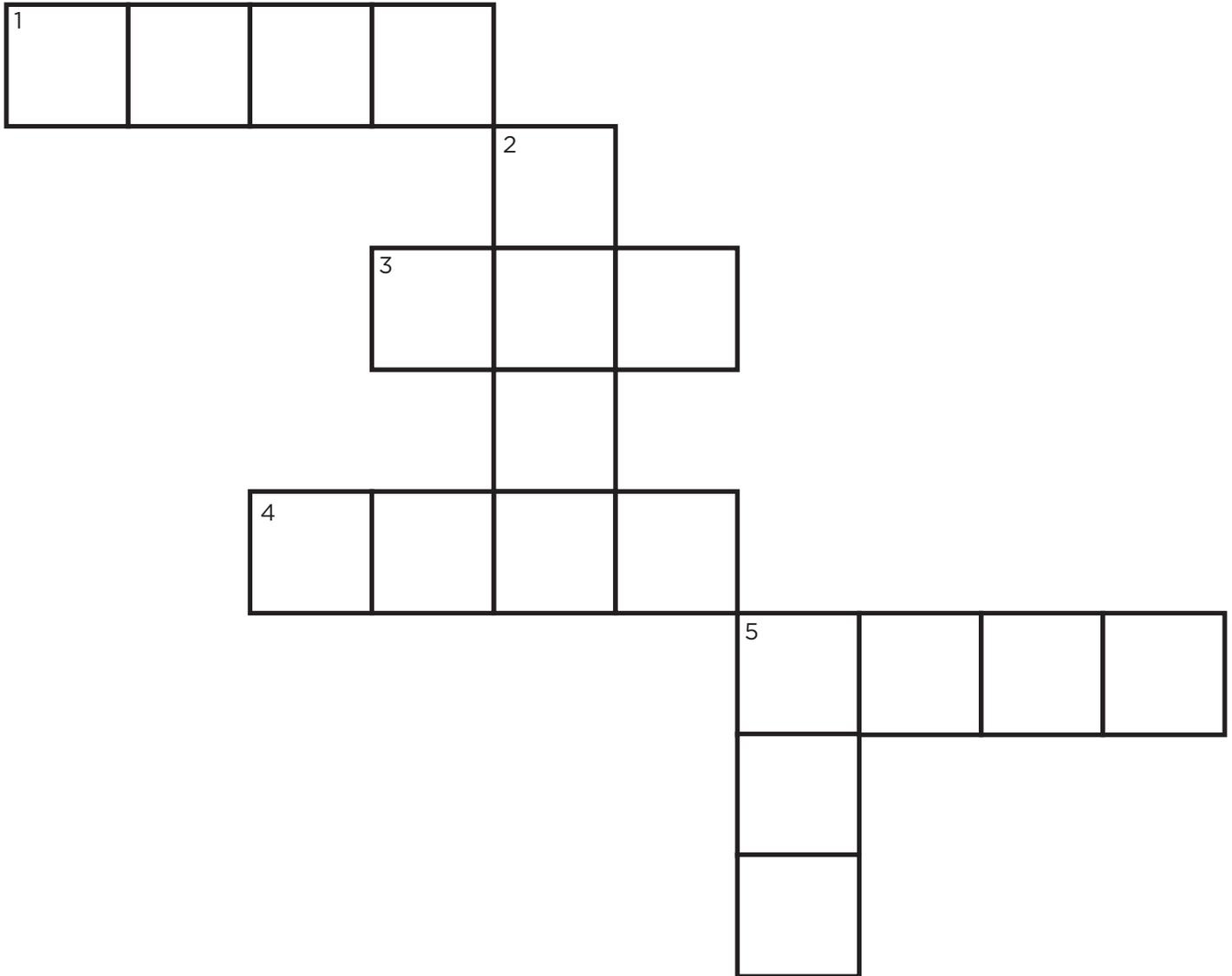


FRANKLIN PARISH HIGH SCHOOL
HANDBOOK
CROSSWORD



ACROSS

1 (v.) To cause to happen, exist, occur, or appear

3 (def. art.) Used to specify a certain person, place, or thing

4 (adj.) Excelling all others

5 (n.) The period of 365 days for one revolution of the earth around the sun

DOWN

2 (n.) The person, thing, or idea that is present or near

5 (adv.) Until now; so far

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Dear Patriot Nation,

Everyone in our school family is looking forward to the new academic year with enthusiasm and optimism. We anticipate steady progress toward higher student achievement and expect our graduation rate to increase again.

As we welcome the new school year, we will continue our focus on:

- Providing a safe school for our students and employees;
- Ensuring outstanding academic and extracurricular opportunities for students;
- Equipping our classrooms with up-to-date technology;
- Working to address our on-going school facility needs; and
- Offering quality customer service and strengthening our partnerships with parents, businesses, and the community.

We invite you and your parents/guardians to learn more about our school by visiting the district website, www.fpsb.us, and our school website, fphs.fpsb.us/cms/One.aspx. We also encourage parents to sign-up for the *JParent* Student Progress Center.

The administration, faculty, and staff joins me in extending best wishes to all students for a productive school year filled with many excellent opportunities. Working together, we will continue to inspire success and a lifetime of learning at Franklin Parish High School.

Thanks and Be Excellent,

Brian Gunter

ALMA MATER

Hail to Franklin Parish High School,
Home of the Red, White, and Blue.
Where we sing of praise and courage
O'er the days so true.
Proudly stands our alma mater
And as the years go by.
Oh, Patriots, stand in honor
Raise our colors to the sky!

ADMINISTRATION

Principal..... Mr. Brian Gunter
Assistant PrincipalsMr. Warren Trimble and Curt Curtis
Dean of Students/Athletic Director Mr. Barry Sebren
Guidance Counselor Mrs. Suzanne Beeman
Technology Coordinator..... Mrs. Lisa Martin

WELCOME

On behalf of our faculty, staff and administration, it is my pleasure to welcome you to Franklin Parish High School. We have a rich history of pride, tradition and excellence in educating our community. As you join the Patriot family, we invite you to forge a partnership with us to fulfill your personal and academic goals.

Our goal is to educate the whole student by preparing each of you for your college experience or career path. We offer an attractive and rigorous education which is enhanced by extra-curricular activities, clubs and sports.

Our handbook has been prepared to provide you with pertinent information about your educational opportunities and responsibilities at FPHS. Several changes have been made to inform you of our academic and behavior procedures as well as our new mission and vision statements.

We are excited to have you as a student. Be assured that we will do our best to maximize your high school experience. Cooperatively, we can make this year a productive and memorable one.

If you have any questions regarding the material contained in this handbook, please give us a call at 435-5676, or visit us at school.

Best wishes for a wonderful school year! Mr. Gunter

FRANKLIN PARISH HIGH SCHOOL MISSION and VISION STATEMENTS

Mission Statement -- *Excellence for Everyone, Every Day.*

Vision – *Embrace Excellence. Expect Success.*

FRANKLIN PARISH SCHOOL BOARD SOCIAL RELATIONSHIP POLICY

The Franklin Parish School Board: (1) shall have no racially discriminatory policy regarding students' social relationships, including dating; (2) shall not tolerate such discriminatory practices by school district employees and agents acting in their official capacities; (3) shall not monitor, based on student racial identity, otherwise appropriate student social relationships, and; (4) shall vehemently oppose (to the fullest degree allowed by law) any threats of intimidation or violence against students based upon students' racial identity and/or social relationships.

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

After reading the student handbook, review the following and sign the Student/Parent Statement of Compliance Form.

ACCIDENT/INJURY PROCEDURES

Student accidents and injuries must be reported to the main office and/or the nearest teacher immediately. The nearest staff member will give temporary first aid depending on the nature/extent of the injury. If necessary, the parent or other family member will be called to pick up the injured student. The parent then assumes responsibility for further care. In extreme emergencies the school nurse or ambulance may be called. All accidents/injuries must be reported on an official form providing details about the accident. Accident report forms are available in the main office.

ASSEMBLIES

Assemblies will be held periodically for educational, cultural, or business purposes. Courtesy and attentive behavior is expected at all assemblies. Violations of acceptable student conduct could result in disciplinary action by the teacher and/or administrator. Regardless of the type program, courtesy demands that the students be respectful and appreciative. Yelling is appropriate only at sporting events and pep rallies.

ATTENDANCE REGULATIONS

Attendance regulations which govern attendance at Franklin Parish High School are established by the State Board of Elementary and Secondary Education (BESE). They are as follows:

1. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 30,060 minutes a semester or 78 days per semester.
2. To receive credit of a course, students must be present 94% of the required time.
3. Students who have been excessively absent must present written documentation from the attending physician within 30 days of notification of these absences.
4. In the event that there are extenuating circumstances, the student must make an appeal to the Franklin Parish Child Welfare and Attendance Supervisor within the 30-day period after notification of excessive absences to verify the reasons for these absences as defined in paragraph 2.055.05 of Bulletin 741.
5. If, at the end of the 30-day period following notification, excessive absences have not been cleared, then no grades will be given to the student for the school term in which these absences occurred.
6. All absences, excused or unexcused, count toward the total days per semester of absences allowed under state regulations concerning attendance. Excused absences only permit students to make up work; they do not remove the day or days absent from the record.
7. It is mandatory that excuses, parental or doctor excuses, be turned in to the first period teacher within five (5) days upon return to school. No absences will be accepted after this time but will be filed in the office in case the student has to go to the Child Welfare and Attendance Supervisor at the end of the year for course credit.
8. The only exception to which an absence is not counted is when students are participating in school-approved activities which necessitate their being counted as present, and the student shall be given the opportunity to make up work.

State Attendance Requirements for Absenteeism

- A. **Excused Absences:** Requests for absences to be excused **must be** turned in to school officials for approval within five days of the student's return to school. Requests made after five days following the student's return to school will be denied! Students or parents may inquire at school or look at the school handbook to understand what type of absences can be considered as excused.
- B. **Unexcused Absences:** If a student is excessively absent, this will result in a failing grade and/or retention in a grade level. Any exceptions to these requirements due to extenuating circumstances must be addressed by the parent with a school administrator or the Child Welfare and Attendance Department at the school board office.

Returning to School after an Absence

All students who are returning to school after an absence must bring a written excuse to be given to the first period teacher. The teacher will write the student's first and last name on the top of the excuse. These will be sent to the assistant principal in charge of attendance. A doctor's office may FAX an excuse to the high school with attention to Mr. Trimble.

NOTE: Students who check out early must bring a note for classes missed in order to complete make-up work. It is the teacher's responsibility to check to see whether a student's absence is excused or unexcused. If the absence is unexcused, **the student is not allowed to make up the work.**

Make-up Work

1. Students who meet the criteria for excused absences under the provisions for "Extenuating Circumstances and Temporarily Excused Absences" (below) may make up any work missed while absent. **Students have the same number of days to make up work as they were absent.** It is the **student's responsibility** to contact the teacher for all assignments missed. It is impossible for a teacher to make up all the educational experiences and benefits a student misses while absent. The teacher is under no obligation to spend extra time tutoring the student to help make up missed work. **Incomplete six weeks' grades become F's if missed work is not completed within one week after the end of the grading period.** After the oneweek grace period, incomplete grades must be entered by the administration when turned in by the teacher.
2. The days a student missed school as the result of any out-of-school suspension shall be counted as unexcused absences. The student **will be allowed** to make-up work missed.
3. Students shall not be excused from school to work on any job, including agriculture and domestic service even in their own homes for their parents, unless the guidelines for temporarily excused absences are fulfilled.
4. **There are two types of absences for which work may be made up:**
 - 1) Extenuating Circumstances: **(For any extenuating circumstances other than the ones listed below, parents must make a formal appeal in accordance with the due process established by local school system.)**
 - a) Medical appointments and personal physical or emotional illness as verified by a physician
 - b) Hospital stay as verified by a physician

- c) Recuperation from an accident as verified by a physician
 - d) Contagious disease within a family as verified by a physician
 - e) Prior school system approved travel or activities for educational purposes
 - f) Death in family (not to exceed one week) verified by documentation
 - g) Natural catastrophe and/or disaster
- 2) Temporarily Excused Absences (Absences will be counted toward total days of absence allowed per year.)
- a) Personal illness of a student or student's family which causes the student to miss class, verified by a note from the parent to the school
 - b) family need conflicts with regular class attendance, and the family gets approval from the principal for the student to miss one or more classes or days of school
 - c) Temporary, unique conditions which unexpectedly cause a student to miss one or more classes or days of school
 - d) Recognized religious holidays verified by a call or note from the parent to the assistant principal in charge of attendance

ATHLETIC PROGRAM

1. FPHS offers different sports in which students may participate. The rules of the Louisiana High School Athletic Association will be followed at all times.
2. Athletes will not participate in games or practice sessions while they are serving a suspension from school.
3. Athletes must attend at least one hour of the school day in order to participate in any game or practice session that day.
4. A student athlete may be suspended from any athletic contest for major behavior infractions at the discretion of the administration.
5. Athletes who commit minor infractions may, at the discretion of the administration, be assigned to after school athletic detention (ASAD).
6. No back packs will be allowed when entering an athletic event.

Franklin Parish School Board Transfer Policy for Athletic Participation (approved by Franklin Parish School Board on April 10, 2007): Rules established by the Louisiana High School Athletic Association (LHSAA) shall be in effect as printed in the current LHSAA Official Handbook. Additionally, the following rule (Option B) shall apply to students who transfer to Franklin Parish High School from non-member schools.

Option B: Should a student transfer to Franklin Parish High School from a non-LHSAA member school or home school, they are immediately eligible to participate in athletic competition. Should they move back to their previous non-member school, home school, or any other non-member school, they will be ineligible at FPHS for one calendar year from the date of enrollment at the non-member school.

BEHAVIOR – STUDENT CODE OF CONDUCT

The student will

- Comply with all rules, regulations, and policies of the Franklin Parish School Board, Franklin Parish High School, and the state of Louisiana
- Recognize the authority of all teachers and other school personnel
- Abstain from gambling, immorality, profanity, hazing, fighting, extortion, use of tobacco products, narcotics, alcohol or the possession of any instrument capable of inflicting harm
- Refrain from vandalism
- Comply with attendance regulations
- Follow the dress code policies
- Abide by all school bus rules and regulations as well as regulations regarding private vehicles
- Comply with all school rules while attending any school sponsored activity
- Behave in a manner that permits uninterrupted learning
- Show respect for all other students and persons on campus

BOOKS AND MATERIALS

The school provides books for student use. Students must pay for books if they are damaged or lost. Students are responsible for bringing paper, pencils, or other materials to each class. **Failure to do so will result in disciplinary action.**

BULLYING

Harassment of any kind (sexual, physical, verbal, emotional) is not allowed at this school. Students should report any instances of bullying to a teacher or administrator. Procedures outlined in the Tesa Middlebrook Anti-Bullying Statute (Legislative Act 861 of 2012) will be followed by administrators in reporting and investigating bullying.

Bullying Defined – R.S. 17:416.13(C)

Includes a pattern (more than once) of:

- Gestures, including, but not limited to obscene gestures and making faces
- Written, electronic, or verbal communication, including calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors
- Physical acts, such as hitting, kicking, pushing, tripping, choking, damaging personal property, and /or
- Repeatedly and purposefully shunning or excluding from activities

The pattern of behavior must have the effect of:

- Physically harming the student or placing the student in reasonable fear of physical harm.
- Damaging property or creating a reasonable fear of damage to property, or
- Be sufficiently severe, persistent, and pervasive as to:

- Create an intimidating or threatening educational environment
- Interfere with a student's school performance, or
- Disrupt the orderly operation of the school

CAFETERIA POLICY

1. All students must eat in the cafeteria unless special permission is given by the principal after receiving a note from the student's parent or guardian. Any student not eating lunch will enter the cafeteria through the double doors in the back of the cafeteria. They may not enter through those doors and eat.
2. Seniors who check-out at the end of 4th period and who are eating in the cafeteria must ***eat at 11:36 and then leave the campus.*** They are not to remain for recess.
3. All students who are eating will enter the door near the Family and Consumer Science Lab and leave by the door near the music wing. Students will leave for lunch recess when the recess duty teachers leave the cafeteria. First shift will be at approximately 11:50 p.m. and the second shift will be at approximately 12:50 p.m.
4. Good manners and proper respect for others are expected of all students. Talking is to be at a low volume and is to be done only to those at each student's table. Students are to sit **no more than 6** to a round table.

CHECK-IN/CHECK-OUT PROCEDURE

1. A student may check out if his parent/guardian comes to the school for him.
2. A student may check out if his parent/guardian calls the school and requests that he be sent home. Students are advised that only the name(s) of those listed in *JCampus* will be allowed to give permission to check them out or pick them up at school. **All student check-outs must be through the office.** **A phone call does not allow a student to leave campus without checking out through the office.**
3. No student will be allowed to call home to check out unless that student is ill. The student must first receive permission from an administrator before calling home or checking out.
4. **The intercom all-call system will not be used to call for students who are at lunch so please do not check students out during their lunch period. Also, only administrators or counselors can call students out of class. Instructional time is valuable. Please do not check students out unless it is an emergency.**
5. Seniors checking out/in early will bring a note from parents giving them permission to do so. These notes will be kept on file in the office.

CLASS SCHEDULE

7:40.....	1st Bell
7:45 – 8:40.....	1 st Period
8:43 – 9:38	2 nd Period
9:43-10:38	3 rd Period
10:41 – 11:36.	4 th Period
11:36 – 12:01.....	1 st Lunch Shift
12:04 – 12:59.....	5 th Period (1 st Lunch Shift)
11:39 – 12:34.....	5 th Period (2 nd Lunch Shift)
12:34 – 12:59.....	2 nd Lunch Shift
1:04 – 1:59.....	6 th Period
2:02 – 2:57.....	7 th Period

CLASSROOM RULES

Each Franklin Parish High School student is expected to:

1. Have a positive attitude.
2. Respect himself/herself and others.
3. Move and work quietly.
4. Keep hands, feet, and objects to himself/herself.
5. Refrain from eating, drinking, or chewing gum in class.
6. Be seated in each class before the tardy bell rings.

NOTE: Teachers are to post classroom rules. In addition, teachers are to post their individual classroom policies and rules.

CLOSED CAMPUS POLICY

No students are allowed in the building before 7:15 a.m. From 7:15 to 7:40, students will be allowed in the cafeteria or in the library. **NOTE:** Students going to morning detention may go before 7:15 a.m. Those students eating breakfast will be allowed to go to the cafeteria when directed by the teacher on duty.

All visitors must check into the school through the office; otherwise, they are not to be on campus. Students from other schools are not allowed to spend the school day anywhere on the FPHS campus. Visitors are allowed to see students or teachers only after administrator approval and with supervision.

CLUBS AND ORGANIZATIONS

4-H	FBLA	FCS	Student Council
Cheer/Dance	FCCLA	FFA	JAG
JROTC	Band	Choir	Beta

DRESS CODE – UNIFORM POLICY

(The policy is found in the School District Code of Conduct located later in the handbook.)

The Franklin Parish School Board has adopted a uniform policy which is in effect for the 2018-2019 school year. 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 odor. Students may be sent to home to shower when deemed necessary. Uniforms should fit appropriately.

A committee that consists of school administrators, parents, teachers, and students defines the uniform policies. Students should come to school neat in appearance. Uniforms need to be kept in good condition and fit appropriately. All uniforms must be worn in the manner meant by the manufacturer. This means that there will be no mutilation of any kind. Mutilations include, but are not limited to, tearing, ripping or cutting of hems, cuffs, sleeves or body of any of the coordinates. If a uniform piece should tear or become un-sewn, it must be repaired or replaced before being worn again. Student dress will not be considered proper if it detracts from or disrupts the classroom and/or school decorum. **The principal shall make the final decision of what is considered proper or improper appearance in accordance with the guidelines established in the student handbook.**

Students who are not in dress code will not be allowed to enter class.

It is the responsibility of the parents and/or students to purchase only uniforms that meet all the requirements of the Franklin Parish High School dress code.

The remainder of the policy is in the Student Code of Conduct towards the back of the Handbook.

Dress Code for Graduation

Boys: Boys must wear a white dress shirt (with conventional collar). No coat or jacket will be worn under the robe. Shirt may be long- or short-sleeved. A dark long tie (no bow or string ties), black or brown dress shoes or dress boots with pants leg over boots, and khaki or dark slacks must be worn. No jeans, tennis shoes, flip flops, or house shoes will be allowed. Remember the Franklin Parish School Board's dress code – no sideburns below the earlobe and graduating seniors must be clean shaven. No jewelry allowed. **NO CELLPHONES!**

Girls: Girls may wear a dress of any color or style as long as the top of the dress does not show above the neck of the gown and the bottom of the dress does not show below the hem of the gown. Girls will wear comfortable dress shoes with heels no higher than two (2) inches. Sandals are permissible. Flip flops may not be worn unless they are dressy and have heels. If hose are worn, they should be neutral-colored. No jewelry should be worn except rings, watches, and small earrings. Hair styles should be simple enough so that the mortarboard cap will fit nicely. Bangs should not be worn. **NO CELLPHONES!**

Dress Code for Senior Award Night

Boys should wear slacks or uniform pants and a shirt with a collar and tie. No tennis shoes will be allowed. **Girls** should wear a dress or a nice pants outfit.

ELECTRONIC DEVICES

Students bring electronic devices to school at their own risk. Franklin Parish High School and its faculty and staff are NOT responsible for any damaged, missing, or stolen cell phones. If a student has a cell phone and it is damaged or stolen, the school will not utilize administrative time to investigate the incident nor will the school take any financial responsibility for the cell phone or cell phone charges. Also, **DO NOT USE YOUR CELL PHONE TO CHECK THE TIME, BUY A WATCH!**

1 ST OFFENSE	The phone or device will be taken from the student and turned over to a school administrator. A parent will be contacted, and the device will be returned to the parent the next school day. Should the device belong to another student, the parents of both the student using the device and the student to whom the device belongs will be contacted. Only the student using the device will be disciplined. The parent/guardian will be required to sign for the device before it is released. The parent form will state that the parent knows the following discipline actions will be enforced for each subsequent offense:
2 ND OFFENSE	The student will be suspended from school for three (3) school days. The electronic device will be taken. The parent will be contacted and must pick up the phone.
3 RD OFFENSE	The student will be suspended from school for five (5) school days. The electronic device will be taken. The parent will be contacted and must pick up the phone.
4 TH OFFENSE	The student will be suspended from school for nine (9) school days with a RECOMMENDATION FOR EXPULSION . The electronic device will be taken. The parent will be contacted and must pick up the phone.

In accordance with School Board Ordinance #2006-03-0011, no student, unless authorized by the school principal or his designee, shall possess, use, or operate any cellular telephone or any other electronic telecommunication-device (including any facsimile system, radio paging service, intercom, or electromechanical paging system) during normal school hours of operation in any Franklin Parish school building, on the grounds thereof, or in any school bus used to transport public students.

Should students choose to use the phone to video fights, text message test items, text message or call for unauthorized persons to check them out, post incidents that happened on school campus on the internet or similar practices that create a “substantial disruption” to the learning environment on a campus, they shall be suspended out of school for a minimum of three (3) days and possibly recommended for expulsion depending on the circumstances. Law enforcement will be asked to assist with any investigation involving a cell phone that “substantially disrupts” the learning environment on campus.

Students caught using a cell phone in violation of the student cell phone policy and **refusing to turn over the phone to the teacher or an administrator will be TREATED AS WILLFUL DISOBEDIENCE and disciplined according to that infraction.**

EMERGENCY DRILLS/PROCEDURES

Fire Drill – An emergency alarm will indicate a fire or fire drill. A plan for evacuation is posted in each classroom and reviewed with the students during the year. Fire drills are conducted once per month.

Tornado Drill – An emergency alarm or intercom announcement will indicate a tornado or tornado drill. Each teacher will provide instructions and procedures for tornado drills. Additional tornado drill information is posted in each classroom. Tornado drills will be conducted twice per year.

Evacuation Drill - An emergency alarm will indicate an evacuation drill. Each teacher will provide instructions and procedures for these drills which will be conducted twice per year.

Lock-Down - In other emergency situations, the school will be placed on lock-down. During this procedure, all students must enter the nearest classroom and must remain there until the lock-down is over. Lock-down drills will be conducted twice per year.

It is imperative that communication lines be uninterrupted for school officials to maintain vital communication.

NOTE: Students who use electronic devices during a lock-down to comment on social network sites such as Facebook or Twitter will be subject to suspension.

FIGHTING POLICY

The Franklin Parish School Board considers fighting an extremely serious offense that may result in expulsion for a minimum of one school semester.

1. All students participating in GANG-RELATED, PLANNED, EXTREMELY VIOLENT FIGHTS, FIGHTS IN WHICH STUDENTS REFUSE TO COMPLY WITH FACULTY AND/OR STAFF DIRECTIONS, OR USE PERSISTENT AND LOUD VUGLAR LANGUAGE will be recommended for expulsion for a minimum of one school semester or the remaining school year.
2. Corporal punishment, suspension, and/or recommendation for expulsion will be considered for all students participating in ANY fight on school property and/or school function. A mandatory parent conference will be required with the school principal or child welfare and attendance supervisor before the student is allowed to return to school. **High school students** involved in a second fight during the same school year **may be recommended for expulsion.**
3. When a recommendation for expulsion is made, the CWA will set a hearing date and provide written communication to the parent and the school principal within five (5) school days for the recommended expulsion.

GRADING SCHEDULE AND POLICY

Local criteria to be considered in the promotion of the student (grades 1 -12) is as follows. The six-week grades shall be determined by averaging number grades. The numerical value of six weeks, semester, and final grades shall be reported on report cards as follows:

Numerical Grade	Letter Grade	Quality Points	High School Honors/AP
93 – 100	A	4	Difficulty points will be added to the final percentage average of each course at the end of each six weeks for honors/AP courses. DP’s will be determined by a committee of department heads, school and central office administrators.
85 – 92	B	3	
75 – 84	C	2	
67 – 74	D	1	
Below 67	F	0	

1. A grade of sixty-seven (67) must be obtained before any fractional parts are considered in rounding off averages. When the average of the six-weeks grades or final averages include $\frac{1}{2}$ points, anything $\frac{1}{2}$ (.5) or higher goes to the higher grade; anything lower than $\frac{1}{2}$ (.5) goes to the lower grade. **All classes will be required to include a final exam at the end of the course which will count as one (1) grade for the last 6 weeks.**
2. A passing grade shall be determined by the average of the grades for each subject meeting the following criteria:
 - a. The six-week grades for the year shall average at least seventy (67).
 - b. The grades from the six-weeks grading periods shall be the only grades used to determine the final average grade for the subject. **EOC can possibly count as your final exam or it may count only as 15% of the final grade** (depending on when it is given).
 - c. One (1) unit of credit may be awarded for all one-unit courses. Partial credit (1/2 unit) may not be awarded for one-unit courses. Final numerical average for a course will determine pass or fail.
 - d. Semester grades (i.e. letter grades/quality points) rounded to the nearest hundredth, will be used to determine honor graduates (i.e. Valedictorian, Salutatorian, etc.) If there is a tie, the tie shall remain; and Co-Valedictorians or Co-Salutatorians shall be named.
 - e. Only those honors courses available to all students will be used to determine valedictorian, salutatorian, and honor graduates.

Classification of secondary students (grades 9-12) in Franklin Parish will be determined as follows:

Grade	Beginning with Freshmen 2017-18	Prior Students
Grade 9	0 – 5 Carnegie Units	0 – 3 Carnegie Units
Grade 10	6 – 11 Carnegie Units	4 – 9 Carnegie Units
Grade 11	12 – 16 Carnegie Units	10 – 16 Carnegie Units
Grade 12	17 – 24+ Carnegie Units	17 – 24+ Carnegie Units

In addition, secondary students must successfully complete course requirements as outlined in the Louisiana Handbook for School Administrators, Bulletin 741, to be considered for graduation.

A student in the high school program of studies may earn ½ unit of credit for a semester course only. Courses designed for one full credit are full-term classes and must be taken for the full term. No half-credits will be given for full-term courses.

HALL CONDUCT

Classes are in session at all times. A student should conduct himself in a courteous manner. Shouting, shoving, running, or loitering in the halls is not allowed. Students are not permitted in the hall without a hall pass except during class changes. Students are encouraged to walk to the right side of the halls to ensure smooth traffic flow.

STUDENTS MUST AT ALL TIMES, ANSWER APPROPRIATELY AND COURTEOUSLY ANY QUESTIONS ADDRESSED TO THEM BY FACULTY, STAFF, OR SCHOOL ADMINISTRATORS.

HALL PASSES

Each teacher has a hall pass which will be issued to any student who leaves that classroom to go to the restroom or take care of any other emergency. The hall passes will allow administrators and other hall monitors to readily see if a student is in an authorized area of the building. It is expected that students will handle their business in a reasonable amount of time. Should a student take longer than is considered reasonable, that student may be referred to the office. **STUDENTS SHOULD NEVER BE IN THE HALL OR RESTROOM DURING CLASS PERIODS WITHOUT A HALL PASS.** Halls and restrooms will be closely monitored each period by assigned personnel.

Any student going to the parking lot after school begins must have a permit from an administrator.

HiSET

This program is designed to meet the needs of students who have not been successful in a traditional school setting and need additional help in achieving their goals. The HiSet test has taken the place of the GED as the high school equivalency test. The HiSet program will allow students to work on a computer based program designed to help them pass this test while also taking career diploma or jump start courses for career readiness. Students will be tested and placed into the program they need. Programs are offered at both Horace G. White Learning Center and Delta Community College.

In order to participate in this program, students must be 16 with less than 5 Carnegie Unit credits, 17 with less than 10 Carnegie Unit credits, or 18 with less than 15 Carnegie Unit credits. Eligible students will meet with program coordinators, an administrator, and/or counselors (with a parent) and sign a waiver stating that they understand that they are not working toward a regular high school diploma.

Students who complete the HiSet program from Horace G. White Learning Center and meet the required score on the test will be allowed to participate in the May graduation ceremony.

HOMEcoming REQUIREMENTS

Qualifications for all representatives of the Homecoming Court are as follows:

1. Overall 2.5 GPA at end of spring semester
2. No suspensions from school during the previous school year or present school year (includes feeder school records – 9th graders)
3. Must have been enrolled in FPHS or a feeder school for the entire previous school year

IN-SCHOOL DETENTION

When a student is assigned to In-School Detention (ISD), parents will be called and teachers will be notified. Teachers will assign work and take it (in a folder) to the ISD instructor or put it in his box. ***Teachers should not send work with a student.*** The ISD administrator will be responsible for seeing that the work is completed and returning the work to the teacher.

NOTE: In-school detention will not prohibit a student from participating in school trips. Students must make up any work he/she misses while in ISD. ISD is ***zero tolerance*** for misbehavior: Any misbehavior in ISD will result in the student being assigned OSS.

LATE ARRIVAL TO SCHOOL

The Franklin Parish School System provides bus transportation for all students daily. Those students who do not use this transportation are still expected to arrive to school on time, ready to participate and learn. Students are expected to plan their time effectively so that they arrive to school and classes in a timely manner. It is the belief of FPHS that each child should be entitled to the maximum instructional time each day and each period; therefore, a tardy policy has been implemented which supports and reinforces this philosophy.

Unexcused late to school arrivals are logged separately from unexcused tardies to class; however, both can have a negative impact on instruction. Therefore, both are cumulative for the duration of one semester. Additional requirements and consequences are listed below.

1. **Students arriving to school after 7:55 a.m. or later must check in at the office.** Students late to school will not be allowed to go to class without an excuse/pass from the office after 7:55 a.m. The student will be given the opportunity to make up missed work if the reason for the late arrival is a doctor's appointment.
2. More than 2 late to school arrivals, not related to a doctor's appointment, will require that the student see an administrator for disciplinary action. Course credit for the class may be affected by late arrival, and work missed before arrival **will not be allowed to be made up unless excused because of a doctor's appointment.**

LIBRARY POLICY

1. The library is a place for quiet reading and reference work. Students are expected to use it as such. Any departure from this will limit the student's library privileges.
2. All students entering or leaving the library are to use the door by the circulation desk (from first hall).
3. The library is open before school in the morning, during recess, and during class.
4. Every Franklin Parish High School student in good standing is entitled to check out books, with the following stipulations.
 1. No reference book, magazine, or newspaper may be checked out of or removed from the library.
 2. Students must check out their own books.
 3. Students are responsible for the safe return of all books borrowed in their names. Any lost or damaged book must be made good to the satisfaction of the librarian. If, after an excessive amount of time has elapsed and the student has not settled his obligation to the library, that student's report card will be withheld. Students must pay cost of the book, processing, and any accumulated fees.
 4. No student is to check out more than one non-fiction book at a time.
 5. All circulating books not on reserve may be checked out for 14 days and renewed, but the student must have the book(s) for renewal.
 6. The date due is stamped on an orange date due card that is placed in the book. This considered sufficient notice of when the book is to be returned. Fines of \$0.05 a day (excluding weekends, and holidays) will be levied for books not returned on time. The fine shall not exceed the cost of the book.

5. Any student dropping from the rolls of this school should give the librarian at least one hour notice of his intention to do so in order that the library fines may be checked. Any unpaid debt will become a part of that student's record.
6. After consulting the Reader's Guide, the student should submit a written list of needed magazines to the librarian. The magazines will then be pulled from the files. These circulate only at the discretion of the librarian and only in the library.

MORNING DETENTION

Morning detention will run from 7:00 to 7:40 a.m. If a student eats breakfast, he/she must report to morning detention by 7:00 a.m. All students reporting to morning detention should have pen and paper. The time required to stay in morning detention is 30 minutes for each assigned day. No one will be admitted to morning detention after 7:30 a.m. which means the student may have to go 2 days even if assigned 1 day.

THE PATRIOT SCHOLARS PROGRAM

A student must meet the following requirements before he/she may be considered a candidate for the Patriot Scholars Program:

1. The student must have completed one six weeks of course work at Franklin Parish High School.
2. Freshmen will not be eligible until the end of the first semester.
3. The student must have no suspensions.
4. The student must have all A's and B's at the end of the semester.
5. In addition, seniors must meet these requirements:
 - a. The student must be enrolled in at least four courses.
 - b. Of those courses, two must be from the following list:
 - Mathematics (Algebra I or II, Geometry, Advanced Mathematics, Calculus, or Applied Algebra);
 - Any science course;
 - Any history course;
 - English I, II, III, IV
 - Any foreign language course; or
 - Any HONORS course

Patriot Scholars will be permitted certain privileges for each semester. Should the student abuse the granted privileges, the status and privileges will be immediately revoked.

Last year's Senior Patriot Scholars from the Spring can use their tag the following Fall.

Patriot Scholar student incentives include:

1. Free admission to school functions, excluding those activities sponsored by individual organizations to raise funds or where prohibited by state regulations.
2. Wearing Patriot Scholar dog tags.
3. Wearing jeans and a spirit shirt free of charge (not dress down) when those days are allowed.
4. Eating lunch in Patriot Square on nice weather days.

PRINCIPAL'S LIST

A student must have all A's to be on the Principal's List.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection on campus are not allowed. There is a time and a place for everything and the high school campus is not the place for an obvious display of affection. Students are expected to adhere to the policy of *keeping your hands to yourself*. Failure to comply may result in disciplinary action.

SALE OF ITEMS BY STUDENTS

No student will sell, market, or trade/exchange any item to another student at school or on a school bus unless the transaction is sanctioned by the school. Students who are caught selling/trading items will have these items confiscated and may be subject to disciplinary action.

STUDENT RESPONSIBILITIES

The student's responsibilities for achieving a positive learning environment at school and/or school-related activities include the following:

1. Attending all classes each day and being on time.
2. Preparing for each class with appropriate materials and completed assignments.
3. Dressing according to the dress code and uniform policy.
4. Knowing that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited, and that students may be subject to random searches in accordance with Board Policy and State and Federal Law in order to assure a safe school environment.
5. Showing respect toward others.
6. Conducting oneself in a responsible manner.
7. Paying required fees and fines within the time period given.
8. Knowing and obeying all school rules.
9. Cooperating with staff members in the investigation of disciplinary matters.
10. Reporting threats for the safety of students and staff members to the principal, a teacher, or another adult.
11. Using technology systems for school business purposes only and using school computers and related equipment appropriately.

In general, all students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Franklin Parish High School shall foster a climate of mutual respect for the rights of other. Each student is expected to respect the rights and privileges of other students, teachers, and district personnel.

All students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply will result in the student being removed from participation in school activities, including commencement exercises.

REQUIREMENTS FOR GRADUATION

All ninth graders will be enrolled in Louisiana Core 4 Curriculum. The curriculum may be modified at the end of the sophomore (10th) year for students who do not plan on attending college. A parent conference must be held to make any changes.

Total Credits required for incoming freshmen will be 24. **Students must satisfy all state graduation requirements including course work and EOC tests.** In addition to the course requirements listed in the table below, **further graduation requirements** are described below.

In addition to completing a minimum of 24 Carnegie Units of credit, the student shall also be required to pass 3 End-of-Course Exams in the following areas: Either Algebra I or Geometry; Either English II or English III; and, Either Biology or American History. Remediation and retake opportunities will be provided for students who do not pass the exam.

All city and parish school systems shall notify each student and parent or guardian of the requirement of passing the EOC Exams prior to or upon the student's entering the 9th grade. Students transferring to any high school of a city or parish school system shall be notified by that system of the requirement of passing the EOC Exams upon entering that school system.

GRADUATION REQUIREMENTS – EOC/OTHER

All seniors participating in graduation will have earned the required number of Carnegie units and passed the state mandated tests. The EOC (End of Course Exam) is a graduation requirement in the state of Louisiana. Students must score *fair* or better (*good* or *excellent*) on three (3) of the following tests:

Algebra I **or** Geometry; English I, English II **or** English III (depending on the year); Biology I **or** American History to receive a diploma **and to participate in graduation ceremonies**. If test scores for senior students are not received one week prior to graduation, the student's name might be omitted from the graduation program. All grades from correspondence courses and credit recovery must be completed and received by FPHS guidance counselors one week prior to graduation in order to participate in graduation ceremonies. Franklin Parish High School students participating in the HISET program at Horace G. White may participate in the graduation ceremony once all HISET testing components are successfully completed.

Students will be required to pay a \$10.00 senior fee. The fee will include payment for the Senior gift. At the end of February, 2019, a \$5.00 late fee will be added to the senior fee. Each student must order his/her cap and gown from the school sanctioned company. This cost is separate from the student fee. If cap and gowns are ordered before December and the student does not participate in graduation, a full refund will be given by the company. **Any printed material ordered by the student is non-refundable.**

Students can also be excluded from graduation exercises for violation of any disciplinary rules including but not limited to the following:

- Owing fines of any kind
- Causing any kind of disruption during practice
- Failure to attend certain senior activities and/or graduation practice
- Graffiti or any type of vandalism to school property

THE PRINCIPAL WILL MAKE THE FINAL DECISION ON A STUDENT'S PARTICIPATION IN GRADUATION EXERCISES.

High School Graduation Requirements

Students must successfully earn a minimum of 24 credits for the Core 4 (2017), Basic Core (2017) or TOPS University Diploma and also pass state tests to be eligible to graduate. Students must successfully earn a minimum of 23 credits for the Jump Start Diploma and pass credentialing requirements as well as state tests to graduate. The Core 4 and Basic Core Diploma options are available for students who will graduate by 2017 and will be phased out that school year. The TOPS University and Jump Start Diplomas are available for all students 9th grade cohort 2014/15 and beyond.

The course credits required to graduate include:

Core 4: (ending in 2017)

- Language Arts: 4 credits (English 9, 10, 11, 12)
- Math: 4 credits (including Algebra, Geometry, Algebra 2, and additional approved Math)
- Science: 4 credits (including Biology, Chemistry, and two additional approved Sciences)
- Social Studies: 4 credits (including American History, Civics, and 2 additional approved Social Studies)
- Physical education: 1.5 credits
- Health: 0.5 credit
- Art: 1 credit of approved Art
- Humanities: 2 credits (of the same Foreign Language course)
- Additional electives: 3 credits

Basic Core: (ending in 2017)

- Language Arts: 4 credits (English 9, 10, 11, 12)
- Math: 4 credits (Algebra I, Geometry, and 2 additional approved Math courses)
- Science: 3 credits (Biology and 3 approved Science courses)

- Social Studies: 3 credits (American History, Civics, and one approved Social Studies course)
- Physical Education: 1.5 credits
- Health: 0.5 credits
- Career Course: Education for Careers
- Elective Credits: 7 Credits required for the Career Area of Concentration

TOPS University Diploma: (9th grade cohort of 2014/15 and beyond)

- Language Arts: 4 credits (English 9, 10, 11, 12)
- Math: 4 credits (Algebra I, Geometry, Algebra 2, and Alg 3 or Adv. Math)
- Science: 4 credits (Biology, Chemistry, and 2 approved Science courses)
- Social Studies: 4 credits (American History, Civics, and 2 approved Social Studies courses)
- Physical Education: 1.5 credits
- Health 0.5 credits
- Arts: 1 credits (approved Art course)
- Humanities: 2 credits (two of the same approved Foreign Language courses)
- Electives: 3 credits

Jump Start Diploma: (9th grade cohort of 2014/15 and beyond)

- Language Arts: 4 credits (English 9, 10, 11, 12, or Business English if available)
- Math: 4 credits (Algebra I, Geometry, and 2 approved Math courses)
- Science: 2 credits (Biology and 1 other approved Science course)
- Social Studies: 2 credits (American History and Civics)
- Physical Education: 1.5 credits
- Health: 0.5 credit
- Electives: 9 Jump Start course sequence, workplace experience and credentials as approved in Regional Jump Start proposals

In order to meet the current TOPS Tech requirement students will need to complete a 3rd unit/credit of science, a 3rd unit/credit of social studies, and a unit/credit in a basic computer course. (The LDOE is working to harmonize the requirements of Jump Start and TOPS Tech.)

RULES AND REGULATIONS FOR PROM/WINTER FORMAL

1. Prom/Winter Formal is a school-sponsored event. School rules apply.
2. No alcohol or drugs are allowed. Security will be posted to check students and dates as they enter. Anyone who is under the influence of any such substance will not be admitted by security and is subject to being turned over to the local police department.
3. No low cut dresses, high splits in the front or back or bare midriffs will be allowed. When in doubt, get your dress pre-approved by one of the assistant principals.

4. Dress shoes are to be worn with formal attire. No tennis shoes, flip-flops, or rubber boots are appropriate.
5. No jeans (of any color) are allowed.
6. Once students and dates enter the prom site, they are there to stay. Once a student and/or date signs out and leaves the site, he/she will not be allowed to return to the prom.
7. No parents are allowed inside the prom site unless they are serving as senior sponsors.
8. Each student is responsible for his/her date's behavior. Since the student supplies the date with a ticket to attend, he/she is responsible for making sure the date is aware of and follows rules.
9. Garters are to be worn AT THE KNEE, no on the thigh.
10. If a student or date fights or causes a disturbance of any sort, he/she will be removed from the prom by the police.
11. Dates should not be younger than 14 or older than 21.
12. Each student is responsible for his/her transportation to and from prom. Senior sponsors and administrators are not responsible for bringing anyone back to Winnsboro.
13. Prom King and Queen candidates must be in good standing with the school.
14. **The above rules also apply to Winter Formal. Numbers 9 and 13 are not applicable.**

SCHOOL TRIPS

1. The school uniform must be worn by students who leave during school and return during school for a school trip.
2. All school rules will apply while students are on a school trip.
3. Any student who has been suspended during the current term may be allowed to go on school trips only at the discretion of the administrator or the school disciplinary committee.
4. Students with excessive absences must have prior approval from all teachers to participate and must make up all assignments in advance of the school trip.
5. **In-school suspension will not prohibit a student from participating in school trips.**

SEARCH AND SEIZURE

The Franklin Parish School Board authorizes any teacher or administrator in the parish, with probable cause, to search any vehicle, desk, locker, area of the grounds or buildings, or person with reasonable belief that the said student has any weapon, illegal drug, or any other prohibited item including stolen goods in his/her possession. Probable cause is having personal knowledge from a reliable source. The Franklin Parish School Board is the exclusive owner of any public school building, desk, or locker utilized by any student. It is also the exclusive owner of any and all grounds area of any public school building. The acceptance and use of locker facilities or parking of privately owned vehicles on school campus by students constitutes consent by the student to the search of such lockers or vehicles by authorized school personnel. Should any item be removed or seized from a student, desk, locker, etc. the student will be given a receipt for the impounded item.

SKIPPING CLASS OR SCHOOL

Skipping class is not tolerated. Students who are caught skipping class will be suspended. Students are never allowed to go to a counselor's office, administrator's office, the Student Services Office, or another teacher's classroom at the beginning of a class period without that teacher's knowledge and permission. If there is an emergency, the student should inform the teacher of their whereabouts.

SUSPENSION AND/OR EXPULSION

Discipline problems will be guided by Louisiana R. S. 17:416, which states that a student may be suspended who is guilty of any of the following:

1. Willful disobedience
2. Disrespect to a teacher, principal, superintendent, or any member or employee of the local school board
3. Making unfounded charges against anyone in #2 above
4. Using unchaste or profane language
5. Immoral or vicious practices
6. Conduct or habits injurious to his/her associates
7. Using tobacco or using or possessing alcoholic beverages, illegal drugs, or dangerous substances governed by the uniform Controlled Dangerous Substance Law in any form in school buildings or school grounds
8. Disturbing the school and habitually violating the rules
9. Cutting, defacing, or injuring any part of public school buildings or property belonging to the buildings
10. Violating traffic and safety regulations
11. Leaving school premises, leaving classroom or morning detention without permission (Students suspended for leaving the school premises without permission will also lose driving privileges for 30 school days.)
12. Habitual tardiness or absenteeism
13. Abusing locker privileges which may be given by a teacher
14. Stealing, cheating, or gambling
15. Bringing stolen property on school grounds
16. Extortion or intimidation/threats
17. Committing any other serious offense.
18. Refusing to give cell phone or any other electronic device to teacher or administrator.

In School Detentions/Suspensions.

At the discretion of the administrator based on each individual discipline referral.

Mandatory Suspensions

Discipline problems will be guided by Louisiana R. S. 17:416, which states that a student shall be suspended who is guilty of any of the following:

1. Possessing weapons or using any tool or instrument to do bodily harm
2. Striking a teacher or any other school personnel
3. Initiating or instigating a fight (refer to the section on fighting)
4. Possessing or using narcotics or alcohol on any school campus
5. Willfully defacing, stealing, or destroying school or personal property. The student and/or his legal guardian will be required to pay the cost of repair or replacement.
6. Willfully initiating any false alarms
7. Threatening a teacher or any other school personnel

A student who is serving an out-of-school suspension (OSS) will not be allowed to travel on any school-sponsored trips/events without the approval of the principal or the school-based disciplinary committee.

TARDIES

Tardy to School. A student who arrives at school after the 7:45 a.m. bell but before 7:55 a.m. is considered **tardy**. The tardy may be excused **ONLY** if a parent accompanies his/her child into the school building to sign him/her in with a valid excuse **or** if the student submits a valid excuse written by the parent/guardian when checking in at the office.

Tardy to Class. A tardy is an unexcused appearance of a student beyond the scheduled time that a class begins. Teachers will close their doors after the tardy bell finishes ringing. A student will be considered tardy if he/she has to open the door to enter the classroom.

When a teacher determines that a student has four tardies to any given class, that teacher must fill out a disciplinary form and send it to the office so it will be brought to the attention of an administrator. The students will be called for by an administrator.

TEXTBOOK POLICY

Textbooks are issued to each student during the first few days of school. Students are responsible for any lost or damaged textbooks and must pay for these books prior to having another book issued. Lost or damaged books not paid for will prohibit a student from receiving a report card and registering at the end of the year. Any student who drops out of school is responsible for turning in his textbooks.

TOPS CORE CURRICULUM

UNITS	COURSES
4	English I, II, III, and IV
1	Algebra I
1	Algebra II
2	Geometry, Calculus or an approved Advanced Math substitute
1	Biology
1	Chemistry
2	Environmental Science, Physical Science, Biology II, Physics, Agriscience I and Agriscience II
1	American History
2	World History and World Geography
1	Civics
1	Fine Arts Survey
2	Foreign Language (two units in the same language)
Total: 19 Units	

TRANSPORTATION REGULATIONS

Bringing an automobile to school is a privilege, not a right. This privilege can be revoked if students do not follow regulations. All students driving a vehicle on campus must register it and must follow school policy.

Pick-Ups and Drop-Offs. Any pick-ups or drop-offs before and after school should be done by the music wing adjacent to the parking lot. Students are not to be dropped off in the mornings or picked up in the afternoons in the front of the school or in the new bus ramp area.

School Board Ordinance # 2006-02-0003. The Franklin Parish School Board approved banning objects (balloons, large stuffed animals, etc.) on the bus that obstruct the view of the bus driver. Principals are directed to send out a memo instructing parents to pick up balloons/stuffed animal deliveries from school.

On Campus Driving Parking Regulations. Student must have a parking permit to park on Franklin Parish High School grounds.

1. To obtain a parking permit the student must provide the following:
 - Valid Driver's License
 - Proof of Insurance
 - Vehicle Registration form
 - Parking fee of \$5.00
2. If a student drives more than one vehicle, he/she must register each one.
3. Students will register their vehicle when they pick up their class schedule. If their vehicle is not registered on that day, the student will be required to do so the 1st week of school. After five (5) school days, the cost of a parking permit will increase to \$10.00. Anyone who has not registered his vehicle after two weeks will not be allowed to purchase a permit and will not be allowed to drive on campus during that semester. **Those becoming**

eligible to drive during a semester will be allowed late registration with presentation of items required for registration.

4. There will be a \$5.00 fee to replace any lost permits.
5. Students must maintain a safe environment for themselves and others by following safety policies. They are as follows:
 - No students are to arrive on campus before 7:15 a.m. except by parish school bus. Upon arrival at school, students must exit their vehicle.
 - Valid parking decals must be hung on the rearview mirror and must be visible from the front of the car. (If the car does not have a rearview mirror, the permit must be placed in the bottom corner of the windshield on the passenger's side).
 - Cars must be properly parked in a valid parking space.
 - Students are not allowed to park behind 1st – 4th halls or behind the agriculture shop. Students may not park on the baseball parking lot, field house lot, or School Board lot.
 - Any form of hazardous driving will result in automatic suspension of driving.
 - Music must not be heard outside the car. This includes your bass settings.
 - Students are not to visit their car at any time during the day.
 - Students are not to leave campus once they arrive on campus. Students may not sit in their vehicles once they arrive. If the student does not want to go up to the ramp area, they do not need to arrive earlier than 7:40.

Our school resource officer (SRO) and administration will check the parking lot on a daily basis to see if all vehicles belong on our campus and have tags visible in the window. Any vehicle that is parked in our parking lot without a parking permit is subject to being towed at the owner's expense. The SRO may issue tickets for rule violations such as not displaying a parking permit, improper parking, etc. Smoking on campus is strictly forbidden, and that includes smoking in one's vehicle OR allowing anyone else to smoke in one's vehicle. If you are involved in an accident on campus, PLEASE do not move the vehicles involved in the accident until local law enforcement personnel arrive and complete an accident report. When entering and exiting the campus, please observe law enforcement and respond to their signals appropriately. Faculty members will be stationed in the parking lot in the mornings and afternoons to observe the parking lot and to assist you in entering and exiting the campus.
6. Anyone not following the above safety policies will be subject to a citation. The final decision for disciplinary action will rest with the Principal and/or Assistant Principals.

VALEDICTORIAN, SALUTATORIAN, AND HONOR GRADUATES

Definitions

Valedictorian: The student with the highest cumulative grade-point average (GPA) using the criteria from the following paragraphs. In case of ties, all students who tie will be valedictorians.

Salutarian: The student whose cumulative GPA falls immediately below the student(s) who is/are valedictorian(s). In case of a tie, all students who tie will be salutarians.

Honor Graduates: Students whose cumulative GPA's are 3.6 and higher but below the salutatorian's GPA.

In order to prevent an unfair advantage to those students who pursue fewer courses in their senior year than other seniors, the following procedures have been developed for figuring academic honors. The final cumulative GPA after the third year in high school places them in consideration for academic honors. Academic honors will be based on the minimum number of courses. Only those honors courses available to all students will be used to determine valedictorian, salutatorian, and honor graduates.

The final cumulative GPA will be figured following completion of all course work at the end of the last grading period. The final grades in these courses considered will be used to figure the final cumulative GPA.

To be eligible for valedictorian or salutatorian, a student must have attended Franklin Parish High School during his junior and senior years. The final four semesters of academic course work must be completed at FPHS.

College courses may be taken for high school credits. These courses must be approved by the principal or guidance counselor. Depending on the nature and requirements of the course and approval of administration, either regular credit or honor credit will be given.

Senior year courses used to figure the final cumulative GPA will be considered in the following order. (See Grading Schedule on page 12.)

- Honors Courses
- English IV
- Advanced Mathematics
- Physics
- Other English, Mathematics, or Science requirement (in order as written)
- Social Studies Requirements
- Any other required course
- Electives

VANDALISM

It is the duty and responsibility of each student to share in the preservation and care of the school building and equipment. Any wanton destruction of school property must be replaced or paid for by that student. Any graffiti or vandalism will result in disciplinary action, including exclusion from graduation exercises. Law enforcement authorities will be notified of such acts. Each student is charged with any books, lockers, or other material issued by school authorities and is financially responsible for them. Grades, transcripts, and other information will be withheld by the school until all fines are cleared. **Students may also be prevented from enrolling in school the following year until all debts are cleared.**

VISITORS

Only adults who have legitimate business at school will be allowed on campus. All visitors must park in front of the school, report to the reception desk in the main office, sign the visitor's log, and obtain a visitor's pass before going to any office. This pass should be worn at all times while on campus. Visitors must sign out and return the visitor's pass upon

leaving. Guests or visitors of students, including brothers, sisters, cousins, etc., are not allowed at school. Students will be checked in and out at the front desk. No visitor will be allowed to obtain a visitor's pass if they are not dressed appropriately. (No pajamas or revealing clothing). Lunches/food or drink cannot be delivered to students during school. All visitors are expected to leave promptly when their business is completed.

WITHDRAWALS/DROPS

If a student withdraws from FPHS for any reason, it is necessary that he/she, parent, or guardian obtain an official withdrawal form from his/her counselor to start the withdrawal process. The counselor will complete the basic information and refer the student to the principal or designee for approval. The student should take all books received back to each of his/her teachers (or library) for their signature and current transfer grades and obtain all other signatures required on the form. Once this has been completed, the form must be returned to the guidance counselor for final processing.

Remember, no school will accept any student without proper withdrawal papers. The official withdrawal allows the student to enter until proper transfer information can be forwarded.

PARISH AND SCHOOL POLICIES AND REQUIREMENTS DO CHANGE DURING THE COURSE OF ANY GIVEN SCHOOL YEAR AND CANNOT ALL BE LISTED IN THE LIMITED FORMAT OF OUR STUDENT HANDBOOK. ALL PARISH AND SCHOOL POLICIES WILL BE ADHERED TO WHETHER OR NOT THEY APPEAR IN THIS HANDBOOK.

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 TOERANCE)	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 _____