

STUDENT/PARENT HANDBOOK

2018 - 2019



Winnsboro Elementary School

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Principal

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Contents

Contents	0
MISSION STATEMENT	2
PRINCIPAL'S MESSAGE	2
EQUAL OPPORTUNITY POLICY	2
PARENT/STUDENT HANDBOOK	3
TEXTBOOKS	3
CHANGE OF AFTERSCHOOL ARRANGEMENTS OF A STUDENT	3
PICK UP PROCEDURE	3
STUDENT INSURANCE	3
LUNCH PROGRAM	4
SCHOOL BUS REGULATIONS	4
VISITORS ON CAMPUS	4
UNSCHEDULED CONFERENCES	5
PUPIL ATTENDANCE POLICY	5
DEALING WITH ABSENCES	5
MAKE-UP WORK	6
LEAVING CAMPUS	6
CHECK-OUTS/CHECK-INS	6
DISCIPLINE POLICY	7
TEACHER'S CLASSROOM RULES	7
DISCIPLINE PLAN FOR CLASSROOM	7
BEHAVIOR INFRACTION DEFINITIONS	8
BEHAVIORAL EXPECTATIONS	11
REVISED POLICY ON FIGHTING	12
USE OF METAL DETECTOR	12
MANDATORY SUSPENSION	12
EXPULSION	13
ADDITIONAL REASONS FOR EXPULSION	14
NOTIFICATION OF DUE PROCESS	15
SEARCH AND SEIZURE	15
SCHOOL VIOLENCE CLAUSE	15
MEDICATION POLICY	15
CELL PHONE POLICY	16
IMMUNIZATION SCHEDULE MODIFICATION	16
SEXUAL HARASSMENT	16
COMPLAINT PROCEDURE	17
PUPIL PROGRESSION PLAN	17
REQUIREMENTS FOR HONOR ROLL	17
STUDENT RULES	18
DRESS CODE: UNIFORM POLICY	18
EMERGENCY DRILLS	19
CAFETERIA RULES	20
DISCLAIMER	20

MISSION STATEMENT

“Winnsboro Elementary is dedicated to academic excellence for all students.”

PRINCIPAL’S MESSAGE

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

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

Best wishes for a successful year.

Thank you,
Mr. Scott McHand, Principal

PRINCIPAL'S SCHEDULE

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

EQUAL OPPORTUNITY POLICY

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

PARENT/STUDENT HANDBOOK

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

TEXTBOOKS

It is the responsibility of the student to take care of textbooks issued and see that they are properly stored in the correct places when not in use. Students will have to pay for lost or damaged textbooks. A student who does not pay for his/her lost or damaged books will not have his/her record cleared. Any student who transfers is responsible for turning in all textbooks before he/she leaves WES.

CHANGE OF AFTERSCHOOL ARRANGEMENTS OF A STUDENT

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

DROP OFF/PICK UP PROCEDURES

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

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

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

STUDENT INSURANCE

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

LUNCH PROGRAM

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

SCHOOL BUS REGULATIONS

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

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

VISITORS ON CAMPUS

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

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

UNSCHEDULED CONFERENCES

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

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

PUPIL ATTENDANCE POLICY

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

DEALING WITH ABSENCES

Upon returning to school, each absentee will be required to present a note from a parent/guardian consisting of the following information:

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

Notes are to be given to home room teachers, who will forward them to the office. ***The explanation for the absence will be noted, but not necessarily considered excused.*** If he/she fails to bring the excuse before 5 DAYS have passed, the absence will be considered "*Unexcused*" with no right of appeal. Excuses will not be accepted after 5 days.

DOCTORS' NOTES REGARDING ABSENCES MUST BE PRESENTED WITHIN 5 DAYS AFTER THE STUDENT RETURNS TO SCHOOL. These notes will be filed in the student cumulative folders.

Letters are formulated by the computer and mailed after students miss 3, 5 or 10 days of school. These reflect all absences, excused with a doctor's note or otherwise. These letters are a courtesy to you so that you will know the number of absences recorded by our office.

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

MAKE-UP WORK

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

LEAVING CAMPUS

No student may leave campus without permission from the principal or assistant principal. A student will not be allowed to leave campus on any school-related activity or school business without prior permission from a parent/guardian. Parents must know that the student is going off campus during the regular school day.

CHECK-OUTS/CHECK-INS

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

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

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

DISCIPLINE POLICY

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

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

TEACHER'S CLASSROOM RULES

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

DISCIPLINE PLAN FOR CLASSROOM

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

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

BEHAVIOR INFRACTION DEFINITIONS

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

Code	Title	Teacher/Office Managed	Description
01	Willful disobedience	Teacher	Disobey Directive without talking back, mocking or gesturing; Deliberate choice to break a rule or disobey a directive given by a person in authority intentional refusal to follow rules, directions instructions.
02	Treats an authority with disrespect	Office	Disrespectful communication such as talking back, mocking, gesturing ; Any act which demonstrates a disregard or interference with authority or supervising personnel.
03	Makes an unfounded charge against authority	Office	False allegations against staff: Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy that is determined to not be supported by evidence.
04	Uses profane and/or obscene language	Office	Profanity / vulgarity: Vulgar verbal messages, words or gestures that include swearing, name calling, or using other words in an inappropriate manner
05	Is guilty of immoral or vicious practices	Office	Harassment: An unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component; Any act that is dangerous, aggressive, or would likely be perceived as disturbing and/or harassing, and not conforming to approved standard of social behavior and/or local community norms
06	Is guilty of conduct or habits injurious to his/her associates	Teacher (unless someone is seriously hurt)	Assault and/or battery: Any act that causes injury, damage, or pain to another.
07	Uses/possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law in any form	Office	The possession, use, cultivation, manufacture, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance or any paraphernalia associated with the aforementioned.
08	Uses/possesses tobacco and/or lighter	Office	The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles
09	Uses/possesses alcoholic beverages	Office	The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school-sponsored events, or on school transportations vehicles
10	Disturbs the school and habitually/violates any rule	Teacher	Behavior causing continued interruptions to instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior.
11	Cuts, defaces or injures any part of public school buildings/vandalism	Teacher (Unless outright vandalism)	Vandalism: Any act that causes destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control over property
12	Writes profane and/or obscene language or draws obscene pictures	Office	Graffiti with or without profanity: Writes or draws pictures, words, or images that are considered indecent, offensive, disgusting and/or disturbing according to local community norms
13	Possesses weapons prohibited under federal law as defined in Section 921 of Title 18 of the U. S. Code	Office	Possessing weapon designed to expel a projectile by action of an explosive ; See Any object described under "Weapon Type code" in SIS User Guide *Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide

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

31	Possesses pocket knife or blade cutter with a blade length of less than 2 ½ inches	Office	Possesses pocket knife or blade cutter with a blade length less than 21/2 inches , refer to code 14 for blades greater than 2 ½ inches *Use of this code requires *Other Weapon Code* per SIS User Guide
32	Serious bodily injury	Office	Battery with serious bodily injury: An injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ or faculty
33	Use of OTC medication in a manner other than prescribed or authorized	Office	The possession and/or distribution of any over-the-counter medicine without permission from school officials
34	Possession of Body Armor	Office	Possession including the wearing of any type of gear that protects the person from attack by another
35	Bullying	Office	A pattern of repeated Harassment, intimidation, aggressive, threatening behavior , with negative intent, directed from one person to another where there is a power imbalance or bullying of a student on school property by another student
36	Cyberbullying	Office	Bullying behavior which is carried out through an internet service such as email, chat room, blog, discussion group or instant messaging. It can also include bullying through mobile phone technologies and new internet technologies in the future. Cyberbullying Harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school premises
37	False alarm/bomb threat	Office	Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher
38	Forgery	Office	To use, make, or reproduce another's signature for deceptive purposes.
39	Gambling	Office	Wagering money or property
40	Public indecency	Office	Deliberate exposure in public or in view of the general public of the body parts regarded as indecent include the genital / buttocks areas and female breasts
41	Possession of obscene/pornographic material	Office	Possessing images (e.g., computer, book, magazine) assumed to have been produced solely or principally for the purpose of sexual arousal or which are of an obscene nature
42	Unauthorized use of technology	Office	Use of a pager/cellular telephone (texting, talking), camera or video device or other communication devices during the school day
43	Improper dress	Office	Out of dress code , ID violation, or wearing dress that interferes with the learning of others in any learning environment
44	Academic dishonesty	Office	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception

BEHAVIORAL EXPECTATIONS

Classroom rules consistent throughout the school are as follows:

PRIDE	PLAYGROUND	RESTROOM	ARRIVALS/ DEPARTURES	CAFETERIA	CLASSROOM	GYMNASIUM	HALL
P Positive Behavior	Listen to duty teacher at all times. Keep hands and feet to yourself.	Take care of needs quickly. Keep restrooms clean.	Listen to duty teachers. Be where you are supposed to be.	Listen to duty teacher. Follow all cafeteria rules.	Be mindful of others feelings and listen to teachers.	Listen for directions and be courteous to others	Move quietly through halls and into your next class.
R Respectful Attitude	Keep hands, feet, unkind comments and other objects to yourself. Use Manners. Avoid Bullying!	Respect others privacy. Keep hands, feet, unkind comments and other objects to yourself. Use Manners. Avoid bullying!	Keep hands, feet, unkind comments and other objects to yourself. Use Manners. Avoid Bullying	Be quiet. Dispose of plate. Clean up area.	Be attentive. Be courteous to others. Obey the teacher.	Be courteous and mindful of other students. Avoid Bullying.	Keep hands, feet and objects to yourself. Keep noise to a minimum.
I Improve Everyday	Treat everyone the way you want to be treated when playing. Listen to duty teacher at all times and keep hands and feet to yourself.	Take care of needs quickly. Keep restrooms clean.	Listen to duty teachers. Be where you are supposed to be.	Listen to duty teacher. Follow all cafeteria rules.	Be mindful of others feelings and listen to teachers.	Listen for directions and be courteous to others	Move quietly through halls and into your next class.
D Determined To Do My Best	Use equipment safely. Stay in assigned area. Obey duty teacher.	Wash hands.	WALK directly to assigned area.	Use utensils safely. Treat others with kindness.	Use materials safely. Stay in seat unless directed by teacher to move.	Be careful with p. e. equipment. Be patient until you have a turn.	Quiet in halls. Move quickly from one place to the next.
E Exemplary Grades	Make sure playground behavior doesn't move into classrooms.	Make sure to use restroom quickly and return to class.	Be on time for class	Eat in a timely manner so you can focus on your work and not a growling stomach.	Always listen to instructions from teacher and ask questions as needed.	Enter and exit gymnasium in a timely manner to not miss instruction time.	Move quietly through halls and into your next class.

ANY STUDENT WHO DELIBERATELY REFUSES TO OBEY THE REQUEST OR DIRECTIVE OF A SCHOOL ADMINISTRATOR, TEACHER, OR STAFF MEMBER DURING DISRUPTIONS WILL BE PUNISHED SEVERLY. The principal reserves the right to call law enforcement authorities at any time there is a disturbance or threat to the security or safety of others.

REVISED POLICY ON FIGHTING

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

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

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

USE OF METAL DETECTOR

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

MANDATORY SUSPENSION

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

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

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

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

EXPULSION

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

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

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

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

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

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

A. 16 years or older

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

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

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

If after an appropriate hearing a pupil is found guilty of possession or knowledge of and intentional distribution or possession with intent to distribute any illegal drug or substance on school property,

on a school bus, or at a school sponsored event, the pupil shall be expelled for a minimum of twelve (12) calendar months.

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

C. Grades K -5

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

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

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

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

ADDITIONAL REASONS FOR EXPULSION

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

NOTIFICATION OF DUE PROCESS

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

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

SEARCH AND SEIZURE

Search and seizure is defined as the search of a student's person, desk, locker, vehicle, or other area.

State Law: BE IT ORDAINED, ETC., That teachers, principals and other school administrators are authorized to search any desk, locker, or any other public school property, land or buildings, or the *student himself* in the presence of another adult witness. The search is authorized at any time when there is *probable cause* that any school building, desk, locker, area ground, or student's person contains any weapon, illegal drugs, stolen goods, or any other material which should not be at school.

SCHOOL VIOLENCE CLAUSE

Because of the incidence of school violence taking place across the United States, WES teachers and administration will take immediate and firm action against any students making reference to the use of weapons within the school. Any student making threats of any form or fashion, even in joking, will be counseled and dealt with as school personnel deem appropriate. Professional counseling may be recommended.

MEDICATION POLICY

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

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

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

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

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

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

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

CELL PHONE POLICY

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

No student, unless authorized by the school principal or his designee, shall possess, use, or operate any cellular telephone or any other electronic telecommunication device (including any facsimile system, radio paging service, smart watch, intercom, or electro-mechanical paging system) during the normal school hours of operation in any Franklin Parish School building, on the grounds thereof, or in any school bus. On the first offense of this policy, these devices will be confiscated and kept in the school office. The device will be released only to the parent/guardian of the student from whom the device was confiscated. The parent/guardian will be required to sign for the device before it is released.

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

IMMUNIZATION SCHEDULE MODIFICATION

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

SEXUAL HARASSMENT

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

COMPLAINT PROCEDURE

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

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

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

PUPIL PROGRESSION PLAN

The Pupil Progression Plan is revised annually. To get further information concerning policies pertaining to promotion, see the principal. It is posted on the Franklin Parish School Board Web Site.

Franklin Parish Grade Scale

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

REQUIREMENTS FOR HONOR ROLL

1. Honor Roll and GPA awards are calculated by computer. Honor roll criteria includes 3.0 GPA or higher with no "D" or "F".
2. In grades K – 5, grades obtained in art, music, enrichment and P.E. are not used to determine honor roll or GPA.

STUDENT RULES

1. **Students must follow rules established for classrooms, campus, athletic events, bus transportation, and school-sponsored trips. Students are under school rules and regulations at all school-related activities on or off campus.**
2. Students are to respect the authority of all staff members and any chaperones that the school may use.
3. Students are expected to help keep the school buildings and campus clean.
4. When a student arrives on campus, he/she is to remain until given permission to leave or until the bell rings for school to be dismissed.
5. Students are not allowed on campus at any time without school personnel being present.
6. **No students on campus before 7:10 as there is no duty teacher present.**
7. Students are not allowed to go into any classroom during recess unless they are supervised by a teacher.
8. The Teacher's Lounge and workroom are for teachers only.
9. Relationships between students should be casual while at school. There is to be no physical display of affection, such as hugging or kissing.
10. No food/drink is to be brought on campus to be eaten before lunch.
11. **By order of the Franklin Parish School Board, backpacks must not have any vulgar writing or pictures. Backpacks with rollers are not allowed.**
12. A student's use of the school telephone is limited to recess unless he/she has an emergency.
13. Final report cards/records will not be issued to students who fail to officially check out, taking care of all lost books or fines & fees.
14. Please make sure that arrangements have been made for students to be picked up from campus by 3:20 if students do not ride a bus home.

DRESS CODE: UNIFORM POLICY

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

1. Shirts are to be navy blue, red, or white polo style. This means the three-button kind. **Winnsboro Elementary will have another shirt option. This is a navy blue or red t-shirt which you may purchase at the school. These shirts may be worn every day.** Other WES purchased shirts, such as spirit shirts or club shirts, may be worn on Fridays for Spirit Shirt Day.
2. **Navy blue, red or white three (3) button polo shirt shall be worn at Horace G. White Learning Center.**
3. Pants are to be uniform pants in khaki or navy blue. Pants, shorts or capris may be worn. Pants are not to be cut, torn, or written on.
4. Pants are to fit properly. Pants worn below the waist, sagging stride, or showing undergarments are prohibited.
5. No distressed or pants with holes are permitted.
6. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed.

7. (Grade 3-5) Belts are to be worn at all times. Belts cannot have vulgar pictures or words.
8. Knee length/Uniform Shorts may be worn by Pre-K through fifth grade students and no more than 2 inches above the knee.
9. Leggings worn with skirts must be uniform color for grades 3-5. (gray, white, navy, or red)
10. Navy or khaki uniform skirts are no shorter than 2 inches above the knee.
11. Tennis shoes or leather shoes/boots (navy, brown, or black) will be allowed. No sandals. Open heels are acceptable, but no open toes. No house shoes or slippers or shoes with lights are to be worn at school.
12. Footwear must be worn in school facilities and on school grounds at all times.
13. Shoestrings are to be worn in lace up shoes. They are to be laced and tied at all times.
14. Waist length jackets (not long coats) will be allowed. They must open all the way down the front. Only Winnsboro Elementary pullovers, unaltered and purchased from the school will be allowed.
15. Gray, navy, white, or red undershirts may be worn under uniform shirts. Girls must be properly covered. Undershirts must not be low-cut, sports bras, or camisoles.
16. The Franklin Parish School Board expects all students in the parish to take personal pride in themselves by keeping their bodies and clothes clean and free from body odor. Students may be sent home for showers when deemed necessary.
17. Students should wear all conventional undergarments.
18. No caps/hats are to be worn on campus at any time.
19. Hair must be clean and neatly groomed. Dyed hair & braided/sewn-in hair must be a natural color; not pink, purple, green, blue, spotted, etc...
20. Hair may not hang down in student's eye(s).
21. Hair rollers, pin curls, bandanas, or any extreme hair styles will not be allowed. (spelling, letters, or designs.)
22. Make-up must not be excessive. No face paintings.
23. Faces will be clean shaven.
24. Sideburns must not come below the bottom of the ear lobes and must not be excessively flared.
25. Student dress, jewelry, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the orderly educational process of the school. **Any style or appearance which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable.**
26. Students are not allowed to wear sunglasses or other non-prescription glasses at school.
27. Male students are prohibited from wearing earrings or straws of any kind.
28. Tongue rings, eyebrow rings, nose rings or any visible piercings are prohibited. Girls may wear earrings in their ears.
29. Gang symbols and paraphernalia may not be worn.
30. Students may not wear pants leg(s) pulled or rolled up.
31. Combs/brushes are not to be visible in the hair or pockets.
32. **Students are not allowed to have gum!**

EMERGENCY DRILLS

FIRE DRILL

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

TORNADO DRILL

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

LOCK-DOWN DRILL

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

BOMB THREAT

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

CAFETERIA RULES

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

DISCLAIMER

This student handbook is not all-inclusive of each and every policy written in the Franklin Parish School Board Policy Manual. It should be understood that policies may change during the year which would become pertinent at that time. Due to the size of the policy manual, it is impossible for us to reproduce all of it for our students. The administration of Winnsboro Elementary School will refer to the Franklin Parish Policy Manual for anything not covered in our student handbook. If there are any discrepancies, between our the Winnsboro Elementary School Student Handbook and the Franklin Parish Policy Manual, the policy manual will supersede anything stated in the student 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 TOLERANCE)	Notify parents Assessment/ Counseling 9 days suspension Recommended expulsion Refer to law enforcement				
21 (p)	Gambling	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	9 days suspension Recommended expulsion		
21 (q)	Possession or use of fireworks	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	9 days suspension Recommended expulsion		
21 (r)	Beepers, pagers, cellular phones, walkie talkies or other communication devices shall not be on, visible on in use students will not be assigned to HGW until 4 th offense.	Notify parents Counseling Confiscation until next school day Parents must pick up device	Notify parents Counseling Confiscation until next school day Parents must pick up device 3 days suspension	Notify parents Counseling Confiscation until next school day Parents must pick up device 5 days suspension	Notify parents 9 days suspension with recommended expulsion	
21 (s)	Refusing to sit in assigned seat	Counseling Verbal warning	Notify parents Counseling 1 day suspension	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension and recommended expulsion
21 (t)	Treats students with disrespect	Notify parents Counseling Verbal warning	Notify parents Counseling 1 day suspension	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension and recommended expulsion
21 (u)	Public display of affection (Ex: kissing)	Notify parents Counseling Verbal warning	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension recommended expulsion	
21 (v)	Intimidation					
21 (v)(1)	Sexual harassment (student to student)	Notify parents Review of sexual harassment, bullying, cyber bullying policy Dating violence <u>Written</u> warning	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	Notify parents 9 days suspension and recommended expulsion	

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

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

CORPORAL PUNISHMENT

Corporal punishment may be used in accordance with state law.

ZERO TOLERANCE VIOLENCE PREVENTION PROGRAM PROVISIONS

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

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

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

LAW ENFORCEMENT RESPONSIBILITIES

Once called, law enforcement officials shall:

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

SUSPENSION

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

DRESS CODE

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

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

SCHOOL UNIFORMS

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

GROOMING

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

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

DISCIPLINE

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

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

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

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

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

Sixth Offense: Student shall be recommended for expulsion from regular education and, therefore, recommended to the Franklin Parish Alternative School.

Parents shall be notified of each dress code violation committed by their child by telephone and/or letter.

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

ACT 248

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

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

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

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

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

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

Reference incident code 21 (r).

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

Bullying

A. **Definition of Bullying**

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

Dating Violence

A. **Definition of Dating Violence**

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

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

B. **Warning Signs:**

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

C. **Reporting:**

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

Franklin Parish School Board

Acceptable Use Policy and Internet Safety Agreement

2018-2019

Statement of Purpose

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

Terms of Agreement

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

Acceptable Uses

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

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

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

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

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

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

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

Failure to Follow Acceptable Use Policy

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

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

Internet Safety

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

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

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

Use of New Web Tools

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

Blogging/Podcasting Terms and Conditions:

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

Teacher Responsibilities

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

Principal Responsibilities

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

District Responsibilities

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

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

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

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

(Please initial where appropriate)

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

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

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

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

Child's Name (Please Print): _____

Child's School: _____

Parent phone number: _____

Parent email address: _____

Student Signature: _____

Parent (Guardian) Signature: _____

This form is due by September 1, 2018

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

SCHOOL/TEACHER AGREEMENT

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

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

Teacher's Signature _____ Date _____

PARENT/GUARDIAN AGREEMENT

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

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

Parent's Signature _____ Date _____

STUDENT AGREEMENT

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

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

Parent's Signature _____ Date _____