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# Baskin School

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## Handbook

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2018-2019

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# INTRODUCTION

Welcome to Baskin School. Our mission statement is **ONE TEAM ONE PURPOSE**. As faculty, staff, administration, parents, students, or community members, all of us must assume the responsibilities we have in the educational process, hence we are one team with one purpose. We appreciate parental support and encourage more parents to become actively involved in your children's education.

Along with their academic education, we encourage students to become involved in school activities such as band, athletics, clubs, support groups, and other extracurricular activities. Parents are encouraged to participate in PTO activities and all school events where your children are involved.

This handbook is provides general information for parents and students. It does not cover every federal, state, and local policy. However, we invite you to call or come to the school if you have questions about the school or your child's education. Our purpose is to provide the knowledge and skills necessary for every child to experience success.

## Principal's Message

I am Mrs. Schulte and it is my pleasure to welcome you to Baskin School. This will be my third year serving as principal at Baskin. Prior to accepting the principal position as Baskin I was a teacher in the Monroe City Schools District. I have two masters' degrees from the University of Louisiana at Monroe, one in educational leadership and the other in elementary education. I am current pursuing a Doctoral degree in Curriculum and Instruction. This will be my tenth year in education.

I believe stakeholders play an essential role in educating the children of our local communities. I would like to take this opportunity to invite you to tour our beautiful campus, talk with staff, and visit our students. Our doors are always open to the local community. We feel that open lines of communication between school and home are a vital component to the success of our educational program. By working together we will be able to help Baskin reach our collective goals.

Let's all work together to make the 2018-2019 school year at success at Baskin School. If at any time we can be of assistance to you please feel free to contact the school at 318-248-2381.

Sincerely,

Ashley Schulte

Mrs. Ashley Schulte

# FRANKLIN PARISH SCHOOLS 2018-2019 SCHOOL CALENDAR

(FPSB approved 04-09.2018)

SCHEDULED DAYS FOR TEACHERS - 173.5days

STUDENTS - 170.5 days

School begins (8:00 a.m., Teachers & Staff) (Staff Dev. Day - Aug. 16 & 17, 2018) -----Thursday & Friday, August 16 -17, 2018  
 Classes begin for students (Session Day 1) ----- Monday, August 20, 2018  
 Classes end for students ----- Wednesday, May 22, 2019  
 School Ends (No students, Teachers & staff only) ----- Thursday, May 23, 2019

END OF STUDENT GRADING PERIODS, (170.5 DAYS)	
1 <sup>ST</sup> grading pd.: Friday, Sept. 28 2018 (29 days)	4 <sup>th</sup> grading pd.: Friday, Feb. 22, 2019 (28 days)
2 <sup>nd</sup> grading pd.: Friday, Nov. 9, 2018 (28 days)	5 <sup>th</sup> grading pd.: Friday., Apr. 12, 2019 (30 days)
3 <sup>rd</sup> grading pd.: Friday, Jan. 11, 2019 (29.5 days)	6 <sup>th</sup> grading pd.: Wednesday, May 22, 2019 (26 days)

## HOLIDAYS AND TEACHER WORKSHOPS

1. INDEPENDENCE DAY (12 month employees) ----- Wednesday & Thursday, July 4 & 5, 2018  
 Central Office will dismiss at regular time on Tuesday, July 3, 2018 and resume on Friday, July 6, 2018.
2. LABOR DAY ----- Monday, September 3, 2018  
 Schools will dismiss at regular time on Friday, Aug. 31, 2018 and resume on Tuesday, Sept. 4, 2018.
3. FALL BREAK ----- Friday & Monday, October 19 & 22, 2018  
 Schools will dismiss at regular time on Thursday, October 18, 2018 and resume on Tuesday, October 23, 2018.
4. THANKSGIVING HOLIDAY ----- November 19, 20, 21, 22, 23, 2018  
 Schools will dismiss at regular time on Friday, Nov. 16, 2018 and resume on Monday, Nov. 26, 2018.
5. CHRISTMAS & NEW YEAR'S ----- December 24, 25, 26, 27, 28, 31, 2018 & January 1, 2, 3, 4, 2019  
 School will dismiss at 11:30 a.m. on Friday, Dec. 21, 2018 (1/2 day) and resume on Monday, January 7, 2019.  
Any school employee that is absent on December 21, 2018 will be charged a full day of absence.
6. MARTIN LUTHER KING, JR. DAY ----- Monday, January 21, 2019  
 Schools will dismiss at regular time on Friday, Jan. 18, 2019 and resume on Tuesday, Jan. 22, 2019.
7. PRESIDENT'S DAY ----- Monday, February 18, 2019  
 Schools will dismiss at regular time on Friday, Feb. 15, 2019 and resume on Tuesday, Feb. 19, 2019.
8. SPRING BREAK ----- March 18, 19, 20, 21, 22, 2019  
 Schools will dismiss at regular time on Friday, March 15, 2019 and resume on Monday, March 25, 2019.
9. EASTER----- Good Friday, April 19 & Easter Monday, April 22, 2019  
 Schools will dismiss at regular time on Thursday, April 18, 2019 and resume on Tuesday, April 23, 2019.
10. TESTING WINDOW ----- ~~April 9 - May 4, 2019~~
11. STUDENTS' LAST DAY ----- Wednesday, May 22, 2019
12. TEACHER WORK DAY - (No students) Teachers & all staff will report to work at 8:00 a.m. ----- Thursday, May 23, 2019
13. MEMORIAL DAY HOLIDAY (12 month employees) ----- Monday, May 27, 2019
14. **SUBSTITUTE's PAY - December 2018 substitutes will be paid on January 18, 2019.  
 (Due to Christmas & New Year's holidays.)**

## SCHOOL HOLIDAYS

HOLIDAY	DATES
Labor Day	Monday, September 3, 2018
Fall Break	Friday, October 19 and Monday, October 22, 2018
Thanksgiving Holiday	November 19-23, 2018 (Dismiss at regular time Friday the 18th)
Christmas Holiday	December 24, 2018 - January 7, 2019 [December 21, 2018 (Half day) Dismiss at noon] School will resume on Monday January 7 <sup>th</sup> 2019
Martin Luther King, Jr. Day	Monday, January 21, 2019
President's Day	Monday, February 18, 2019
Spring Break	March 18-March 22, 2019
Easter Break	April 19-April 22, 2019
Student's Last Day	Wednesday, May 22, 2019

## CLASS SCHEDULES

Class Period	Time
Homeroom	7:35 - 7:45
1 <sup>st</sup> Period	7:45 - 8:40
2 <sup>nd</sup> Period	8:40 - 9:35
3 <sup>rd</sup> Period	9:35 - 10:30
4 <sup>th</sup> Period	10:35 - 11:30
5 <sup>th</sup> Period	12:00 - 1:00 (Grades 1-5) 11:30 - 12:25 (Grades 6-8)
6 <sup>th</sup> Period	1:00 - 2:00
7 <sup>th</sup> Period	2:00 - 3:00
8	12:20-12:45

## PHILOSOPHY

Baskin school plays a key role in preparing young people to be productive citizens. We believe that all children have the capacity to learn. Trained and prepared teachers will lay the foundation for students to become life-long learners. A caring/sharing relationship is absolutely essential to ensure students a successful school experience.

## MISSION STATEMENT

**“One team one purpose”** is the fundamental mission of Baskin School. In order to accomplish this goal, we believe family, school, and community must take an active part in the education of a student. It is necessary that students are prepared for the future; therefore, Baskin School pledges to ensure an atmosphere necessary to provide leadership and training opportunities. Baskin School will provide a climate essential for the optimum intellectual, emotional, and social growth of each student.

## HISTORY OF BASKIN SCHOOL

Many changes have occurred since the first Baskin School in the late 1800s. The first community school was held in the shed of the Cumming’s Gin, boasting 13 students. Later, a two-room school, located on Jim Reagan’s property, became the location of Baskin School. The first brick building was built in 1916 and was a junior high school. In 1926 the first Baskin High School was constructed; later in 1981 this building was placed on the National Register of Historic Places. In 1977, a one-story, modern brick building, was built that became the high school. With consolidation in Franklin Parish in 1997, Baskin once again became a junior high school with grades Pre-K through 8<sup>th</sup> grade. Franklin Parish was consolidated into two high schools, one at Crowville and one at Winnsboro. Then again in 2005, consolidation of the Franklin Parish schools created one high school for the parish in Winnsboro. Baskin students attend Franklin Parish High School in Winnsboro after completing the eighth grade.

## DISCLAIMER

This student handbook is **not all-inclusive** of every policy written in the Franklin Parish School Board (FPSB) Policy Manual. It should be understood that the board may revise policies during the school year. This policy will become pertinent at the time it is approved. Due to the size of the policy manual, it is impossible for us to reproduce all of it for our students. The administration of Baskin School will refer to the FPSB Policy Manual for anything not covered in our handbook. If there are any discrepancies between the Baskin Handbook and FPSB Policy Manual, the FPSB Policy Manual will supersede the current student handbook.

## EQUAL OPPORTUNITY STATEMENT

The FPSB and Baskin School adhere to the equal opportunity provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1973, and Age Discrimination Act of 1975. Therefore, no one will be discriminated against on the basis of race, color, national origin, sex, disability, or age. Anyone with questions regarding this policy may contact the Franklin Parish Superintendent, at 7293 Prairie Road, Winnsboro, LA 71295, (318) 435-9046.

## OFFICE PROCEDURES

**Check-In and Tardies;** Students arriving late (after 7:35 a.m.) will report to the office and be signed in by a parent/guardian. The student will be given an admit slip for the teacher. When a student is checked into school after a doctor’s appointment, the doctor’s excuse should be turned in to the secretary for proper documentation. All tardies will become part of the student’s school record, including the reason

for the tardy, and will be recorded on the student's attendance record. Excessive tardiness will be subject to review by the Supervisor of Student Attendance.

**Check Out ;** A parent/guardian or their designee must sign out students in the office. Students will not be allowed to leave the campus with persons not listed on the Release Authorization Form. If other arrangements are to be made, the parent must send a note or call the office and give verbal permission for the individual to pick up that student.

- Please refrain from calling and asking that students be waiting in the office unless in cases of emergency. When a parent/guardian comes to sign out a student, the student will be called to the office immediately.

#### **TELEPHONE USE**

- Proper procedure for student use of the office telephone:
  - Bring a note from the classroom teacher giving permission for a telephone call.
  - The office staff will make the call for the student.
- Students will **not** be called from class to take phone calls, unless in cases of emergencies. A message will be taken and given to the student who will be allowed to call at class break or at recess.
- Students should make arrangements with parents before they leave for school about things such as ball practice, afternoon tutoring, or needed school supplies.

Please limit telephone use to emergencies only.

Please inform the school office of changes in parents' telephone numbers.

#### **OFFICE CARE OF SICK CHILDREN**

- Parents/guardians will be called if a student has fever, is throwing up, or is injured. Please be sure the office has current phone numbers for emergency contact.

#### **SCHOOL BREAKFAST & LUNCH PROGRAM**

Our cafeteria is part of a national program to provide low cost, nutritious meals to children. All students eat free through this grant. They are offered both breakfast and lunch daily.

- If a student is allergic to any food, he/she must bring a note from a physician.
- Extra milk may be purchased for an additional 50 cents. Students must pay for the milk with correct change at time of service.
- All federal rules and guidelines will apply while in the cafeteria.  
Two notable ones are:  
Students who do not eat cafeteria food must sit in a designated area.  
Outside food brought by students cannot have labels showing.
- Students who do not eat lunch in cafeteria must bring a note from home to be kept on file in the office giving parental permission to skip lunch.

### **Cafeteria Rules**

- Students must enter quietly and orderly.
- Students must keep hands and feet to themselves.
- No food, straws, etc are to be brought from the cafeteria.
- Students must keep food on their plate.
- Students who throw food will be disciplined.
- Students are responsible for cleaning the area around their plates before leaving the cafeteria.

### **LIBRARY**

A **five-cent charge** will be assessed daily for overdue materials. It is the responsibility of the students to pay for any lost or damaged books. Student report cards will be held for those who have not returned books and paid fines.

### **REPORT CARDS**

Report cards are issued at the end of the six weeks, which is the end a grading period. Report cards should be reviewed by parents. If you have any concerns or questions, please call the school to make an appointment with your child's teacher. Please examine the address at the bottom of the report card, and make any changes, and return it to the school. If students owe fees to the school report cards are subject to being held.

### **STANDARDS FOR ELIGIBILITY FOR HONOR ROLL**

The honor roll for each Franklin Parish School shall be a **3.0 average**; using grades for all subjects, with no grade less than a "C." In subjects where "S" and "U" are given for grades, no grade lower than "S" shall be considered for the honor roll.

### **SCHOOL BOARD ATTENDANCE POLICY**

The School Board believes regular attendance in the school, accompanied by the responsibility to study and participate in school activities, is fundamental to the learning process. Once a pupil arrives at school, he or she is expected to remain and attend each class throughout the day.

### **STATE ATTENDANCE REQUIREMENTS**

The FPSB has scheduled 170.5 school days for 2018-2019 school year. Elementary and junior high students must be in attendance a minimum of 161 days per school year in order to receive credit for courses taken. Exceptions can be made only in the event of extended personal illness, verified by a physician's statement. If other extenuating circumstances exist, exceptions must be approved by the Supervisor of Child Welfare in consultation with the school principal.

### **EXCUSED ABSENCES**

Requests for absences to be excused must be turned in to school officials within **two days** after the students return to school. This request will be reviewed by the school principal or designee and marked as excused and unexcused. Excused absences allow students to make up work that was missed, but the absences still count on the student's attendance record.

**NOTE:** THE NEW ACCOUNTABILITY SYSTEM MANDATED BY THE STATE REQUIRES THAT EVERYONE, INCLUDING **STUDENTS AND PARENTS**, BE MORE ACCOUNTABLE FOR STUDENT IMPROVEMENT IN SCHOOL.

**ATTENDANCE** is very important in the educational process.

## ABSENCES AND EXCUSES

The parent or guardian will be required to submit an explanation for absence to receive credit and make up work during an absence. (As described in the State Attendance Requirements.)

Excused absences can be granted only in the event of extenuating circumstances. School personnel require a note from physicians or dentists, substantiating all office visits. Written evidence from church authorities, relative to religious observances, may also be required.

Students must submit written excuses to the main office (7:35 – 7:40 a.m.).

## EXTENUATING CIRCUMSTANCES

The only exceptions to attendance regulations are outlined by the Supervisor of Child Welfare and Attendance (SCWA). Those exceptions are as follows:

- Extended personal, physical, emotional illness, or hospital stay verified by a physician or dentist
- Extended recuperation from an accident verified by a physician or dentist
- Extended contagious disease within a family verified by a physician or dentist
- Prior school system approved travel for education
- Death in the family (not to exceed one week)
- Natural catastrophe and/or disaster
- For any other extenuating circumstances, parents must make a formal appeal to the school board in accordance with due process procedures.

## GRADING POLICY

### GRADING SCALE

Letter Grade	Number Grade
A	93 - 100
B	85 - 92
C	75 - 84
D	67 - 74
F	0 - 66

Each subject is considered separately to determine pass or fail. Failure of **Reading or Math** will automatically result in failing for the year. Failing of any two subjects will result in failure for the year. PE and enrichment count as regular subjects. Example: Failure of PE and Social Studies would result in failure for the year.

In order to pass a subject, the grades for the sixth six-weeks must add up to be 402 points. This is an average of 67 points per six weeks. Semester grades are not used to determine the yearly average.

REMEMBER THAT **MATH OR READING** ALONE CAN CAUSE FAILURE OF PROMOTION TO THE NEXT GRADE.

### **School Building Level Committee (SBLC)**

Committee comprised of the principal (or designee), classroom teachers, and the SBLC Committee leader.

- This committee works under the guidelines of the Franklin Parish Pupil Progression Plan.
- In certain circumstances set up under the Pupil Progression Plan, students who have failed a grade may be promoted to the next grade by meeting the standard of number of years behind in grades or by being considerably overage.

### **TRANSPORTATION**

Because of liability issues, Baskin School will not assume responsibility for changing a student from one bus to another or from one bus to ride with an individual. Please do not call the school to change your child's after-school location. We will not accept calls requesting that a child ride a different bus or go home with someone. Please make arrangements before your child leaves home. We will require a note signed by a parent or guardian to change a child's after-school destination. If a note is not provided, the child will be put on his/her original bus. (In case of an emergency, please notify the school for a change in your child's after-school destination **before** 2:00 p.m.)

### **RULES FOR SCHOOL BUS PASSENGERS**

A school bus with undisciplined passengers is a hazardous bus. Students' misbehavior can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline students while the bus is in motion. Therefore, for the safe operation of the bus, students should be aware of and obey the following safety rules:

- Be on time; the bus will not wait.
- Do not stand in the street to wait for the bus. Stand a safe distance from the street or road and wait until the bus comes to a complete stop and the driver motions for the student to approach the bus.
- When crossing the street to board the bus, do so very carefully. Wait for the driver's directions and cross at least 10 feet in front of the bus after the driver signals.
- Remain quiet enough not to distract the driver.
- Do not stand when the bus is in motion. Students must sit in the seat assigned by the driver.
- Do not extend arms, head, or other objects out the windows or door of the bus.
- Do not throw objects out the window or inside the bus.
- Do not use emergency door except for emergencies; usually directed by the driver.
- Cooperate with the driver. The students' safety depends on it.
- Do not eat or drink on the bus.
- Do not possess or use tobacco, matches, lighter, drugs, obscene materials, weapons, or other prohibited items on the bus.
- Groups of students are not allowed to ride buses other than their designated bus because of inadequate seating (ex. birthday parties).
- Do not damage the bus in any way. **NOTE: A PUPIL SUSPENDED FOR DAMAGES TO ANY SCHOOL BUS SHALL BE REQUIRED TO MAKE RETRIBUTION FOR SUCH DAMAGES.**

- Be courteous and safety-conscious at all times.
- Protect your riding privilege by abiding by all above rules.

### **FRANKLIN PARISH SCHOOL BOARD POLICY**

- **Objects that obstruct the bus driver’s view--** No objects (balloons, large stuffed animals, etc.) are allowed on the bus that will obstruct the view of the bus driver. (Approved by School Board on February 6, 2006)
- **Extra riders on bus---** Students must have written permission and authorized by the Principal to ride a bus other than the one they are assigned to. Only in emergency situations will exceptions be made. (Approved by School Board on February 6, 2006)

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at irregular intervals throughout the school year. Students should remember these basic rules:

- Check the instructions posted in each classroom indicating how to leave the building in case of an emergency.
- Walk quickly. Do NOT run.
- Move quietly to designated areas.
- Tornado: Get in a crouched position and cover your head and back of your neck with both hands or books, if available.
- Remain **quiet and calm.**

### **EMERGENCY SIGNALS**

**Fire Drill:** Fire Alarm Sounds  
**Tornado:** Announced over intercom  
**Lock Down:** Announced over intercom

### **LOCKDOWN—Intruder**

- Lock down drills will be held on a regular basis. Students will be instructed at the beginning of the year on the proper procedure and then again during the year.
- Lockdown will be announced over the intercom, and everyone will remain in the lock down position until the current secret message is announced.
- During lockdown, the windows will be covered, lights will be out, and students will be placed away from the windows and doors. Desks will be used as a shield.
- Absolutely **no noise** during lockdown.
- **No cell phone calls**—any noise attracts the intruder’s attention.
- Doors to classrooms and outside doors will be locked immediately when lockdown is called and doors will not be opened for any reason.
- If students are out of the regular classroom when lockdown is called, they should find a safe place as quickly as possible.

- No parent or anyone from outside the building will be allowed in the building during a lockdown.
- Authorities will be notified from the office, and assistance should arrive quickly.

## **FPSB SICK POLICY**

In effort to prevent the spread of germs at school, we ask that you keep your child home from school if he/she is ill. Should your child become ill while at school; you or your designee will be asked to take him/her home until they are feeling better. Your child should be kept at home if he/she has any of the following symptoms:

- **Fever** of 99 degrees or above. He/She should remain at home until the fever is below 99 degrees, without medication for 24 hours.
- **Nausea, vomiting, diarrhea, or abdominal pain**
- **Unusual drowsiness or tiredness**
- **Sore throat** with difficulty swallowing
- **Viral cold** – the first few days when your child is most uncomfortable
- **Persistent cough**
- **Red, inflamed eyes with a discharge**
- **Any sore oozing fluid or pus**
- **Any rash** that has not been diagnosed
- **Head or body lice** that has not been treated
- **Earache**
- **Any other symptoms which are suggestive of illness.**

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **STUDENT INSURANCE**

The Franklin Parish School Board will no longer provide student insurance. Parents will have the option of purchasing the insurance. Please be aware that it is a supplemental insurance which only has limited benefits.

### **CONSEQUENCES FOR REGULATION VIOLATIONS**

For violations of school rules, the following general forms of discipline will be used:

- Conference with student
- Parent Conference (Parents will be contacted on more serious offenses.)
- Corporal Punishment
- In school suspension
- Out of school suspension

### **STUDENT COMPLAINTS & GRIEVANCES**

Students have both the right and the responsibility to express school-related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with the school principal. One faculty member of the student's choice may be present at such meetings. Such time and place will be designated immediately upon request.

It is the purpose of discussion and appeal procedures to provide access to appropriate school officials within a reasonable time. It is not the purpose to provide a forum through which trivialities, irresponsible actions, and non-related school issues are conveyed.

## **ASSEMBLIES**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. When guests are present, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program. Prior to an assembly, an announcement will be made as to when the student body should report to the gym or auditorium. Textbooks and other materials are to be left in the classroom. Purses and wallets are the sole responsibility of each student.

## **VISITORS**

To protect the students, the school policy allows only those visitors who have legitimate business at the school. ***ALL VISITORS MUST REGISTER IN THE OFFICE IMMEDIATELY UPON ENTERING THE SCHOOL CAMPUS.*** Any person without a visitor's pass will be asked to return to the office. Parents must make appointments with teachers during their planning period. All appointments must be made in advance before meeting with teachers. Parents are not allowed to sit in on their child's classes without first meeting with the teacher and principal to set up an appointment.

## **MEDICATION**

Students are **not** allowed to take medication unless a medication form is on file with the school nurse and school secretaries. A form **must** be completed by a physician and parent if it becomes necessary for a student to take any form of medication at school. Forms are available in the school office. Medication will be stored in a locked area and administered by the Assistant Principal, school secretary, or school nurse (if available). Under no circumstances are students allowed to keep medication with them at school. All medication will be stored in a locked area and **none** are to be brought to the classroom or given to the teacher to keep. All medication (prescription or over the counter) must have a pharmacy label indicating how it needs to be administered. All "first" dose needs to be administered at home for any possible side effects.

## **PARENT CONFERENCES**

Parents are encouraged to ask for parent/teacher conferences. Conferences will be planned during a teacher's planning period or after school. Please call the day prior to the time needed for a conference to give time to set up a meeting between the teacher, principal, and parent. The Baskin School telephone number is (318) 248-2381.

## **ACADEMIC AWARDS PROGRAM**

The end-of-year awards are based on the first five grading sessions. The attendance award will be given for attendance prior to awards day. Awards will be presented for the following:

- **PRINCIPAL'S AWARD** – All A's in all subjects for the year
- All A's in individual subjects for the year
- **HONOR ROLL** 3.0 or higher GPA for the year with no F's on the report card
- Perfect Attendance students with no absences (excused or unexcused) for the year.
- Awards from organizations and athletics

## CELL PHONES

**No student**, unless authorized by the school principal or the principal's designee, shall possess, use, or operate any cellular telephone during normal school hours of operation in any Franklin Parish school building, on the grounds thereof, or on any school bus. **Students are not to post derogatory comments regarding school staff on social media. If comments are brought to the attention of administration students will be reprimanded accordingly.**

- 1<sup>st</sup> offense: confiscate student's phone; return to the **parent** the following school day. Issue a disciplinary referral.
- 2<sup>nd</sup> offense: confiscate student's phone; return to the **parent** the following school day. Issue a disciplinary referral and the student will receive a three day suspension. Parents will pay 15.00 for the return of the phone.
- 3<sup>rd</sup> offense: confiscate student's phone; return to the **parent** the following school day. Issue a disciplinary referral and the student will receive a five day suspension. Parents will pay 15.00 for the return of the phone.
- 4<sup>th</sup> offense: confiscate student's phone; return to the **parent** the following school day. Recommendation for expulsion. Parents will pay 15.00 for the return of the phone.

## FRANKLIN PARISH SCHOOL UNIFORM POLICY

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 student. 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 and parent/guardian. The school will assume responsibility for a student's appropriate attire when the student or parents fail to recognize this need.

The principal and/or assistant principal shall be the authority in determining if clothing or grooming is inappropriate.

## SCHOOL UNIFORMS

- 1) Navy blue, red, or white polo shirt (with three buttons) 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 or shorts (K-8)
  - a) Must wear belts if belt loops are on pants
  - b) No bellbottoms, cargo pants, or hip huggers
- 4) Special occasion shirt may be worn if approved by the principal.
- 5) PK through 5<sup>th</sup> grade may wear uniform shorts or capris, navy blue, or khaki, and must be knee-length from the waist to the knee. PK may wear uniform shorts or skirts with elastic waists.
- 6) Length of uniform skirts, jumpers, dresses, and shorts shall be no shorter than 2 ½ inches above the knee, i.e. width of a dollar bill. (PK-5)
- 7) Black or brown leather shoes or tennis shoes may be worn for all grades.

- a) No open-toe shoes (thong, sandals, etc.)
  - b) Open-heeled shoes are 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.
  - 10) Socks, stockings/pantyhose, and tights may be worn in the colors of navy, khaki, white, or flesh tone/black (stocking/pantyhose). No mix-matched socks or colors other than the ones mentioned will be allowed.
  - 11) PK through 8<sup>th</sup> grade may wear knit caps on campus but they are not to be worn in the school building.
  - 12) Only Baskin Rams hoodies may be worn to school. However, hoodies may not be worn inside the school building or classrooms.
  - 13) Any student sent to Horace G. White may not wear school spirit shirts. They are to be in uniform shirts only.
  - 14) Students may only have **clear or mesh** book bags

### **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).

### **DISCIPLINE**

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

- **First Offense:** The student will be warned and parents will be called to bring a change of clothes.
- **Second Offense:** Classroom consequence. Parents will be notified by letter or phone call.
- **Third Offense:** Student sent to the office, parent notification, **one day suspension**
- **Fourth Offense:** Student sent to the office, parent notification, **two day suspension**

### **STUDENT DEROGATORY LANGUAGE**

The Franklin Parish School Board disapproves of and does not tolerate language from or by a student to another student, to an employee of the FPSB system, or to any other person which is racially derogatory or derogatory on the basis of sex, religion, natural origin, physical handicap, or ethnicity. All students of the FPSB system, whether at school or at a school-sponsored event must avoid the use of such language. Students are responsible for ensuring that such language is avoided at school and at all school-sponsored or school-related events.

### **VANDALISM AND PROPERTY DAMAGE**

The construction, purchase, and maintenance of school buildings and school equipment are a direct cost to taxpayers. Students who destroy school property will be required to pay for losses and damages. If students willfully destroy school property, **suspension and subsequent expulsion** may be necessary. If a student damages school property by accident, he or she must report it to the teacher or the office immediately.

### **FRANKLIN PARISH SEARCH & SEIZURE POLICY**

The Franklin Parish School system is the exclusive owner of all public school buildings. This includes all desks, lockers, and surrounding buildings and grounds set-aside for student use. Any teacher, principal, or administrator in any parish school may search any building, desk, locker area, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects in a student's possession which is a violation of the Franklin Parish School Board's policy.

The teacher, principal, administrator, or school security guard may search the person of a student or his personal effects when based on the attendant circumstances at the time of search, that there are reasonable grounds to suspect that the search will reveal evidence that the student violated the law, school board policy, or a school rule. Such a search shall be conducted in a manner that is reasonable related to the purpose of the search, and the nature of the suspected offense.

### **LAW - RS. 17:416**

- A. Every teacher shall endeavor to hold every pupil to the strict accountability for any disorderly conduct in school or during intermission or recess.
- B. Each teacher may take disciplinary action to correct a pupil who **disrupts** normal classroom activities, who **willfully disobeys** a teacher, who uses **abusive language** or **foul language** directed at a teacher or another pupil, who violates school rules, or who interferes with the orderly education process.

### **CONSEQUENCES FOR REGULATION VIOLATIONS**

For violation of school rules, the following general forms of discipline will be used:

- Conference with student
- Parent Conference (Parents will be contacted on more serious offenses)
- Corporal Punishment
- In-School Suspension (ISS)
- Assignment to Horace G. White Alternative School

## **DISCIPLINE**

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the educational structure. It is the key to good conduct and proper consideration for other people. When students are self-disciplined, then teachers and the administration will not have to discipline students. We endeavor to work with students concerning behavior problems, but we will not tolerate students disrupting the teaching-learning process.

## **DRUGS AND ALCOHOL ABUSE**

Any student, who intentionally sells, distributes, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including school buses, will be immediately suspended, recommended for expulsion, and reported to the appropriate law enforcement agencies for possible legal action.

## **SMOKING**

The use and/or possession of tobacco or tobacco products are prohibited, and any student who violates this rule is subject to the provisions of the **FPSB** Policy Manual. The rules apply on the way to school, during lunch, at school activities, and during the school day.

## **STEALING**

Any student caught stealing from the campus, teacher, or other students will have to serve 3 days in ISS. If it is the second or more offense, the student will be sent to the alternative school.

## **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** shall 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.

If the student retaliates from another student, it is still considered a fight. Students, who throw at least one punch, must serve a minimum of 3 days at the alternative school before returning to school.

## ORGANIZATIONS AND ACTIVITIES

### FUNDRAISERS

- Fundraisers by any club or class group must be pre-approved by the principal. (Forms are in the office.)
- Take caution in selecting fundraisers.
  - Consider the percent of profit.
  - Do not over burden the parents or community.
  - Use fundraisers only when other means of securing funds are not available.
- Do not infringe on customary fund raisers of another school group. Check with the principal before making any commitment for fund raisers.
- Accurate record keeping is very necessary in fund raisers.
- Students must have a choice in participation with fund raisers. Parental involvement is necessary.
- No individual student or adult may conduct fund raisers at school for non-school related activities.

### JUNIOR BETA CLUB

**Membership** In order to be invited to join Jr. Beta, a student must have a 3.0 grade point average (with no D's or F's in core subjects) and the recommendation of the previous year's teachers. A transfer student must have a 3.0 average and the recommendation of two current teachers. To remain a member in good standing, one must maintain a 3.0 average, with no grade lower than a "C." Report cards will be checked every six weeks.

**Probation** A student will be placed on **probation** for one semester for an average below a 3.0 or a "D" for a semester grade. A student has one semester to correct the problem and return to a good standing. If a student fails to become a member in good standing after one semester, the student will no longer be a member of the club. If the student makes two "D's" or an "F" for a semester grade, the student **will not** be allowed to continue as a member of Beta.

**Officers and Dues** In order to be an officer, the student must participate in the election process and must have been a member of **BETA** for at least one year. All members must pay a one-time national membership fee (\$25), school dues, and purchase a **BETA Club** T-shirt.

**Suspension** If a **BETA** member is suspended for any reason, the student will be placed on probation for one six weeks. If the student is suspended for a second time that year, the student will no longer be a member. If students participate in a physical fight they will automatically be removed from beta.

**Fundraising:** Beta students are given the option to fundraise to offset the cost of trips and beta activities. If a student chooses to participate in the fundraiser they are responsible for return of any items taken to sell or funds for those items. If students do not return the items or funds they will not be asked to return to beta nor will they be allowed to participate in 8<sup>th</sup> grade graduation. If a student is removed from the club funds previously raised become a donation to the Baskin beta club and will be used to complete yearly service projects.

## **4-H CLUB**

Students in grades 4 through 8 are eligible to be members in the 4-H Club. 4-H Junior Club includes students in grades 4 and 5. Senior Club includes students in grades 6-7-8.

**Dues** – The amount is set by the parish and state organizations.

**Projects and Achievement Day** – various projects in many areas of interest. Students have the opportunity to participate in parish and district competition.

## **TITLE ONE PARENT CENTER**

- Materials are located in a specified area in the library.
- Parent Center is funded by Title I.
- Parents are encouraged to browse during the school day.
- There is access to printers, computers, and intervention materials.

## **AFTERNOON CAR PICK-UPS**

- Students are assembled in the cafeteria for afternoon car pickups.
- Teachers are on duty to assist students when loading into cars.
- Cars will wait in orderly lines, and then proceed one at a time for pick up in front of the cafeteria.

## **AFTERNOON BUS LOADING**

- Buses load grades 4-8 in front of the office building.
- Teachers are on duty for bus loading. No students will load until the duty teacher calls for a specific bus.
- Some buses then go to the elementary to load students. (Grades PK - 3)
- Some buses wait for high school students to transfer from other buses.
- All bus loading is conducted in an orderly manner.

## **CRISIS MANAGEMENT**

- Regular drills are held to prepare for emergencies that may arise.
- Staff and students are aware of procedures for evacuation, bad weather, fire, intruders, and other disasters.
- Office staff has been trained to coordinate triage areas in case of emergencies.
- Emergency bags are placed in each classroom with emergency supplies, flashlight, and class lists.
- Phone numbers of local and state emergency agencies are posted in the office for quick access.
- Student emergency release forms are on file in the office with several phone numbers of contact persons for each student. It is very important to keep the office updated on phone numbers and persons allowed to pick up students.
- In case of evacuation, students will be assembled in an area away from the school campus. Parents will be directed to a specific area for information and to pick up children.
- Emergency situations will be handled in a calm, rational manner.

## **Graduation**

- Baskin will host graduation ceremonies for Kindergarten and eighth grade students who have met all academic and attendance standards to move to the next grade.
- Students must have passing grades for the year to be eligible to participate in graduation-students who are pupil progressed will not be eligible to participate in graduation
- Students must have met the minimum attendance requirement to participate in graduation. Students with excessive unexcused absences will not be allowed to participate in graduation ceremonies.
- Students who owe fees to the school or to school organizations such as Beta club will not participate in graduation.
- Students will be required to purchase a cap and gown at the cost of 25.00 to participate.

# POSITIVE BEHAVIOR

Posters are posted in all areas of the campus conveying messages of behavior expectations for classrooms, hallways, playground, gymnasium, and cafeteria.

**R**      **Responsibility**

**A**      **Abide By Rules and Regulations**

**M**      **Manage Class Time Wisely**

**S**      **Safety at All Times**

Various incentives are used to promote positive behavior including:

- Six weeks reward parties.
- “Caught Being Good” rewards.
- Popcorn party for students with no discipline referrals



Transportation/Emergency Information  
2018-2019



**Student Information**

Child's Name \_\_\_\_\_ Teacher \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Parent/Guardian Information**

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
Place of work: \_\_\_\_\_ Place of work: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Child Lives with:**

Mother & father       Mother & Step Father       Father & Step Mother  
 Mother       Father       Grandparents  
 Aunt & Uncle       Legal Guardian/Name \_\_\_\_\_

Please list names and phone #'s for Grandparents, Aunts, Uncles, Siblings, and Family Friends  
that **can pick** your child up.

Name	Phone #	Relationship
1. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

list the names of anyone that **CANNOT** pick up your child.

If the mother or father cannot pick up we must have legal paperwork

**CANNOT PICK UP:**

<u>NAME</u>	<u>RELATIONSHIP</u>
_____	_____
_____	_____
_____	_____

**DOES YOUR CHILD HAVE ALLERGIES? \_\_YES\_\_ NO IF YES LIST ALLERGIES**

My child gets **TO** school:

\_\_\_\_\_ by bus ~ Bus driver's name or # \_\_\_\_\_  
\_\_\_\_\_ is a drop off

My child gets home **FROM** school:

\_\_\_\_\_ by bus \_\_\_\_\_ Same as above \_\_\_\_\_ different **Bus#** \_\_\_\_\_  
\_\_\_\_\_ is a pick-up

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **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 4<sup>th</sup> 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) <b>Note: use of 13 requires additional submission of the weapon type code</b>	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) <b>Note: Excludes pocket knives with a blade of less than 2 inches. Refer to code 31 for blades 2 inches or smaller</b>	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 <b>Restitution</b> before re-entering school Notify law enforcement	Notify parents Counseling 9 days suspension <b>Restitution</b> before re-entering school Notify law enforcement	9 days suspension Recommended expulsion		
21 (l)	Eating, drinking, chewing gum in room without teacher's permission	Verbal warning Counseling Notify parents	Counseling Notify parents 1 day suspension	Counseling Notify parents 2 day suspension	Counseling Notify parents 5 days suspension	9 days suspension
21 (m)	Cutting class	Notify parents Counseling School suspension	Notify parents Counseling 2 days suspension	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	9 days suspension
21 (n)	Students threatening students (killing, remarks, verbal, written or implied) (ZERO TOLERANCE)	Notify parents Assessment/ Counseling 9 days suspension Recommended expulsion Refer to law enforcement				
21 (o)	Student threatening faculty school personnel or school official (verbal, written, or implied) (ZERO TOERANCE)	Notify parents Assessment/ Counseling 9 days suspension Recommended expulsion Refer to law enforcement				
21 (p)	Gambling	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	9 days suspension Recommended expulsion		
21 (q)	Possession or use of fireworks	Notify parents Counseling 3 days suspension	Notify parents Counseling 5 days suspension	9 days suspension Recommended expulsion		
21 (r)	Beepers, pagers, cellular phones, walkie talkies or other communication devices <b>shall</b> not be on, visible on in use students will not be assigned to HGW until 4 <sup>th</sup> 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. <b>Note:</b> includes box cutters with a blade of less than 2 inches. <b>Note:</b> 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 8<sup>th</sup> 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 12<sup>th</sup> 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

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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

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**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

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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

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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

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- 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

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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

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- 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

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- 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

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- 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

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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 \_\_\_\_\_