



# **Student/Parent Handbook**

**2020 - 2021**

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PRINCIPAL**

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## **MISSION STATEMENT**

*Crowville Middle School is dedicated  
to academic excellence for all students.*

## **PRINCIPAL'S MESSAGE**

Welcome to a new school year. The faculty and staff of Crowville School are glad you are here. We will do whatever is necessary to make this school year a positive and enjoyable learning experience for you.

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

Best wishes for a successful year.

Thank you,

Mrs. Sandra L. King

## **EQUAL OPPORTUNITY POLICY**

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

# **COVID-19 Guidelines for Parent/Student Handbook**

This section addresses school routines and procedures in order to follow the guidelines of the CDC for the safety of the students, teachers and staff, and families of Crowville students. We will follow the procedures listed below until we are released from the current restrictions.

## **Overall Guidelines**

Protective measures in school settings include:

- \* Social Distancing, maintaining small groups of individuals as much as possible
- \* Monitoring students and staff for symptoms of fever, cough, shortness of breath or sore throat
- \* Practicing frequent environmental cleaning and handwashing
- \* Masks will be worn in grades 3-8. Masks should only have school appropriate (no distracting designs or emblems.)

## **Symptom Monitoring**

Upon arrival, faculty, staff, and students will have temperature monitored. Individuals who experience symptoms of respiratory illness or have a fever will be isolated in the established sick area. Their parent will be contacted, and expected to immediately pick up the student.

## **Ensure Healthy Personal Hygiene**

Adults and students (3rd grade and up) should wear face coverings, as able, to the maximum extent possible. Face coverings should be worn in all areas of the school. This includes classrooms. Most importantly, face coverings should be worn during arrival, dismissal, and any other transition within the school building.

Students and teachers should have scheduled handwashing with soap and water or hand sanitizer every two hours as well as at arrival, before and after eating, before and after using outdoor play equipment, and at exit.

Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

## **Cleaning and Disinfecting Efforts**

Frequently touched surfaces will be disinfected multiple times throughout the day. This includes: Light switches, doors, benches, bannisters and bathroom fixtures. Desks will be cleaned before and after each student's use.

## **School Bus Regulations**

All rules previously established apply in addition to the following Covid restrictions.

The number of students is limited due to these restrictions:

During phase one, busses are limited to 25 percent • School bus passengers ride one per seat with every other seat empty • Members of the same household may sit in the same seat or adjacent seats, with an empty seat between household groups.

During phase two, buses are limited to 50% capacity. During phase three, buses are limited to 75% capacity.

## **Visitors on Campus**

Visitors will not be allowed to enter the school buildings except under extenuating circumstances. All scheduled visitors should wear a mask and will be asked to sanitize hands prior to entering.

## **Change of Afterschool Arrangements of a Student**

Due to regulations limiting the student numbers on the buses, students will not be allowed to alter afternoon travel arrangements.

## **Pick Up Procedures**

Since we will not be able to dismiss students for pick-up at one time due to social distancing, we will be dismissing in a new way. Parents will be directed to turn and circle the loop near the football field in order to get in line to pick-up students. We ask that all parents remain in their car and follow this new procedure. Parents/ students will be assigned a number for their vehicle. The number will need to be displayed in the front window of the vehicle. The duty teacher for pick-up will report the numbers in the order of the cars in line. Students will be called to the pick-up area by these numbers.

## **Check-outs/Check-ins**

If your child is tardy, ring the buzzer located to left of the entrance of the Junior High Building. The student will be buzzed in for check in. Please refrain from attempting to check out students early. If a student must be checked out, the office should be called. The parent must remain outside. The student will be summoned to the office for dismissal.

## **Dress Code**

School Appropriate Facial coverings/ masks should be worn by all staff and students (3rd grade and up) at all times. These should not include distracting designs that would disrupt the school learning environment. All other dress code polices listed in the handbook should be followed.

## **Classes**

Students will remain static. This means they will stay with the group they are assigned throughout the day and will remain in the class assigned. The teachers will rotate, moving to their next class.

## **Pupil Attendance Policy**

Students attendance will be handled according to their choice of school delivery. Attendance will be documented and students will be held accountable.

## **Locker Policy**

Lockers will not be issued this year in grades 5-8 to avoid student contact.

*\* The information in the preceding pages may be subject to change based on FPSB and LDOE mandates and guidance*

## **PARENT/STUDENT HANDBOOK**

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

### **LOCKER POLICY**

Lockers will be assigned to students in grades 5 - 8. Students should not allow other students to know their combinations or share lockers. Materials not secured with a lock will not be “searched for”. If your child shares a locker with others and spends too much time at the locker searching for items, thus being tardy, he or she will be dealt with according to policy. It is the student’s responsibility to keep his/her personal belongings neat and secure. Students will be allowed to go to lockers only at specific times during the day.

### **TEXTBOOKS**

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

### **CHANGE OF AFTERSCHOOL ARRANGEMENTS OF A STUDENT**

We will require a note signed by a parent or guardian to change a child’s after school arrangements. If a note is not provided, the child will be put on his/her usual bus. The note should be brought to the office as early as possible since we must fill out a bus boarding pass for your child to be allowed on the bus. Please avoid making changes in your child’s afterschool arrangements after 2:00 in order to assure time for our staff to inform the student and teachers of the new arrangement.

### **PICK UP PROCEDURE**

Parents who arrive at school earlier than 2:45 must come in to check out their children. *If your child needs to be checked out, please do so before 2:45.* Please do not call requesting that students meet a vehicle. We will have a duty person who will send your child to your vehicle after the bell rings as you pull up. If you must come into the school in the afternoon at belltime, please park across Highway 577 in the parking area provided there.

Students will not be allowed to cross Highway 577 at the end of the day without permission of the duty teacher. This includes all students, grades PK - 8.

**If your child does not ride a bus, you are to drop them off at the west side of the campus. Enter the campus at the third drive off Highway 577 (on the west side of the round buildings). Drop them off between the round building and the Pre-K building. In the afternoons, students are to be picked up at this same location. The bus ramp will be located between the two brick buildings. No other vehicles will be allowed in this area.**

**Please do not attempt to drop off your child in other locations.**

## **STUDENT INSURANCE**

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

## **LUNCH PROGRAM**

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

## **SCHOOL BUS REGULATIONS**

1. The bus driver has the same authority as a teacher.
2. Students should be orderly at all times.
3. Students must obey any bus seating arrangement.
4. Students are to obey any rules of conduct established by the school or bus driver.
5. Students will be responsible for any damage they do to a bus.
6. Students must remain in school uniforms while riding the bus.
7. Gym clothes cannot be worn on the school bus.

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

## **VISITORS ON CAMPUS**

**Due to the amount of violence in the schools throughout our country, we are asking that parents report to the office immediately upon arrival on campus to sign in and be given a visitor's badge.**

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

## **UNSCHEDULED CONFERENCES**

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

**We will not allow a teacher to be pulled from a classroom of students to conference with a parent who just shows up at school. This wastes valuable instruction time. You must call the school to schedule an appointment.**

## **PUPIL ATTENDANCE POLICY**

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

## **DEALING WITH ABSENCES**

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

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

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

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

Letters are formulated by the computer and mailed after students miss 3, 5 or 10 days of school. These reflect all absences, excused with a doctor's note or otherwise. These letters are a courtesy to you so that you will know the number of absences recorded by our office. **If at the end of the school year, a student has missed more than 10 days which are not covered by doctors' excuses, the parents and child will have to meet with the school attendance officer.** Students with more than 10 unexcused absences shall be retained.

## **MAKE-UP WORK**

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

## **LEAVING CAMPUS**

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

## **CHECK-OUTS/CHECK-INS**

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

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

As with early checkouts, students who are habitually tardy will be reported to the child attendance officer. Students who are tardy for individual classes will be disciplined as outlined in the discipline policy. For example: Students will have to do one day of inschool suspension on the fourth unexcused tardy in a three-week period as reported by the J Pams system.

## **DISCIPLINE POLICY**

Every teacher, assistant principal, principal, and supervisor is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the campus of the school or during any school activity.

Discipline alternatives for these students will depend upon the severity of the behavior infraction but could include detention and/or suspension.

## **TEACHER'S CLASSROOM RULES**

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

## **DISCIPLINE PLAN FOR CLASSROOM**

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

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

## BEHAVIOR INFRACTION DEFINITIONS

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

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

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

|    |   |        | <b>Code* per SIS User Guide</b>  |
|----|---|--------|--|
| 31 | <b>Possesses pocket knife or blade cutter with a blade length of less than 2 ½ inches</b> | Office | Possesses pocket knife or blade cutter with a <b>blade length less than 2 1/2 inches</b> , refer to code 14 for blades greater than 2 ½ inches<br><b>*Use of this code requires *Other Weapon Code* per SIS User Guide</b>   |
| 32 | <b>Serious bodily injury</b>  | Office | <b>Battery with serious bodily injury:</b> An injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ or faculty   |
| 33 | <b>Use of OTC medication in a manner other than prescribed or authorized</b>              | Office | The possession and/or distribution of any <b>over-the-counter medicine</b> without permission from school officials  |
| 34 | <b>Possession of Body Armor</b>   | Office | Possession including the wearing of any type of gear that protects the person from attack by another   |
| 35 | <b>Bullying</b>   | Office | A pattern of <b>repeated</b> Harassment, <b>intimidation, aggressive, threatening behavior</b> , with negative intent, directed from one person to another where there is a power imbalance or bullying of a student on school property by another student   |
| 36 | <b>Cyberbullying</b>  | Office | Bullying behavior which is carried out through an internet service such as email, chat room, blog, discussion group or instant messaging. It can also include bullying through mobile phone technologies and new internet technologies in the future. Cyberbullying Harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school premises |
| 37 | <b>False alarm/bomb threat</b>  | Office | Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher  |
| 38 | <b>Forgery</b>  | Office | To <b>use, make, or reproduce</b> another's signature for deceptive purposes.  |
| 39 | <b>Gambling</b>   | Office | <b>Wagering money or property</b>  |
| 40 | <b>Public indecency</b>   | Office | <b>Deliberate exposure</b> in public or in view of the general public of the body parts regarded as indecent include the genital / buttocks areas and female breasts   |
| 41 | <b>Possession of obscene/pornographic material</b>  | Office | <b>Possessing images</b> (e.g., computer, book, magazine) assumed to have been produced solely or principally for the purpose of sexual arousal or which are of an obscene nature  |
| 42 | <b>Unauthorized use of technology</b>   | Office | Use of a pager/cellular telephone (texting, talking), camera or video device or other <b>communication devices</b> during the school day   |
| 43 | <b>Improper dress</b>   | Office | Out of <b>dress code</b> , ID violation, or wearing dress that interferes with the learning of others in any learning environment  |
| 44 | <b>Academic dishonesty</b>  | Office | <b>Cheating</b> that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception  |

## **BULLYING**

**Crowville School is committed to maintaining a safe, orderly positive learning environment. All statements or actions of a bullying, cyberbullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to the bus stop and from the bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.**

## BEHAVIORAL EXPECTATIONS

Classroom rules consistent throughout the school are as follows:

|                              | PLAYGROUND  | RESTROOM  | ARRIVALS/<br>DEPARTURES  | CAFETERIA                                  | CLASSROOM  | GYMNASIUM   | HALL   |
|------------------------------|---|---|--|--|--|---|--|
| <b>B</b><br>Be Prepared      | Take money and other objects; you will not return to the building.  | Take care of needs quickly. Save socializing for playground.  | Follow dress code. Be on time. Have supplies.  | Wash hands                                 | Have completed assignments.  | Bring gym clothes.  | Keep locker neat and organized.                                    |
| <b>A</b><br>Act Responsibly  | Clean as you go. Follow dress code when returning to building. Use restroom and get water when directed by teacher. | <b>Flush toilet.</b> Leave area and wall clean and free from graffiti. Follow dress code when returning to class.     | Exit car or bus immediately; keep cars to designated areas.                                  | Be careful with plate and food             | Bring all necessary supplies. Be on time.                              | Dress out promptly. Report to assigned locations.           | Work quickly and quietly. Always walk to the right.                |
| <b>R</b><br>Respect Everyone | Keep hands, feet, unkind comments and other objects to yourself. Use Manners. Avoid Bullying!                       | Respect others privacy. Keep hands, feet, unkind comments and other objects to yourself. Use Manners. Avoid bullying! | Keep hands, feet, unkind comments and other objects to yourself. Use Manners. Avoid Bullying | Be quiet. Dispose of plate. Clean up area. | Be attentive. Be courteous to others. Obey the teacher.                | Be courteous and mindful of other students. Avoid Bullying. | Keep hands, feet and objects to yourself. Keep noise to a minimum. |
| <b>K</b><br>Keep Safe        | Use equipment safely. Stay in assigned area. Obey duty teacher.   | <b>Wash hands.</b>  | WALK directly to assigned area.  | Use utensils safely.                       | Use materials safely. Stay in seat unless directed by teacher to move. | Be careful with p. e. equipment.                            | Make sure locker and supplies are secure.                          |

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

## **REVISED POLICY ON FIGHTING**

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

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

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

## **USE OF METAL DETECTOR**

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

## **MANDATORY SUSPENSION**

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

Additionally, the principal shall immediately recommend that pupil's expulsion to the Superintendent, as state law has mandated expulsion for certain offenses, except in the case of a student in kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, the principal may, but shall not be required to recommend the student's expulsion.

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

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

## **EXPULSION**

1. A student may be expelled (dismissed from all classes for the remainder of the school year) for the following reasons:
  - A. Multiple suspensions.
  - B. When a single incident of serious misconduct occurs.
  - C. All expulsions are recommended by the principal and administered by the Superintendent of Schools in Franklin Parish.
  - D. Each expelled student has the right to due process which includes a hearing and the right to appeal.

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

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

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

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

### **A. 16 years or older**

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

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

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

If after an appropriate hearing a pupil is found guilty of possession or knowledge of and intentional distribution or possession with intent to distribute any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the pupil shall be expelled for a minimum of twelve (12) calendar months.

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

### **C. Grades K -5**

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

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

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

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extra-curricular activity or any other activity approved by appropriate school officials.
2. All medicine should be given to the office. The office should have proper documentation of how the medicine should be administered or if the student is to have it on their person.

### **ADDITIONAL REASONS FOR EXPULSION**

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

## **NOTIFICATION OF DUE PROCESS**

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

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

## **SEARCH AND SEIZURE**

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

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

## **SCHOOL VIOLENCE CLAUSE**

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

## **MEDICATION POLICY**

Louisiana laws regarding medication administration in the school system will be followed by faculty and staff. In order for your child to receive medication at school, the following must be on file:

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

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

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

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

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

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

## **CELL PHONE POLICY**

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

No student, unless authorized by the school principal or his designee, shall possess, use, or operate any cellular telephone or any other electronic telecommunication device (including any facsimile system, radio paging service, smart watch, intercom, or electro-mechanical paging system) during the normal school hours of operation in any Franklin Parish School building, on the grounds thereof, or in any school bus. On the first offense of this policy, these devices will be confiscated and kept in the school office. The device will be released only to the parent/guardian of the student from whom the device was confiscated. The parent/guardian will be required to sign for the device before it is released the next school day. If the device is confiscated on Friday, it will not be released until the following school day.

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

## **IMMUNIZATION SCHEDULE MODIFICATION**

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

## **SEXUAL HARASSMENT**

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

## **COMPLAINT PROCEDURE**

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

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

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

## **PUPIL PROGRESSION PLAN**

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

Franklin Parish Grade Scale

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

## **REQUIREMENTS FOR HONOR ROLL**

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

## **STUDENT RULES**

1. **Students must follow rules established for classrooms, campus, athletic events, bus transportation, and school-sponsored trips. Students are under school rules and regulations at all school-related activities on or off campus.**
2. Students are to respect the authority of all staff members and any chaperones that the school may use.
3. Students are expected to help keep the school buildings and campus clean.
4. When a student arrives on campus, he/she is to remain until given permission to leave or until the bell rings for school to be dismissed.
5. Students are not allowed on campus at any time without school personnel being present.
6. **No students on campus before 7:05 as there is no duty teacher present.**
7. Students are not allowed to go into any classroom during recess unless they are supervised by a teacher.
8. The Teacher's Lounge and workroom are for teachers only.
9. Relationships between students should be casual while at school. There is to be no physical display of affection, such as hugging or kissing.
10. No food/drink is to be brought on campus to be eaten before lunch.
11. **By order of the Franklin Parish School Board, students may carry regular backpacks. Backpacks with rollers are not allowed.**
12. A student's use of the school telephone is limited to recess unless he/she has an emergency.
13. Final report cards/records will not be issued to students who fail to officially check out, taking care of all lost books or fines & fees.
14. Please make sure that arrangements have been made for students to be picked from campus by 3:20 if students do not ride bus home.

## **DRESS CODE: UNIFORM POLICY**

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

1. Shirts are to be navy blue, red, or white polo style. This means the three-button kind. Crowville School will have another shirt option. This is a green or gray t-shirt which you may purchase at school. These shirts may be worn every day. Other Crowville purchased shirts, such as spirit shirts or club shirts, may be worn on Fridays for Spirit Shirt Day.
2. Navy blue, red or white three (3) button polo shirt shall be worn at Horace G. White Learning Center.
3. Pants are to be uniform pants in khaki or navy blue. Pants, shorts or capris may be worn. Pants are not to be cut, torn, or written on.
4. Pants are to fit properly. Pants worn below the waist, sagging stride, or showing undergarments are prohibited.
5. No distressed or pants with holes are permitted.
6. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed.
7. (Grade 3-8) Belts are to be worn at all times. Belts are to be black or brown only.
8. Knee length/Uniform Shorts may be worn by Pre-K through eighth grade students and no more than 2 inches above the knee.
9. Leggings worn with skirts must be uniform color for grades 3-8. (gray, white, navy, or red)
10. Navy or khaki uniform skirts are to be knee length and no shorter than 2 inches above the knee.
11. Tennis shoes or leather shoes/boots (navy, brown, or black) will be allowed. No sandals. Open heels are acceptable, but no open toes. No house shoes or slippers or shoes with lights are to be worn at school.
12. Footwear must be worn in school facilities and on school grounds at all times.
13. Shoestrings are to be worn in lace up shoes. They are to be laced and tied at all times.
14. Waist length jackets (not long coats) will be allowed. They must open all the way down the front. Only Crowville School pullover sweatshirts, unaltered and purchased from the school will be allowed. **NO PULLOVERS/HOODIES ALLOWED.**
15. Gray, navy, white, or red undershirts may be worn under uniform shirts. Girls must be properly covered. Undershirts must not be low-cut, sports bras, or camisoles.
16. The Franklin Parish School Board expects all students in the parish to take personal pride in themselves by keeping their bodies and clothes clean and free from body odor. Students may be sent home for showers when deemed necessary.
17. Students should wear all conventional undergarments.
18. No caps/hats are to be worn on campus at any time.
19. Hair must be clean and neatly groomed.
20. Tinting of hair is limited to natural shades only (blond, black, brunette, or auburn)
21. Hair rollers, pin curls, or any extreme hair styles are inappropriate will not be allowed.
22. Make-up must not be excessive. No face paintings.
23. Faces will be clean shaven.
24. Sideburns must not come below the bottom of the ear lobes and must not be excessively flared.
25. Student dress, jewelry, personal appearance, and conduct are required to be of such character as not to disrupt or distract from the orderly educational process of the school. Any style or appearance which tends to diminish instructional effectiveness or the discipline control by teachers is not acceptable.
26. Students are not allowed to wear sunglasses or other non-prescription glasses at school.
27. Male students are prohibited from wearing earrings or straws of any kind.
28. Tongue rings, eyebrow rings, nose rings or any visible piercings are prohibited. Girls may wear earrings in their ears.
29. Gang symbols and paraphernalia may not be worn.

30. Students may not wear pants leg(s) pulled or rolled up.
31. Combs/brushes are not to be visible in the hair or pockets.
32. Students are not allowed to have gum.

## **EMERGENCY DRILLS**

### **FIRE DRILL**

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

### **TORNADO DRILL**

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

### **LOCK-DOWN DRILL**

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

### **BOMB THREAT**

Upon the event of a bomb threat, teachers will proceed to escort all students to the far side of the baseball field at the north end of the school campus where everyone will remain until notified to return to the school building.

## **CAFETERIA RULES**

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

## **DISCLAIMER**

This student handbook is not all-inclusive of each and every policy written in the Franklin Parish School Board Policy Manual. It should be understood that many times, policies are changed by the board during the year which would become pertinent at that time. Due to the size of the policy manual, it is impossible for us to reproduce all of it for our students. The administration of Crowville School will refer to the Franklin Parish Policy Manual for anything not covered in our student handbook. If there are any discrepancies, between our Crowville School Student Handbook and the Franklin Parish Policy Manual, the policy manual will supersede anything stated in the student handbook.