



**FRANKLIN PARISH  
HIGH SCHOOL**

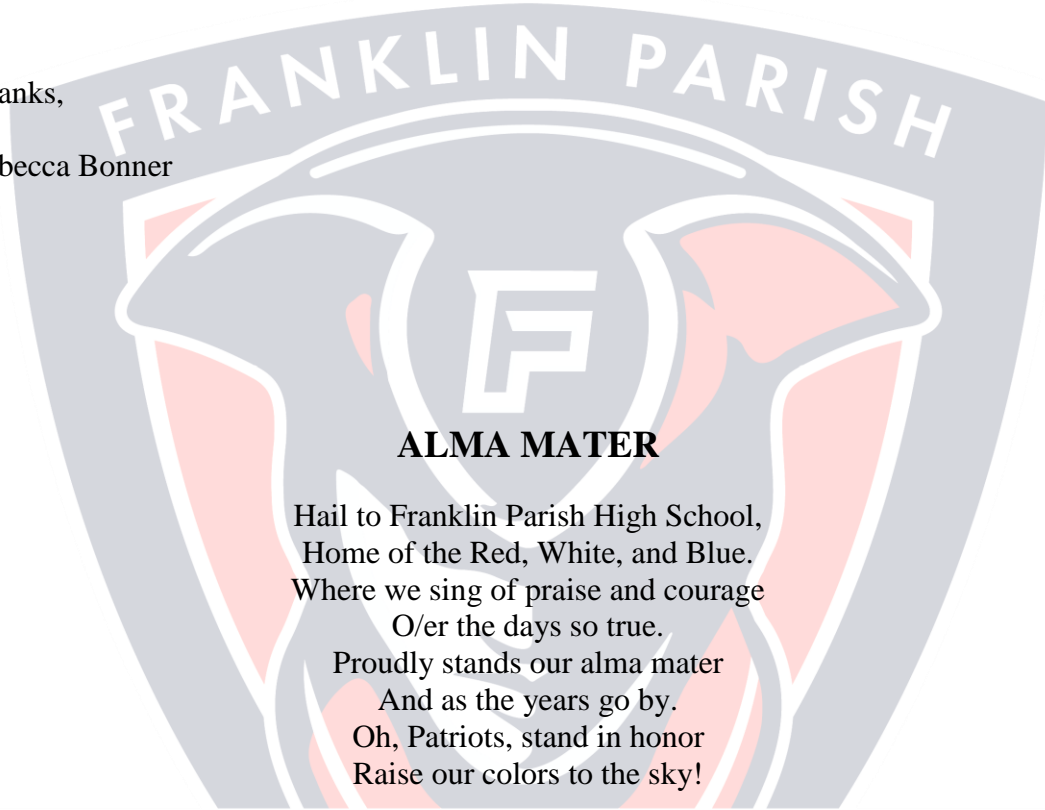
Student Handbook

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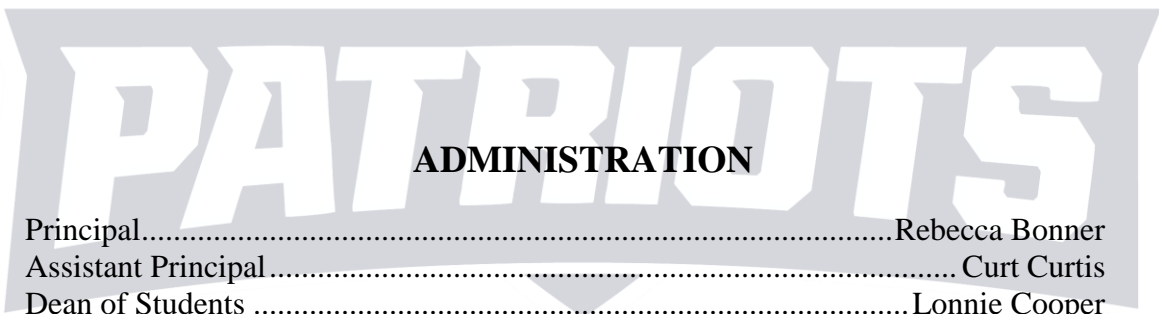
This handbook has been written to inform our students and their families about FP’s policies and procedures. It contains important information that will allow you to better understand how your school operates. **The information included in this handbook is specific to Franklin Parish High School and all policies included here are in addition to the policies stated in the Franklin Parish School District 2022-2023 Student Code of Conduct and Board Policies.** If you have any questions about any of Franklin Parish High School or District policies, please do not hesitate to give us a call. We look forward to working with each of you and to 2022-2023 being our best year yet at FPHS!

Thanks,  
Rebecca Bonner



**ALMA MATER**

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



**ADMINISTRATION**

- Principal.....Rebecca Bonner
- Assistant Principal..... Curt Curtis
- Dean of Students ..... Lonnie Cooper
- Guidance Counselor .....Suzanne Beeman & Hunter Key
- Student Services Coordinator.....Alex Wiggers
- Technology Coordinator..... Mary K. Bland
- Curriculum Specialist..... Tara Robbins
- Curriculum Facilitator ..... Indya Pruitt
- Athletic Director..... Adrian Burnette

## **FRANKLIN PARISH HIGH SCHOOL MISSION and VISION STATEMENTS**

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

**Vision Statement** – *Through collaboration among all stakeholders, FPHS will ensure that all students are college and career ready to succeed in a global community.*

### **FRANKLIN PARISH SCHOOL BOARD SOCIAL RELATIONSHIP POLICY**

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

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

### **ACCIDENT/INJURY PROCEDURES**

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

## ASSEMBLIES

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

## ATTENDANCE REGULATIONS

To All Parents and 9-12<sup>th</sup> Grade Students:

Louisiana State Law mandates compulsory school attendance in which **every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their student for every day scheduled by the local school board until their eighteenth (18) birthday.** Daily phone calls are made if a child is tardy, absent, or checks out early. Records of a student's attendance prints out on his/her progress reports and nine (9) week report cards. Also, at any time parents can view their child's current grades, discipline, and attendance through the Student Progress Center on the School District website at [www.fpsb.us](http://www.fpsb.us).

All students are expected to attend school regularly and be on time for classes. There is a direct relationship between poor attendance and class failure. **Due to the misunderstanding of the state attendance requirements for students in our district, we feel it is necessary to implement the following attendance policies for the 2022-23 school year.**

A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

- **Half-day attendance** - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.
- **Whole-day attendance** - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

### Franklin Parish Attendance Policy

**1<sup>st</sup> Notice:** When a student accumulates three (3) unexcused absences, the parent or legal guardian will be notified in writing. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

**2<sup>nd</sup> Notice:** When a student accumulates five (5) unexcused absences, the parent or legal guardian and student are required to attend a mandatory conference with the school administrator or their designee. If the parent or legal guardian does not attend the mandatory conference, the principal will send a referral for investigation and/or home visit to the Supervisor of Child Welfare and Attendance. A referral to the FINS program can be made at this time.

**3<sup>rd</sup> Notice:** When a student accumulates eight (8) unexcused absences, the principal shall send a request for assistance letter to the Child Welfare and Attendance Supervisor. The Supervisor of Child Welfare and Attendance shall file a Court Referral with the Fifth Judicial Court System. The punishment shall be as follows:

- A. A first offense shall be punished by a fine of not more than two hundred fifty (250) dollars or not more than 30 days in jail, or both.
- B. The court system can require parents to participate in forty (40) hours of community service or a combination of community service and attendance in parenting classes or family counseling sessions.
- C. Students and parents will be required to attend Truancy Court at the given date and time.
- D. The parent or legal guardian will be required to pay court costs

**4<sup>th</sup> Notice:** After the eleventh (11) unexcused absences, notices will be sent to the parents or legal guardian.

### **Reporting Absences**

All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) days of the student's return to school or the student's absence will be considered unexcused.

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials; or
6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
8. Absences as verified by the principal or his/her designee as stated below:
  - A. Prior school system-approved travel for education;

- B. Death in the immediate family (not to exceed one week); or,
- C. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

### **Attendance Report for Student Drivers**

A student who does not meet the required minimum school attendance provisions may be subject to denial or suspension of his/her driver's license or learner's permit. Written notification of a minor student who has been determined by the principal to be a dropout or habitually absent or tardy may be sent to the Louisiana Office of Motor Vehicles for denial or suspension of driving privileges.

### **Tardiness**

A student is considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student will be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Students who exhibit habitual tardiness shall be subject to disciplinary action. Parents of students who continue to be tardy shall be notified for a conference with the principal or their designee. The student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

Any questions can be directed to your school or the Child Welfare and Attendance Supervisor. Please contact the Child Welfare and Attendance Supervisor for assistance with special circumstances that may be interfering with your child's ability to attend school on a regular basis. Our mission is to provide the best education possible for your child and we cannot do this if your child is not attending school on a regular basis. Thank you for your cooperation in this very important matter.

### **Returning to School after an Absence**

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

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

## Make-up Work

1. Students who meet the criteria for excused absences under the provisions for “Extenuating Circumstances and Temporarily Excused Absences” (below) may make up any work missed while absent. **Students have the same number of days to make up work as they were absent.** It is the **student’s responsibility** to contact the teacher for all assignments missed. It is impossible for a teacher to make up all the educational experiences and benefits a student misses while absent. The teacher is under no obligation to spend extra time tutoring the student to help make up missed work. **Incomplete six weeks’ grades become F’s if missed work is not completed within one week after the end of the grading period.** After the one-week grace period, incomplete grades must be entered by the administration when turned in by the teacher.
2. The days a student missed school as the result of any out-of-school suspension shall be counted as unexcused absences. The student **will be allowed** to make-up work missed.
3. Students shall not be excused from school to work on any job, including agriculture and domestic service even in their own homes for their parents, unless the guidelines for temporarily excused absences are fulfilled.
4. **There are two types of absences for which work may be made up:**
  - 1) Extenuating Circumstances: **(For any extenuating circumstances other than the ones listed below, parents must make a formal appeal in accordance with the due process established by local school system.)**
    - a) Medical appointments and personal physical or emotional illness as verified by a physician
    - b) Hospital stay as verified by a physician
    - c) Recuperation from an accident as verified by a physician
    - d) Contagious disease within a family as verified by a physician
    - e) Prior school system approved travel or activities for educational purposes
    - f) Death in family (not to exceed one week) verified by documentation
    - g) Natural catastrophe and/or disaster
  - 2) Temporarily Excused Absences (Absences will be counted toward total days of absence allowed per year.)
    - a) Personal illness of a student or student’s family which causes the student to miss class, verified by a note from the parent to the school
    - b) family need conflicts with regular class attendance, and the family gets approval from the principal for the student to miss one or more classes or days of school
    - c) Temporary, unique conditions which unexpectedly cause a student to miss one or more classes or days of school
    - d) Recognized religious holidays verified by a call or note from the parent to the assistant principal in charge of attendance

## ATHLETIC PROGRAM

1. FPHS offers different sports in which students may participate. The rules of the Louisiana High School Athletic Association will be followed at all times.
2. Athletes will not participate in games or practice sessions while they are serving a suspension from school.



3. Athletes must attend at least one hour of the school day in order to participate in any game or practice session that day.
4. A student athlete may be suspended from any athletic contest for major behavior infractions at the discretion of the administration.
5. Athletes who commit minor infractions may, at the discretion of the administration, be assigned to after school athletic detention (ASAD).
6. No back packs will be allowed when entering an athletic event.

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

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

## **BEHAVIOR – STUDENT CODE OF CONDUCT**

The 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 School 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 School 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.

### ORIENTATION/NOTICE

Students shall be informed by school authorities that violations of School Board policy and school rules or regulations may result in a range of disciplinary actions including suspension or expulsion. Each school shall plan and conduct an orientation and other meetings within the first five (5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the *Student Code of Conduct* applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools. The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the *Student Code of Conduct*, particularly bullying and similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver's license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm-free zone, as well as the contents of the *Teacher Bill of Rights*. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the *Student Code of Conduct*, and pertinent school rules.

The orientation instruction shall be age appropriate and grade appropriate and take into consideration whether the student is in a regular or special education program.

Any student who does not receive the orientation during the first five (5) days of the school year shall be provided an orientation during the first five (5) days of the student's attendance.

### STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences. Failure by a student and/or parent or guardian to sign the respective *Statement of Compliance* may result in disciplinary action.

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 minutes, 1-14-14, 6-1-15

Franklin Parish School Board

### **BOOKS AND MATERIALS**

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

The word "PATRIOTS" is written in a large, bold, white, sans-serif font. The letters are slightly shadowed and set against a dark grey, stylized banner that has a slight curve and a downward-pointing triangle at its base. The banner is centered on the page.

## BULLYING

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

### Bullying Defined – R.S. 17:416.13(C)

Includes a pattern (more than once) of:

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

The pattern of behavior must have the effect of:

- Physically harming the student or placing the student in reasonable fear of physical harm.
- Damaging property or creating a reasonable fear of damage to property, or
- Be sufficiently severe, persistent, and pervasive as to:
  - Create an intimidating or threatening educational environment
  - Interfere with a student's school performance, or
  - Disrupt the orderly operation of the school

## CAFETERIA POLICY

1. All students must eat in the cafeteria unless special permission is given by the principal after receiving a note from the student's parent or guardian. Any student not eating lunch will enter the cafeteria through the double doors in the back of the cafeteria. They may not enter through those doors and eat.
2. Seniors who check-out at the end of 3<sup>rd</sup> period and who are eating in the cafeteria must ***eat at 10:52 and then leave the campus***. They are not to remain for recess.
3. All students who are eating will enter the door near the Family and Consumer Science Lab and leave by the door near the music wing. Students will leave for lunch recess when the recess duty teachers leave the cafeteria. First shift will be at approximately 11:07 a.m. and the second shift will be at approximately 12:13 p.m.
4. Good manners and proper respect for others are expected of all students. Talking is to be at a low volume and is to be done only to those at each student's table. Students are to sit no more than 6 to a round table.

## CHECK-IN/CHECK-OUT PROCEDURE

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

## CLASS SCHEDULE

7:30.....	1st Bell
7:35 – 8:37.....	1 <sup>st</sup> Period
8:40 – 9:43 .....	2 <sup>nd</sup> Period
9:46 -- 10:49 .....	3 <sup>rd</sup> Period
10:52 – 11:55.....	4 <sup>th</sup> Period
11:58 – 1:31.....	5 <sup>th</sup> Period
11:58 – 12:24.....	1 <sup>st</sup> Lunch Shift
12:40 – 1:00.....	2 <sup>nd</sup> Lunch Shift
1:34 – 2:37.....	6 <sup>th</sup> Period
2:40 – 3:46.....	7 <sup>th</sup> Period

## CLASSROOM RULES

Each Franklin Parish High School student is expected to:

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

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

## CLOSED CAMPUS POLICY

No students are allowed in the building before 7:05 a.m. From 7:05 to 7:30, students will be allowed in the cafeteria or in the library. **NOTE:** Those students eating breakfast will be allowed to go to the cafeteria when directed by the teacher on duty.

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

## CLUBS AND ORGANIZATIONS

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

## DRESS CODE – UNIFORM POLICY

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

The Franklin Parish School Board has adopted a uniform policy which is in effect for the 2022 – 2023 school year. The Franklin Parish School Board expects all students in the parish to take personal pride in themselves by keeping their bodies and clothes clean and free from odor. Students may be sent to home to shower when deemed necessary. Uniforms should fit appropriately.

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

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

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

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

	Allowed	Not Allowed
Shirts	<ul style="list-style-type: none"> <li>• White, navy, or red polo shirts</li> <li>• 2 or 3 buttons on polo</li> <li>• School approved spirit shirts may be worn</li> </ul>	<ul style="list-style-type: none"> <li>• No brand names or emblems</li> <li>• No more than 3 buttons</li> </ul>
Pants/Capris Shorts Skirts/Skort Jumpers Dresses	<ul style="list-style-type: none"> <li>• Khaki or navy blue</li> <li>• May have pleats or straight front</li> <li>• Skirts, jumpers, dresses, and shorts shall be no shorter than 2 ½ inches above the knee</li> <li>• Pre-K and K students may wear elastic waist shorts or skirts</li> </ul>	<ul style="list-style-type: none"> <li>• No tight fitting</li> <li>• No jegging</li> <li>• No jeans</li> <li>• No pants with holes or exaggerated sizes</li> <li>• No sagging</li> </ul>
Belts	<ul style="list-style-type: none"> <li>• Must be worn with pants that have belt loops</li> </ul>	
Sweatshirts, Jackets, Sweaters, Pullovers	<ul style="list-style-type: none"> <li>• School issued sweatshirts/hoodies</li> <li>• Jackets or sweaters of any color</li> </ul>	<ul style="list-style-type: none"> <li>• Hoodies may not be worn on head in building</li> <li>• No knit caps/hats in building</li> </ul>
Shoes Socks	<ul style="list-style-type: none"> <li>• Leather shoes or tennis shoes</li> <li>• Shoe must be tied or snapped</li> <li>• Open heeled shoes</li> <li>• Shoes must be a matched pair</li> </ul>	<ul style="list-style-type: none"> <li>• No open toe shoes (thongs, sandals, etc.)</li> </ul>
Hair	<ul style="list-style-type: none"> <li>• Clean and neatly groomed</li> </ul>	<ul style="list-style-type: none"> <li>• No rollers or pin curls</li> </ul>
Facial Hair	<ul style="list-style-type: none"> <li>• Clean and neatly trimmed</li> </ul>	<ul style="list-style-type: none"> <li>• Sideburns must not come below the ear lobes</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>• Stud earrings limited to the ear</li> </ul>	<ul style="list-style-type: none"> <li>• No nose rings/studs, tongue ring/studs, cheek rings/studs or eyebrow rings/studs</li> <li>• No grills/dog collars</li> </ul>



## Dress Code for Graduation

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

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

## Dress Code for Senior Award Night

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





## ELECTRONIC DEVICES

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

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

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

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

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

## EMERGENCY DRILLS/PROCEDURES

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

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

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

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

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

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

## FIGHTING POLICY

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

1. All students participating in GANG-RELATED, PLANNED, EXTREMELY VIOLENT FIGHTS, FIGHTS IN WHICH STUDENTS REFUSE TO COMPLY WITH FACULTY AND/OR STAFF DIRECTIONS, OR USE PERSISTENT AND LOUD VUGLAR LANGUAGE will be recommended for expulsion for a minimum of one school semester or the remaining school year. A normal fight will result in a **45-day suspension.**
2. Corporal punishment, suspension, and/or recommendation for expulsion will be considered for all students participating in ANY fight on school property and/or school function. A mandatory parent conference will be required with the school principal or child welfare and attendance supervisor before the student is allowed to return to school. **High school students** involved in a second fight during the same school year **may be recommended for expulsion.**
3. When a recommendation for expulsion is made, the CWA will set a hearing date and provide written communication to the parent and the school principal within five (5) school days for the recommended expulsion.

## GRADING SCHEDULE AND POLICY

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

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

1. A grade of sixty-seven (67) must be obtained before any fractional parts are considered in rounding off averages. When the average of the six-weeks grades or final averages include  $\frac{1}{2}$  points, anything  $\frac{1}{2}$  (.5) or higher goes to the higher grade; anything lower than  $\frac{1}{2}$  (.5) goes to the lower grade. **All classes will be required to include a final exam at the end of the course which will count as one (1) grade for the last 6 weeks.**
2. A passing grade shall be determined by the average of the grades for each subject meeting the following criteria:
  - a. The six-week grades for the year shall average at least seventy (67).
  - b. The grades from the six-weeks grading periods shall be the only grades used to determine the final average grade for the subject. **EOC/LEAP 2025 can possibly count as your final exam or it may count only as 15% of the final grade** (depending on when it is given).
  - c. One (1) unit of credit may be awarded for all one-unit courses. Partial credit (1/2 unit) may not be awarded for one-unit courses. Final numerical average for a course will determine pass or fail.
  - d. Semester grades (i.e. letter grades/quality points) rounded to the nearest hundredth, will be used to determine honor graduates (i.e. Valedictorian, Salutatorian, etc.) If there is a tie, the tie shall remain; and Co-Valedictorians or Co-Salutatorians shall be named.
  - e. Only those honors courses available to all students will be used to determine valedictorian, salutatorian, and honor graduates.

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

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

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

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

**HONOR STUDENTS:** Grade point average based on letter grades from each six weeks shall be used to determine class rank and honor students in all Franklin Parish Schools. All courses shall be used when determining honor roll.

Students with a “B” average (3.0 GPA) or higher in all subjects, with no grade lower than a “C” (no “D’s” or “F’s”), are considered for Honor Roll.

### **HALL CONDUCT**

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

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

### **HALL PASSES**

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

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

## HiSET

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

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

## HOMEcomings REQUIREMENTS

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

- Be a current student of Franklin Parish High School.
- \$25 application fee must accompany your application (non-refundable)
- Must have at least an overall 3.0 GPA at the end of Spring Semester 2020.
- Must be involved in at least two clubs, sports, or organizations for the present school year.
- Must have NO suspensions or time spent in ISD during the previous school year or present school year. (This includes feeder school records for 9<sup>th</sup> grade candidates.)
- Must have NO outstanding balances or fines due at Franklin Parish High School.
- Complete the Pledge of Responsibility and Parent Consent forms to be returned to the homecoming sponsor.
- Get one letter of recommendation from one of your current FPHS teachers. This must not be from a family member because it presents a conflict of interest.
- Must be able to attend and participate in ALL Homecoming activities.
- Must strictly adhere to ALL dress code guidelines.
- Must complete all parts of the Homecoming Court Application and turn in by the deadline.

## IN-SCHOOL DETENTION

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

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

## LATE ARRIVAL TO SCHOOL

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

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

1. **Students arriving to school after 7:40 a.m. or later must check in at the office.** Students late to school will not be allowed to go to class without an excuse/pass from the office after 7:40 a.m. The student will be given the opportunity to make up missed work if the reason for the late arrival is a doctor's appointment.
2. More than 2 late to school arrivals, not related to a doctor's appointment, will require that the student see an administrator for disciplinary action. Course credit for the class may be affected by late arrival, and work missed before arrival **will not be allowed to be made up unless excused because of a doctor's appointment.**

## LIBRARY POLICY

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

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

### **MORNING DETENTION**

Morning detention will run from 7:00 to 7:30 a.m. If a student eats breakfast, he/she must report to morning detention by 7:00 a.m. All students reporting to morning detention should have pen and paper. The time required to stay in morning detention is 30 minutes for each assigned day. No one will be admitted to morning detention after 7:10 a.m. which means the student may have to go 2 days even if assigned 1 day.

### **THE PATRIOT SCHOLARS PROGRAM**

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

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

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

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

**Patriot Scholar student incentives include:**

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

## **PRINCIPAL'S LIST**

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

## **PUBLIC DISPLAY OF AFFECTION**

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

## **SALE OF ITEMS BY STUDENTS**

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

## **STUDENT RESPONSIBILITIES**

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

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

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



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

## REQUIREMENTS FOR GRADUATION

In addition to completing a minimum of 23/24 Carnegie Units of credit, the student shall also be required to pass 3 End-of-Course/LEAP 2025 Exams in the following areas: Either Algebra I or Geometry; Either English I or English II; and, Either Biology or American History. Remediation and retake opportunities will be provided for students who do not pass the exam. Students in the JumpStart Pathway will also be required to obtain certain credentials depending on their particular pathway.

Students will need to complete the correct Carnegie unit, LEAP 2025, and possibly credential requirements to participate in graduation ceremonies. If test scores for senior students are not received one week prior to graduation, the student's name might be omitted from the graduation program. All grades from correspondence courses and credit recovery must be completed and received by FPHS guidance counselors one week prior to graduation in order to participate in graduation ceremonies.

Students will be required to pay a \$10.00 senior fee. At the end of February, 2023, a \$5.00 late fee will be added to the senior fee. Each student must order his/her cap and gown from the school sanctioned company. This cost is separate from the student fee. If cap and gowns are ordered before December and the student does not participate in graduation, a full refund will be given by the company. Any printed material ordered by the student is non-refundable.

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

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

# High School Graduation Requirements

Students must successfully earn a minimum of 24 credits for the TOPS University Diploma and also pass state tests to be eligible to graduate. Students must successfully earn a minimum of 23 credits for the Jump Start Diploma and pass credentialing requirements as well as state tests to graduate. The TOPS University and Jump Start Diplomas are available for all students.

The course credits required to graduate include:

## **TOPS University Diploma:**

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

## **Jump Start Diploma:**

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

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

## **RULES AND REGULATIONS FOR PROM**

1. Prom is a school-sponsored event. School rules apply.
2. No alcohol or drugs are allowed. Security will be posted to check students and dates as they enter. Anyone who is under the influence of any such substance will not be admitted by security and is subject to being turned over to the local police department.
3. No low-cut dresses, high splits in the front or back or bare midriiffs will be allowed. When in doubt, get your dress pre-approved by one of the assistant principals.
4. Dress shoes are to be worn with formal attire. No tennis shoes, flip-flops, or rubber boots are appropriate.
5. No jeans (of any color) are allowed.
6. Once students and dates enter the prom site, they are there to stay. Once a student and/or date signs out and leaves the site, he/she will not be allowed to return to the prom.
7. No parents are allowed inside the prom site unless they are serving as senior sponsors.
8. Each student is responsible for his/her date's behavior. Since the student supplies the date with a ticket to attend, he/she is responsible for making sure the date is aware of and follows rules.
9. Garters are to be worn AT THE KNEE, not on the thigh.
10. If a student or date fights or causes a disturbance of any sort, he/she will be removed from the prom by the police.
11. Dates should not be younger than 14 or older than 21.
12. Each student is responsible for his/her transportation to and from prom. Senior sponsors and administrators are not responsible for bringing anyone back to Winnsboro.
13. Prom King and Queen candidates must be in good standing with the school.

## **SCHOOL TRIPS**

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

## **SEARCH AND SEIZURE**

The Franklin Parish School Board authorizes any teacher or administrator in the parish, with probable cause, to search any vehicle, desk, locker, area of the grounds or buildings, or person with reasonable belief that the said student has any weapon, illegal drug, or any other prohibited item including stolen goods in his/her possession. Probable cause is having personal knowledge from a reliable source. The Franklin Parish School Board is the exclusive owner of any public-school building, desk, or locker utilized by any student. It is also the exclusive owner of any and all grounds area of any public-school building. The acceptance

and use of locker facilities or parking of privately-owned vehicles on school campus by students constitutes consent by the student to the search of such lockers or vehicles by authorized school personnel. Should any item be removed or seized from a student, desk, locker, etc. the student will be given a receipt for the impounded item.

## **SKIPPING CLASS OR SCHOOL**

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

## **SUSPENSION AND/OR EXPULSION**

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

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

### **In School Detentions/Suspensions.**

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

### **Mandatory Suspensions**

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

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

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

### **TARDIES**

**Tardy to School.** A student who arrives at school after the 7:35 a.m. bell but before 7:40 a.m. is considered **tardy**. The tardy may be excused **ONLY** if a parent accompanies his/her child into the school building to sign him/her in with a valid excuse **or** if the student submits a valid excuse written by the parent/guardian when checking in at the office.

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

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

### **TEXTBOOK POLICY**

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

## TOPS CORE CURRICULUM

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

## TRANSPORTATION REGULATIONS

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

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

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

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

1. To obtain a parking permit the student must provide the following:
  - Valid Driver's License
  - Proof of Insurance
  - Vehicle Registration form
  - Parking fee of \$5.00
2. If a student drives more than one vehicle, he/she must register each one.
3. Students will register their vehicle when they pick up their class schedule. If their vehicle is not registered on that day, the student will be required to do so the 1<sup>st</sup> week of school.

After five (5) school days, the cost of a parking permit will increase to \$10.00. Anyone who has not registered his vehicle after two weeks will not be allowed to purchase a permit and will not be allowed to drive on campus during that semester. **Those becoming eligible to drive during a semester will be allowed late registration with presentation of items required for registration.**

4. There will be a \$5.00 fee to replace any lost permits.
5. Students must maintain a safe environment for themselves and others by following safety policies. They are as follows:
  - No students are to arrive on campus before 7:05 a.m. except by parish school bus. Upon arrival at school, students must exit their vehicle.
  - Valid parking decals must be hung on the rearview mirror and must be visible from the front of the car. (If the car does not have a rearview mirror, the permit must be placed in the bottom corner of the windshield on the passenger's side).
  - Cars must be properly parked in a valid parking space.
    - Students are not allowed to park behind 1<sup>st</sup> – 4<sup>th</sup> halls or behind the agriculture shop. Students may not park on the baseball parking lot, field house lot, or School Board lot.
    - Any form of hazardous driving will result in automatic suspension of driving.
    - Music must not be heard outside the car. This includes your bass settings.
    - Students are not to visit their car at any time during the day.
    - Students are not to leave campus once they arrive on campus. Students may not sit in their vehicles once they arrive. If the student does not want to go up to the ramp area, they do not need to arrive earlier than 7:30.

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

## VALEDICTORIAN, SALUTATORIAN, AND HONOR GRADUATES

### Definitions

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

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

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

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

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

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

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

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

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

### VANDALISM/SENIOR PRANK

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



## VAPING

Vaping or the use of electronic cigarettes is strictly prohibited at the bus stop, on the bus, on school grounds (before, during, or after school), or at school-related activities. A student found in violation will be subject to suspension and the district Student Code of Conduct.

## VISITORS

Only adults who have legitimate business at school will be allowed on campus. All visitors must park in front of the school, report to the reception desk in the main office, sign the visitor's log, and obtain a visitor's pass before going to any office. This pass should be worn at all times while on campus. Visitors must sign out and return the visitor's pass upon leaving. Guests or visitors of students, including brothers, sisters, cousins, etc., are not allowed at school. Students will be checked in and out at the front desk. No visitor will be allowed to obtain a visitor's pass if they are not dressed appropriately. (No pajamas or revealing clothing). Lunches/food or drink cannot be delivered to students during school. All visitors are expected to leave promptly when their business is completed.

## WITHDRAWALS/DROPS

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

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

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

# Franklin Parish School Board

## Acceptable Use Policy and Internet Safety Agreement

### 2022-2023

#### 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. This policy also applies to all persons accessing any district owned device, regardless of location.

#### Terms of Agreement

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**This policy applies to all persons using the Franklin Parish School Board network, accessing the Internet, using a Franklin Parish School Board computer system, and/or accessing any district owned technology. In order for a student/minor to be allowed access to a school computer system, computer network, the Internet, or any district owned technology, parents must sign and return the attached consent form. For the purpose of this policy, a minor is defined as an individual who has not attained the age of 17 years. For the purpose of this policy, a device is defined as any computer system, network communication equipment, mobile hotspot, or external storage media owned by Franklin Parish School Board.**

#### 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 or device. 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 a device, 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 personal 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 function 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 and devices 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.** Devices, 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 a device, 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.

**Devices.** Access to a district owned device is a privilege, not a right. It is to be used for **educational purposes only**.

**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 on campus 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 and district owned devices are provided for students to conduct research, complete assignments, and communicate with others. Access to devices and network services will be provided to students who agree to act in a considerate and responsible manner. Use of a device, 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 a device, 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 a device and/or 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 a device 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 a device or the Internet.
- e) A device or 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 a device or 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 a device and/or the network. 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.

## Device and 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 a device and the 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 a device, 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 a device, 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. For at home device use, parents and guardians of minors remain the responsible party.
- 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.

## Online Communication

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Online communication is critical to our students' learning of 21st Century Skills. Such tools can offer authentic, real-world vehicles for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for Google Classroom, student protected e-mails, or other Web interactive use must follow all established Internet safety guidelines.

Online Communication Terms and Conditions:

- The use of online communication is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of online communication. This includes, but is not limited to, profanity and racist, sexist, or discriminatory remarks.
- Teachers must monitor all communication that is used in the classroom.
- Students using online communication 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.
- A student should never post a link to a web site without reading the entire article to make sure it is appropriate for a school setting.
- Students using Google Classroom agree to not share their user name or password with anyone besides their teachers and parents and to treat Google Classroom spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for Google Classroom.
- Students who do not abide by these terms and conditions may 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 accessible 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, 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.

Franklin Parish School Board  
Acceptable Use Policy and Internet Safety 2022-2023  
Consent Form

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

(Please initial where appropriate)

\_\_\_\_\_ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to **use a school computer, network software, or any other technologies** 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 full 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 full 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: \_\_\_\_\_

# Franklin Parish School Board Student Device Agreement 2022-2023

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

**This agreement is intended for any student and their parent(s)/guardian(s) who are issued a Franklin Parish School Board owned device. The term "device" throughout this agreement refers to the actual device and all of its components, including, but not limited to, charger, case, etc. This agreement includes the rules and expectations regarding device usage and responsibilities that come with borrowing a district-owned device. This agreement ends upon the student's withdrawal from current school or upon the request of the school principal or other school representative, whichever occurs first, and when the device is returned in proper working order to the school or replacement fees paid.**

## Return of Device

- This device is being loaned to the student for educational purposes only. It is the property of the Franklin Parish School Board. It must be returned to the school from which it was distributed at the end of each school year. Instructions for such will be given at that time. Students transferring to another school or withdrawing, within or outside of the district, will be required to return the device to the school from which it was distributed before transfer occurs. If a device is not returned, the parent/guardian will be held responsible for payment in full.
- It is understood that the intentional failure to return the device to the school under some circumstances may constitute theft of district property. Any theft of district property, including the reported sale or transfer of the device for profit, will be reported to a law enforcement agency.

## Care and Maintenance

- The student is responsible for the daily care and maintenance of the device. Any damage or theft must be reported to the school within one school day to ensure work can continue.
- Keep the device in a safe place when not in use.
- Do not attempt to remove, add, or alter the physical structure of the device, including, but not limited to, keys, memory, battery, screen, charger, labels, etc.
- Carry the device carefully at all times. Do not store items on top of the device.
- The student/parent is responsible for the cost of fixing or replacing a damaged device, whichever is the lesser cost.

## Usage Guidelines

Students are responsible for their own behavior at all times in accordance with their school's handbook, Franklin Parish School Board Acceptable Use Policy and Internet Safety Agreement, and this FPSB Student Device Agreement.

Students **must**:

- Use the device provided only to access educational resources.
- Follow the same guidelines for respectful, responsible behavior online that students are expected to follow offline.
- Treat the device with care, and report any problem immediately to the school.

- Understand that this device is the property of Franklin Parish School Board and should be treated as such. If equipment is stolen, the school must be notified immediately, and a police report filed.
- Alert a teacher or other school staff member if student sees threatening, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of yourself and others.
- Help to protect the security of school resources.

Students **must not**:

- Attempt to bypass the internet filter and/or any other safety measure.
- Use this device in a manner that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others. Such conduct will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.
- Use technologies to send spam or chain mail.
- Use language online that would be unacceptable in the classroom.
- Use technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for student use.
- Alter a FPSB device's hardware or installed software.

## Personal Safety and Privacy

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings risks and, therefore, should carefully safeguard all personal information.
- Users should never agree to meet with someone face-to-face that they have met online without parental permission. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.



**PATRIOTS**



## Limitation of Liability

The Franklin Parish School Board will not be responsible for damage or harm to persons, files, data, or hardware. Devices employ filtering and other safety and security mechanisms, but there is no guarantee as to their effectiveness. The Franklin Parish School Board will not be responsible, financially or otherwise, for unauthorized transactions conducted over the device.

By my signature below, I acknowledge that I have read, understand, and agree to abide by the terms and conditions of the Franklin Parish School Board Student Device Agreement and all associated policies it references. School administrators reserve the right to examine, use, and disclose any data found on the FPSB device and/or networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. I understand that I may face disciplinary action if I do not abide by the policies set forth.

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Signature/Date

\_\_\_\_\_  
Student/Parent Home Address:

\_\_\_\_\_  
School Representative's Signature/Date

\_\_\_\_\_  
Type of Device:

\_\_\_\_\_  
Serial Number:

\_\_\_\_\_  
Asset Tag:



**Franklin Parish School District  
Consent to use Google services**

To parents and guardians,

In Franklin Parish School District, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. In Franklin Parish School District, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills. These accounts will help facilitate distance learning as needed. Securly, a student safety company, will be monitoring these accounts to help protect all of our students in the digital world, whether at school or working on a school owned device at home.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Without this account, your child will not be able to use Chromebooks on our campuses not even in the computer labs, nor will they be able to engage in collaborative learning in the Classroom using Google's education productivity tools.

I give permission for Franklin Parish School District to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,  
Franklin Parish School District

---

Printed name of parent/guardian

---

Full name of student

---

Signature of parent/guardian

---

Date

## G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at

[https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Franklin Parish School Board may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;

- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Franklin Parish School District. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your child's school. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account. What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact your child's school. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html))

(see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)).