

DISCLAIMER

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

EQUAL OPPORTUNITY STATEMENT

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

OFFICE PROCEDURES

Check-In and Tardies: Students arriving late will report to the office and be signed in by a parent/guardian. The student will be given an admit slip for the teacher. When a student is checked into school after a doctor's appointment, the doctor's excuse should be turned in to the secretary for proper documentation. All tardies will become part of the student's school record, including the reason for the tardy, and will be recorded on the student's attendance record. Excessive tardiness will be subject to review by the Supervisor of Student Attendance.

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

- Please refrain from calling and asking that students be waiting in the office unless in cases of emergency. When a parent/guardian comes to sign out a student, the student will be called to the office immediately.
- Students may not be checked out after 3:00 as buses are already lined up to begin dismissal.

TELEPHONE USE

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

Please limit telephone use to emergencies only.

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

OFFICE CARE OF SICK CHILDREN

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

SCHOOL BREAKFAST & LUNCH PROGRAM

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

- If a student is allergic to any food, he/she must bring a note from a physician.
- All federal rules and guidelines will apply while in the cafeteria.
Two notable ones are:
Students who do not eat cafeteria food must sit in a designated area.
Outside food brought by students cannot have labels showing.
- Students who do not eat lunch in cafeteria must bring a note from home to be kept on file in the office giving parental permission to skip lunch.

LIBRARY

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

REPORT CARDS

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

STANDARDS FOR ELIGIBILITY FOR HONOR ROLL

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

Students with a "B" average (3.0 GPA) or higher in all core subjects, with no grade lower than a "C" (no "D's" or "F's"), are considered for Honor Roll. In grades 6-12, P.E. is used when determining this average. In grades K-5, P.E., Gifted, Incentive, and Enrichment grades are not considered core subjects and are not used when calculating GPA for honor roll.

SCHOOL BOARD ATTENDANCE POLICY

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

Please refer to FPSB attendance policy (at the end of this handbook) for the attendance policy. Any questions about attendance policy may be directed to the district's Supervisor of Child Welfare and Attendance (SCWA).

EXTENUATING CIRCUMSTANCES

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

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

GRADING POLICY

GRADING SCALE

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

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

In order to pass a subject, the grades for the fourth nine-weeks must add up to be 268 points. This is an average of 67 points per nine weeks. Semester grades are not used to determine the yearly average.

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

School Building Level Committee (SBLC)

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

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

TRANSPORTATION

Because of liability issues, Baskin School will not assume responsibility for changing a student from one bus to another, or give permission for a student to ride with an individual without prior parental consent. The school cannot accept calls requesting that a child ride a different bus or go home with someone. We will require a note signed by a parent or guardian to change a child's after-school destination. If a note is not provided, the child will be put on his/her original bus. (In case of an emergency, please notify the school for a change in your child's after-school destination **before** 2:00 p.m.)

RULES FOR SCHOOL BUS PASSENGERS

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

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

FRANKLIN PARISH SCHOOL BOARD POLICY

- **Objects that obstruct the bus driver's view--** No objects (balloons, large stuffed animals, etc.) are allowed on the bus that will obstruct the view of the bus driver. (Approved by School Board on February 6, 2006)

- **Extra riders on bus---** Students must have written permission and authorized by the Principal to ride a bus other than the one they are assigned to. Only in emergency situations will exceptions be made. (Approved by School Board on February 6, 2006)

FPSB SICK POLICY

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

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

STUDENTS RIGHTS AND RESPONSIBILITIES

CONSEQUENCES FOR REGULATION VIOLATIONS

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

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

STUDENT COMPLAINTS & GRIEVANCES

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

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

VISITORS

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

MEDICATION

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

PARENT CONFERENCES

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

ACADEMIC AWARDS PROGRAM

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

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

CELL PHONES

*****Pending Board Approval***** All personal electronic devices including cell phones or any other electronic telecommunication device must be turned off and placed in backpacks while in any elementary or secondary school building or on any school bus used to transport public school students to and from school. Students shall not have in his/her possession video tape recorder, digital recorder, audio recorder, digital recorder of any kind or video games.

Misuse of devices will result in devices be confiscated. Refusal to relinquish a device constitutes willful disobedience and shall be handled accordingly. The school shall not be responsible for confiscated items if not picked up by parent within the designated time frame. The School Board shall not be responsible for any electronic devices, including cell phones, lost or damaged while on School Board property.

A properly authorized medical device worn by a student shall not be considered to be in violation of this policy. Medically issued cell phones may be used according to a student's individual health plan. Any use of the phone for reasons other than medically necessary, shall be considered a violation of the school's cell phone policy and shall be handled as a minor offense.

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

Ref: La. Rev. Stat. Ann. §§17:239, 17:416, 17:416.1

Punishment for Cell Phones:

- **1st Offense:** Phone will be confiscated and parents may pick it up the next school day. Parents will sign a contract stating they understand the consequences of punishment for repeated offenses. Refusal to give up cell phone will result in 1Day ISD.
- **2nd Offense:** Phone will be confiscated and kept for seven days. Refusal to give up phone will result in 1 Day OSS.
- **3rd Offense:** Phone will be confiscated and kept for fourteen days. Refusal to give up phone will result in 3 Days OSS.
- **4 or More Offenses:** Phone will be confiscated and kept for twenty-one days. Refusal to give up phone will result in recommendation for 9 days at HGW.

FRANKLIN PARISH SCHOOL UNIFORM POLICY

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

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

SCHOOL UNIFORMS

- 1) Navy blue, red, or white polo shirt (with three buttons) for all schools. Students may also wear Baskin Rams t shirts purchased through the school.
- 2) Long- or short-sleeve undershirts in the parish colors; must be a solid color with no lettering or numbers
- 3) Navy blue or khaki uniform pants or shorts (K-8)
- 4) Special occasion shirt may be worn if approved by the principal.

- 5) PK through 5th grade may wear uniform shorts or capris, navy blue, or khaki, and must be knee-length from the waist to the knee. PK may wear uniform shorts or skirts with elastic waists.
- 6) Length of uniform skirts, jumpers, dresses, and shorts shall be no shorter than 2 ½ inches above the knee, i.e. width of a dollar bill. (PK-5)
- 7) Black or brown leather shoes or tennis shoes may be worn for all grades.
 - a) No open-toe shoes (flip flops, slides, sandals, etc.)
 - b) Open-heeled shoes are allowed.
 - c) Shoes must be a matched pair.
- 8) Belts must be worn and should only be one size larger than needed.
- 9) Jackets that button or zip down the front may be worn. Jackets may have a hood. No trench coats, dusters.
- 10) PK through 8th grade may wear knit caps on campus but they are not to be worn in the school building.
- 11) Only Baskin Rams hoodies purchased through the school may be worn to school.
- 12) Any student sent to Horace G. White may not wear school spirit shirts. They are to be in uniform shirts only.

GROOMING

1. Hair must be clean and neatly groomed. Makeup must not be excessive.
2. Hair rollers, pin curls, or extreme hair styles are inappropriate and will not be allowed.
3. No sunglasses may be worn unless under doctor's orders.
4. Pants worn below the waist, sagging, and showing the underwear, are prohibited.
5. Body piercing is prohibited, except that a girl may wear earrings. Nose rings/studs, tongue rings/studs, cheek rings/studs, or eye rings/studs are not permitted.

STUDENT DEROGATORY LANGUAGE

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

VANDALISM AND PROPERTY DAMAGE

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

FRANKLIN PARISH SEARCH & SEIZURE POLICY

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

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

LAW – RS. 17:416

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

CONSEQUENCES FOR REGULATION VIOLATIONS

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

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

JUNIOR BETA CLUB

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

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

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

Discipline If a **BETA** member receives a formal discipline referral for any reason, the student will be placed on probation for one nine weeks. If the student receives a second formal discipline referral in the same year, the student may be removed from the BETA Club at the discretion of school administration and BETA sponsor.

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

4-H CLUB

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

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

TITLE ONE PARENT CENTER

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

AFTERNOON CAR PICK-UPS

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

AFTERNOON BUS LOADING

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

CRISIS MANAGEMENT INFORMATION

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

PROMOTION

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

