

ONE TEAM

BASKIN SCHOOL

ONE PURPOSE

STUDENT HANDBOOK

2024-2025

OUR MISSION

Baskin School is **one team** comprised of students, teachers, administrators, support staff, families, and community members unified around **one purpose**: to instill in all students a passion for learning, and provide them with a high quality education, preparing them for success in their lives beyond Baskin School.

CORE VALUES



BE MISSION FOCUSED

One team.
One purpose.
Every day.



TAKE OWNERSHIP

Of our learning
Of our attitudes
Of our outcomes



BE CURIOUS

About ourselves.
About our students.
About our learning.



NEVER SETTLE

For good enough.
From yourself.
From others.

FREQUENTLY ASKED QUESTIONS

CONNECT

Phone - (318) 248-2381

Email - myoung@fpsb.us

Facebook - facebook.com/baskinschool

Instagram - @baskin.rams

TIMES TO KNOW

7:00 AM - Student drop-offs begin

7:30 AM - Classes begin

3:40 PM - Buses begin loading

3:45 PM - Car riders begin loading

DRESS CODE

All dress code information can be found in the code of conduct located at the end of this document.

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.

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 each nine weeks 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 – UPDATED 2024

GRADING SCALE

Letter Grade	Number Grade
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

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

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 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.

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 gym 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 elementary 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.

2024-2025

Franklin Parish School Board

Student Code of Conduct

Grades K-12

Student Conduct

The Franklin Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel. Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall yearly sign a Statement of Compliance.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

STUDENT CODE OF CONDUCT

While the School Board cannot reasonably be expected to develop a Student Code of Conduct in such detail as to anticipate every type of misconduct that could possibly occur, the Board shall develop and maintain a Student Code of Conduct, which shall enumerate the necessary discipline action to be taken against any student who violates the Code of Conduct. It shall follow 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.

The Student Code of Conduct applies to all students. However, discipline for students with disabilities shall be administered in accordance with federal and state law.

Student Attendance

(All Schools Grades K-12)

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 72 seven-hour school days) per semester or 60,120 minutes (equivalent to 144 seven-hour days) a school year in order to be eligible to receive credit for courses taken.

Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 144 seven-hour days) a school year in order to be eligible to receive credit for courses taken.

SCHOOL PRINCIPALS MAY USE AT THEIR OWN DISCRETION, any of the items under the Student Code of Conduct they feel appropriate. The *Student Code of Conduct* includes but is not limited to the following disposition.

- A. Suspension unless a danger to self or others (Temporary out-of-school suspension if immediate danger to self or others.)
- B. Assignment to Horace G. White, Sr. Learning Center
- C. Referral to Office of Child Welfare and Attendance
- D. Referral to counseling (or education program)
- E. Require an administrative conference with the parent or guardian. Include the teacher in the conference upon the teacher's request
- F. Referral to School Building Level Committee
- G. Referral to Pupil Appraisal for support service, if appropriate; and
- H. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee pursuant to Law and Board policy, which includes corporal punishment.
- I. You are to use your ISD teacher/room instead of HGW if possible. There will be a five (5) day minimum assignment to HGW. No student 4th grade or under is to be assigned to HGW unless severe incidence required by law. You are to use your ISD teacher/room for students less than five (5) days.

Grades K-12

A student found in violation of the *Student Code of Conduct* shall be disciplined according to the disposition set forth for that offense. **SCHOOL PRINCIPALS MAY USE THEIR DISCRETION** in any violation of the rules.

The *Student Code of Conduct* includes but is not limited to the following offenses:

Minor Offenses: These acts of misconduct include inappropriate student behaviors in the classroom or on the school grounds, such as the following:

- 1-1 Willful disobedience
- 1-2 Treats an authority with disrespect
- 1-3 Disturbs the school or habitually violates any rule
- 1-4 Writes or uses profane or obscene language or draws obscene pictures
- 1-5 Throws missiles liable to injure
- 1-6 Violates traffic and safety regulations
- 1-7 Leaves the school premises (includes school bus) without permission
- 1-8 Leaves the classroom without permission
- 1-9 Eating, drinking, chewing gum in room without teacher's permission
- 1-10 Cutting class
- 1-11 Cellular phones or other communication devices shall not be on during the school day. Phones will be confiscated. On first offense the parents can pick up on the following school day.
- 1-12 Refusing to sit in assigned seat
- 1-13 Treats students with disrespect
- 1-14 Public display of affection (Ex: kissing)
- 1-15 Intimidation
- 1-16 Is habitually tardy and/or absent from school
- 1-17 Boarding bus stop at incorrect stop
- 1-18 Not having proper materials and supplies/equip. (Ex: shorts in P.E., etc.) needed for participation
- 1-19 Not participating in class
- 1-20 Dishonesty
- 1-21 Cheating
- 1-22 Horse playing
- 1-23 Possession of inappropriate objects or materials
- 1-24 Make an unfounded charge against authority
- 1-25 Violation of FPSB Internet Policy for access and use of internet and/or electronic resources available. This could result in loss of computer use for students on campus.
- 1-26 Persistent/unexcused tardiness or late to school or class.

1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Notify parents Counseling by teacher/administrator 1 Day ISD or Bus suspension	Notify parents Counseling 3 Days ISD	Notify parents 5 Days ISD	Notify parents 5 days HGW or Suspension	Notify parents 9 days HGW or Suspension

Major Offenses: These acts of misconduct include those student behaviors that seriously disrupt the orderly educational process in the classroom, in the school or on the school grounds, such as the following:

- 2-1 Forging signatures or grades
- 2-2 Vulgarity, profanity toward faculty, school personnel or school official
- 2-3 Is guilty of immoral or vicious practices
- 2-4 Is guilty of conduct or habits injurious to his/her associates
- 2-5 Uses or possesses tobacco or lighter or electronic device
- 2-6 Instigates or participates in fights while under school supervision and/or on school bus. Student and parent must attend a mandatory conference with principal or designee.
- 2-7 Defacing bus or destroying property
- 2-8 Gambling
- 2-9 Possession or use of fireworks
- 2-10 Sexual harassment (student to student or student to teacher)
- 2-11 Is guilty of stealing
- 2-12 Promoting gang membership and/or activities
- 2-13 Molesting students (any hands-on infraction or physical contact)
- 2-14 Indecent behavior
- 2-15 Intimacy between students
- 2-16 Extortion
- 2-17 Bullying
- 2-18 Cyber Bullying
- 2-19 Use of medication in a manner other than prescribed or authorized
- 2-20 Possession, viewing and/or distribution of pornographic materials
- 2-21 Body armor
- 2-22 Possess pocket knife with a blade less than 2 ½ inches
- 2-23 Videoing another student or staff member without permission
- 2-24 Loitering and/or sitting in parked cars-owner or participant
- 2-25 Food delivery to students by second party

1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Notify parents Counseling 5 Days ISD or Suspension	Notify parents Counseling 7 Days ISD or Suspension	Notify parents 5 Days HGW or Suspension	Notify parents 9 Days HGW or Suspension	Recommendation for Expulsion

Major Offenses (Zero Tolerance): These acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process in the classroom, in the school or on the school grounds. In most cases, these behaviors are also illegal, such as the following:

- 3-1 Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form.
- 3-2 Possession of illegal drugs with intent to distribute
- 3-3 Possession of drug paraphernalia
- 3-4 Students threatening students, school personnel, or school official (verbal, written, or implied)
- 3-5 Possesses weapon(s) as defined in Section 921 of Title 18 of the US Code
- 3-6 Possesses firearms (not prohibited by federal law), knives or implements, which can be used as weapons, the careless use of which might inflict harm or injury
- 3-7 Criminal damage
- 3-8 Burglary
- 3-9 Illegal carrying and discharge of weapons
- 3-10 Possesses pocket knife with a blade length of more than 2 inches (includes box cutters)
- 3-11 Serious bodily injury
- 3-12 Assault and/or battery
- 3-13 Murder
- 3-14 Rape and/or sexual battery
- 3-15 Kidnapping
- 3-16 Arson
- 3-17 Possession of pellet gun
- 3-18 Students inappropriately videoing another student or staff member

1st Offense

Notify parents and law enforcement
Counseling
9 Days HGW or Suspension with recommended expulsion

CORPORAL PUNISHMENT

Corporal punishment may be used in accordance with state law.

ZERO TOLERANCE VIOLENCE PREVENTION PROGRAM PROVISIONS

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

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

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

LAW ENFORCEMENT RESPONSIBILITIES

Once called, law enforcement officials shall:

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

ANKLE MONITORS

Students will not be allowed to participate in any sports activity if they are currently fitted with an ankle monitor.

SUSPENSION

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

DRESS CODE

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

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

SCHOOL UNIFORMS

1. Navy blue, red or white three (3) button polo shirt for all schools.
2. Navy blue or khaki uniform bottoms.
 - A. PK-4th Grade may wear elastic waist pants.
3. Principals may approve special t-shirts for special occasions or to be worn daily.
 - A. Principals may allow "Blue Jean Days".
4. Length of uniform skirts, jumpers, dresses, and shorts shall be no shorter than 2 ½ inches above the knee.
(The width of a dollar bill)
5. Leather shoes or tennis shoes may be worn for all grades.
 - A. No open toe shoes (thong, sandals, etc.)
 - B. No open heeled shoes allowed. (Crocs, bubble shoes, slides, house shoes, slippers, etc.)
 - C. Shoes must be a matched pair
6. Jackets that button or zip down the front may be worn. No hoodies will be allowed. Students will be allowed to wear plain sweatshirts in school colors or sweatshirts with school approved logo.
7. No caps, hats, or head covering are to be worn in the building.
8. No blankets allowed on school campus for 1st-12th grade.

GROOMING

1. Hair must be clean and neatly groomed. Makeup must not be excessive.
2. Facial hair must be clean and neatly trimmed. Students will be given one warning of clean and neatly trimmed and after student's second warning student will remain clean shaven for the rest of that school year. (Board changed 11.5.18)
3. Sideburns must not come below the bottom of the ear lobes and must not be excessively flared.
4. Hair rollers, pin curls, or extreme hair styles are inappropriate and will not be allowed.
5. No sunglasses may be worn unless under doctor's orders.
6. Only stud earrings can be worn by male students.
7. Pants worn below the waist, sagging and showing the underwear, are prohibited.
8. Nose rings/studs, tongue rings/studs, cheek rings/studs or eye rings/studs are not permitted.

DISCIPLINE

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

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

Third Offense: Student shall be given a one (1) day ISD. Fourth Offense: Student shall be given a two (2) days ISD

Fifth Offense: Student shall be given a three (3) days ISD and parents will be required to attend a parent conference.

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

Revised: April, 1998; June, 1999; July, 2000; August, 2001; January, 2003;

September, 2006; August, 2012

Approved by Franklin Parish School Board on August 7, 2012; November 5, 2018; Revised July 9, 2024

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

ACT 248

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

