



# **Student/Parent Handbook**

**2024-2025**

*We only move forward together.*

*Brady Cox, principal*

*Indya Pruitt, asst. principal*

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## VISION STATEMENT

Crowville School strives to create a culture of community and lifelong learning so our students are empowered to thrive in a diverse and evolving world. We will ONLY move forward together as a community and its school."

## MISSION STATEMENT

"Our mission is to inspire and educate our students to achieve their fullest potential. We will endeavor to provide a nurturing environment that fosters intellectual curiosity, critical thinking, and a passion for learning. Through innovative teaching, rigorous academics, and inclusive practices, we aspire to prepare our students to become responsible community global citizens equipped with the knowledge, skills, and values needed to make a positive impact in our school's community and beyond."

## PRINCIPAL'S MESSAGE

It is our pleasure to welcome you to another AWESOME year at Crowville.

Parents, we are proud and humbled to have you chosen us to provide for your child's education. We promise, to the best of our abilities, to deliver high quality instruction to your child each day they are in our classrooms.

Students, thank you for choosing us for your education. We will aspire each class to provide the high quality instruction that you will need to succeed after you have left our halls.

Crowville Community, we cannot express our gratitude for your continued support of our school and students. Without you, our school cannot succeed. Your continued investment in our school and students is what will make us successful.

We ONLY move forward TOGETHER.

## **EQUAL OPPORTUNITY POLICY**

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

## **PARENT/STUDENT HANDBOOK**

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

## **TEXTBOOKS**

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

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

**We will require a note signed by a parent or guardian to change a child's after school arrangements.**

If a note is not provided, the child will be put on his/her usual bus. The note should be brought to the office as early as possible since we must fill out a bus boarding pass for your child to be allowed on the bus. Please avoid making changes in your child's afterschool arrangements after 3:20 in order to assure time for our staff to inform the student and teachers of the new arrangement.

## **DROP OF / PICK UP PROCEDURE**

**Parents who arrive at school earlier than 3:20 must come in to check out their children. *If your child needs to be checked out, please do so before 3:20.***

Parents will be directed to turn and circle the loop near the football field in order to get in line to pick-up students. Parents/students will be assigned a number for their vehicle. The number will need to be displayed in the front window of the vehicle. The duty teacher for pick-up will report the numbers in the order of the cars in line. Students will be called to the pick-up area by these numbers.

## **STUDENT INSURANCE**

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

## **LUNCH PROGRAM**

**1. Students are provided breakfast each morning and lunch at noon. All students are eligible to eat free due to a Federal Grant.**

2. All federal rules and guidelines will apply while in the cafeteria.  
Two notable ones are:
  - A. Students who do not eat cafeteria food must sit in a designated area.
  - B. Outside food brought by students cannot have labels showing.
3. No food, straws, etc are to be brought from the cafeteria.
4. Students who do not eat lunch in cafeteria must bring a note from home to be kept on file in the office giving parental permission to skip lunch.

## **SCHOOL BUS REGULATIONS**

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

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

## **VISITORS ON CAMPUS**

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

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

## **UNSCHEDULED CONFERENCES**

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

**We will not allow a teacher to be pulled from a classroom of students to conference with a parent who shows up at school without an appointment. This wastes valuable instruction time. You must call the school to schedule an appointment.**

## **PUPIL ATTENDANCE POLICY**

Students may not be absent for more than 10 unexcused absences. Students must be diligent in presenting doctor's excuses so that this number of days is not exceeded.

**Students who are habitually absent will be referred to the Child Attendance Officer and may be in danger of retention because of their absences.**

## **DEALING WITH ABSENCES**

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

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

This will be given to the home room teachers, who will forward them to the office.

**The explanation for the absence will be noted, but not necessarily considered excused.**

If he/she fails to bring the excuse before 5 DAYS have passed, the absence will be considered "*Unexcused*" with no right of appeal. Excuses will not be accepted after 5 days.

**DOCTORS' NOTES REGARDING ABSENCES MUST BE PRESENTED WITHIN 5 DAYS AFTER THE STUDENT RETURNS TO SCHOOL.**

These notes will be filed in the student cumulative folders. Letters are formulated by the computer and mailed after students miss 3, 5 or 10 days of school. These reflect all absences, excused with a doctor's note or otherwise.

These letters are a courtesy to you so that you will know the number of absences recorded by our office. **If at the end of the school year, a student has missed more than 10 days which are not covered by doctors' excuses, the parents and child will have to meet with the school attendance officer.**

**Students with excessive absences may be retained.**

## **MAKE-UP WORK**

Any student who has an "Excused" absence for one day or any part of one day will have the following school day to make up missed work. Any student missing two or more days with "Excused" absences will have the following three school days to make up any missed work.

### **IT IS THE STUDENT'S RESPONSIBILITY TO ASK FOR MAKE-UP WORK.**

A student is required to take a test as scheduled even if he/she is absent the day before the **test if the teacher announced the test prior to the student's absence**. If a test is announced for the first time the day of the student's absence, the student will not be required to take the test upon immediate return. However, *it is the student's responsibility to request make-up work and test. The student will be required to complete all work within one week after returning to school.* Work not completed in one week will be assigned a failing grade. Extended absences may warrant special provisions for make-up work/tests. Make-up tests may NOT necessarily be the same version of the test.

## **LEAVING CAMPUS**

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

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

Students who must leave school during the day must be checked out in the office by a parent/guardian or person designated by the parent/guardian on the enrollment form. Identification may be requested.

**Parents/Guardians are not permitted to go to the classroom when checking in or out a student without permission from the office.**

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

**As with early checkouts, students who are habitually tardy will be reported to the child attendance officer.**

**Students who are tardy for individual classes will be disciplined as outlined in the discipline policy.**

For example, students will have to do one day of inschool suspension on the fourth unexcused tardy in a three-week period as reported by the JCampus system.

## **DISCIPLINE POLICY**

Every teacher, assistant principal, principal, and supervisor is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the campus of the school or during any school activity. Discipline alternatives for these students will depend upon the severity of the behavior infraction but could include detention and/or suspension.

## **TEACHER'S CLASSROOM RULES**

The establishment of the school's discipline policy does not prevent any teacher from making and enforcing additional classroom rules. The intent of the administration is for each teacher to make and enforce classroom rules consistent with the policy established by Crowville School and the Franklin Parish School Board. Each teacher has the right to decide on appropriate punishment for infractions of classroom rules. Consequences may include, but are not limited to, paddling, loss of privileges, or any other consequence consistent with policy.

**A student's refusal of a teacher's punishment for breaking classroom rules will result in action taken by the administration that, according to state law, may include suspension or expulsion.**

## **DISCIPLINE PLAN FOR CLASSROOM**

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

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



# **FRANLIN PARISH SCHOOL BOARD: 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 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.

### **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.

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
Notify parents  Counseling by teacher/ administrator  I 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

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
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

**1<sup>st</sup> 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 1<sup>st</sup>-12<sup>th</sup> 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 VIOLATIONS.

### **STUDENT USE OF PERSONAL ELECTRONIC DEVICES(Revised)**

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 PHONE POLICY VIOLATIONS**

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 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 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.**

### **BULLYING**

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

# BEHAVIORAL EXPECTATIONS

Classroom rules consistent throughout the school are as follows:

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

**ANY STUDENT WHO DELIBERATELY REFUSES TO OBEY THE REQUEST OR DIRECTIVE OF A SCHOOL ADMINISTRATOR, TEACHER, OR STAFF MEMBER DURING DISRUPTIONS WILL BE PUNISHED SEVERELY.**

The principal reserves the right to call law enforcement authorities at any time there is a disturbance or threat to the security or safety of others.

## **POLICY ON FIGHTING**

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

**All students participating in GANG-RELATED, PLANNED, EXTREMELY VIOLENT FIGHTS; FIGHTS IN WHICH STUDENTS REFUSE TO COMPLY WITH FACULTY AND/OR STAFF DIRECTIONS, OR USE PERSISTENT AND LOUD VULGAR LANGUAGE could be recommended for expulsion for a minimum of one school semester or the remaining school year.**

Corporal punishment, suspension, and/or recommendation for expulsion will be considered for all students participating in ANY fight on school property and/or school function. A mandatory parent conference will be required with the school principal or child welfare and attendance supervisor before the student is allowed to return to school. Elementary students involved in a second fight at school during the same school year may be recommended for expulsion. Middle school through high school students involved in a second fight during the same school year will be recommended for expulsion.

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

## **USE OF METAL DETECTOR**

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

## **MANDATORY SUSPENSION**

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

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

School officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary action authorized by state law for possession

by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

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

## **EXPULSION**

**A student may be expelled (dismissed from all classes for the remainder of the school year) for the following reasons:**

- A. Multiple suspensions.**
- B. When a single incident of serious misconduct occurs.**
- C. All expulsions are recommended by the principal and administered by the Superintendent of Schools in Franklin Parish.**
- D. Each expelled student has the right to due process which includes a hearing and the right to appeal.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extra-curricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or by written prescription of a doctor. However, such student shall carry evidence of that prescription or physician's order on his person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

**ADDITIONAL REASONS FOR EXPULSION**

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

## **NOTIFICATION OF DUE PROCESS**

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

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

## **SEARCH AND SEIZURE**

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

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

## **SCHOOL VIOLENCE CLAUSE**

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

## **MEDICATION POLICY**

Louisiana laws regarding medication administration in the school system have changed. In order for your child to receive medication at school, the following must be on file:

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

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

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

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

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

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

## **CELL PHONE POLICY**

See the section concerning cellphone in the *Franklin Parish School Board: Code of Conduct* above

## **IMMUNIZATION SCHEDULE MODIFICATION**

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

## **SEXUAL HARASSMENT**

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

## **COMPLAINT PROCEDURE**

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

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

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

## **PUPIL PROGRESSION PLAN**

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

### **Franklin Parish Grade Scale**

**A: 100 – 90**

**B: 89 – 80**

**C: 79 – 70**

**D: 69 – 60**

**E: 59 – 0**

## **REQUIREMENTS FOR HONOR ROLL**

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

## **STUDENT RULES**

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



13. Please make sure that arrangements have been made for students to be picked from campus by 4:00 if students do not ride bus home.

## EMERGENCY DRILLS

### FIRE DRILL

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

### TORNADO DRILL

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

### LOCK-DOWN DRILL

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

### BOMB THREAT

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

## CAFETERIA RULES

1. **NO** cokes (bottle or can), **ONLY** water or juice allowed
2. Pick up only one (1) juice or (1) milk while in the line or have the money to pay for extra. Pick up what is front and on top. Please do not swap milks.
3. Please pick up one (1) plate at lunch. Do not reach over or go through the plates. The one you touch is yours.
4. Get everything you need the first time through the serving line. You are not allowed to go back through the line if you forgot.

5. Please stop and say your lunch number at the end of the line by the computer.
6. You must make sure that there are **AT LEAST THREE (3)** items on your plate before you pass the computer. If you do not pick up milk, then you must get fruit.
7. No running in the cafeteria.
8. No gum in the cafeteria.
9. Clean up after yourself before leaving

## **DISCLAIMER**

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