

**FALSE RIVER ACADEMY
201 MAJOR PARKWAY
NEW ROADS, LOUISIANA 70760**

“A SCHOOL OF ACADEMIC EXCELLENCE”

STUDENT HANDBOOK

ADMINISTRATION

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**FALSE RIVER ACADEMY
BOARD OF DIRECTORS**

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**FALSE RIVER ACADEMY
ALMA MATER**

We raise our song with loyal hearts

To you our Alma Mater.

Maroon and gold, your colors bold,

Awaken pride and praise.

Your noble birth,

Your purpose will keep us ever true.

False River Academy

We honor you.

WELCOME TO FALSE RIVER ACADEMY

MISSION STATEMENT

The staff of False River Academy is devoted to providing all student curricular experiences that are academically challenging and personally enriching, thereby enabling students to continue in their personal growth and self-improvement.

PHILOSOPHY OF FALSE RIVER ACADEMY

As a faculty we are not always in agreement in our beliefs since we represent many phases of educational philosophy. Nevertheless, we feel that a healthy atmosphere is one where the exchange of ideas leads to a continuous growth in our educational system.

We do agree that the purpose of education is to help the student achieve the fullest development of his own individual potential within the framework of a democratic society. We believe, therefore, that it is the responsibility of the school “to select and transmit to its students the most significant and useful elements of our intellectual, moral, social and aesthetic heritage, and to foster the individual’s ability to live happily, effectively, and creatively.”

The teaching of values and ideals is important to us. The students should be taught reverence for a supreme being, respect for law and order, and authority, love the democratic way of life, self-discipline, and sensitivity to responsibility, awareness of others, the value of work, and appreciation of beauty. These values will enrich his life and lead inevitably to the development of character and the whole personality.

We recognize the necessity ever to be alert for needed changes in curricula, theory, or methods of teaching. The curricula should be designed to give students training for a vocation or preparation for further education. Constant self-analysis and constructive criticism are needed if we are to keep pace with a rapidly changing society. Moreover, we contend that an education curriculum should challenge the student to future pursuits of knowledge beyond the formal school experience.

Pursuant to this philosophy we shall dedicate our work and direct our efforts. Understanding the myriad of demands placed upon us by society today, we nonetheless acknowledge the task of our profession and assume responsibility for its realization. The important task for False River Academy is our curriculum must continue to guide students to develop into the kind of individuals that incorporate philosophy thus expressed.

GOALS FOR FALSE RIVER ACADEMY

Goal 1: FRA commits itself to educate to a deep respect for intellectual values.

- by developing and implementing a curriculum based on goals and criteria, educational research, and ongoing evaluation
- by providing an education incorporating all forms of critical thinking
- by providing programs developing values and creativity
- by using a variety of teaching and learning strategies that recognize individual student needs
- by providing ongoing professional development for faculty and staff
- by modeling and teaching ethical and respectful use of technology

Goal 2: FRA commits itself to educate to a social awareness which impels to action.

- by educating to a critical consciousness leading to its total community to reflect and analyze the values of society
- by preparing and inspiring students to be active, informed, and responsible citizens

Goal 3: FRA commits itself to educate to the building of a community.

- by promoting a safe and welcoming environment in which each person is valued and respected
- by making deliberate effort in recruiting students and faculty of diverse races, ethnicities, and backgrounds
- by providing scholarship opportunities

Goal 4: FRA commits itself to educate to personal growth.

- by encouraging the school community to show respect, acceptance and concern for themselves and others
- by implementing policies and practices that promote self-discipline, responsible decision making, and accountability
- by fostering student's growth in self-knowledge and self-confidence
- by providing programs recognizing, nurturing, and exercising leadership in its many forms
- by providing opportunities for all members of the school community to share their knowledge with others

NON-DISCRIMINATORY POLICY

Pointe Coupee Private School System, Inc. (False River Academy) admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded as made available to students at school. It does not discriminate upon basis of race, color, nationality or ethnic origin in administration or its educational policy, admissions and athletic or other school administered programs.

AFFILIATION: ACCREDITATION

False River Academy is accredited by the Louisiana Board of Elementary and Secondary Education (BESE). The school holds membership in Louisiana Citizens for Educational Freedom and the Louisiana High School Athletic Association.

OFFICE OF DEVELOPMENT

The Office of Development works to cultivate, sustain, and coordinate support for False River Academy through service, gifts, and other contributions. Donations are vital to sustaining the unique learning environment of FRA. Interested donors or volunteers can contact the office at (225) 638-3783.

MEMORIALS

There are many occasions during our lives when we choose to memorialize or honor in a special way those we hold dear. One of our most difficult times in this life follows the death of a loved one. We cherish the memories and we offer thanks for the good times we enjoyed together. Because of our love for these people, we sometimes look for ways to honor them long after their death.

This honor can take many forms. A memorial gift to False River Academy is an excellent way to honor and remember a loved one. The gift touches the family of the deceased in a special way as you have remembered them in their time of sorrow.

Memorial or honorary gifts occupy an important place in the spirit and tradition of our school. We appreciate any gift that you choose to make. We will notify the persons indicated of your gift to False River Academy. You may contact our office for memorial envelopes.

GREETINGS FROM THE PRINCIPAL

Welcome to False River Academy. You are about to begin a new and exciting year. You are expected to place academics as your first priority. Your success and our success depend upon your commitment. This is your school and the faculty is here to help you secure an outstanding education. The need for a quality high school education is becoming more important each day. We hope that you take advantage of all the educational opportunities offered to you at FRA. We are proud of our school and especially proud of the over 1500 graduates who completed their high school work at False River Academy. It is our desire that you will also become a member of this elite group of graduates.

Kenneth LeBeau
Principal

JUNIOR HIGH/HIGH SCHOOL DAILY SCHEDULE

FIRST BELL	7:53	
HOMEROOM	7:55-8:05	(10 min.)
1 ST	8:07-9:07	(60 min.)
2 ND	9:09-10:08	(59 min.)
RECESS	10:08-10:18	(10 min.)
3 RD	10:20-11:32	(72 min.)
HIGH SCHOOL		JUNIOR HIGH
4 TH	11:34-12:33 (59 min.)	LUNCH 11:32-12:02 (30 min.)
LUNCH 12:33-1:03	(30 min.)	4 TH 12:04-1:03 (59 min.)
5 TH	1:05-2:04	(59 min.)
6 TH	2:06-3:05	(59 min.)

Instructional time totals 368 minutes.

JUNIOR HIGH/HIGH SCHOOL ACTIVITY SCHEDULE

FIRST BELL	7:53	
HOMEROOM	7:55-8:05	(10 min.)
1 ST	8:07-9:07	(60 min.)
2 ND	9:09-10:08	(59 min.)
ACTIVITY	9:50-10:30	(40 min.)
RECESS	10:08-10:18	(10 min.)
3 RD	10:20-11:32	(72 min.)
HIGH SCHOOL		JUNIOR HIGH
4 TH	11:34-12:33 (59 min.)	LUNCH 11:32-12:02 (30 min.)
LUNCH 12:33-1:03	(30 min.)	4 TH 12:04-1:03 (59 min.)
5 TH	1:05-2:04	(59 min.)
6 TH	2:06-3:05	(59 min.)

Instructional time totals 368 minutes.

JR HIGH/HS EARLY DISMISSAL SCHEDULE FOR 1PM FACULTY MEETINGS

FIRST BELL	7:53	
HOMEROOM	7:55-8:05	(10 min.)
1 ST	8:07-8:44	(37 min.)
2 ND	8:46-9:23	(37 min.)
RECESS	9:23-9:33	(10 min.)
3 RD	9:35-10:32	(72 min.)
	10:12-10:32	(Ch. 1)
4 TH	10:34-11:11	(37 min.)
HIGH SCHOOL		JUNIOR HIGH
5 TH	11:13-11:50 (37 min.)	LUNCH 11:11-11:36 (25 min.)
LUNCH 11:50-12:15	(25 min.)	5 TH 11:38-12:15(59 min.)
6 TH	12:17-1:00	(48 min.)

Instructional time totals 253 minutes.

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These regulations are a material condition of the contractual agreement between FRA and any and all students of this school. In developing the rules and policies for FRA, we have tried to be as explicit as possible, but we are aware that during the school year new and unusual situations will arise. The principal has the authority to use his discretion in unforeseen circumstances.

GRADING AND PROMOTION/RETENTION POLICIES

Pre-Kindergarten

Students enrolled in Pre-Kindergarten classes will be assessed based upon satisfactory completion of work.

Kindergarten Requirements

Students will earn a score of satisfactory in the following:

18 of 24 English/Language arts skills introduced

15 of 19 Mathematic skills introduced

6 of 9 Science skills introduced

4 of 6 Social Studies skills introduced

7 of 10 Social development/Work and study habits

If a student has met these minimum requirements, but displays a lack of development in crucial areas, the student may still be retained upon teacher recommendation. Consultation will take place between parents, teacher, and elementary coordinator. Crucial areas are considered to be social, emotional, or physical growth or work habits.

GRADE 1

Students will earn a score of satisfactory (S) with 80% or above.

Students will earn a score of unsatisfactory (U) with 79% or below.

If a student has met these minimum requirements, but displays a lack of development in crucial areas, the student may still be retained upon teacher recommendation. Consultation will take place between parents, teacher, and elementary coordinator. Crucial areas are considered to be social, emotional, or physical growth or work habits.

GRADES 2-6

The following grading system will be used in grades 2-6:

100-94 A 87-93 B 77-86 C 70-76 D 0-69 F

The elementary school year is divided into four, nine-weeks grading periods with report cards being issued at the end of each grading period. These grades are then averaged to obtain a final grade.

1. Students who receive a failing grade in any two subjects will be retained without the benefit of summer school or a school approved tutor to gain advancement to the next grade.
2. Students making an F in any one subject must be tutored or attend a state approved summer session in order to be promoted. The tutor and the course of study must receive prior approval from the elementary coordinator. Tutor's signed statement indicating the student's completion and passing of 36 hours must be submitted to the elementary coordinator by August 1. If FRA offers a summer school, only grades from this summer school will be accepted. Any exceptions to this rule must be approved by the elementary coordinator only.
3. A student may be promoted or retained upon teacher and principal recommendation for the benefit of the child, after consultation with the parents, elementary coordinator, and teacher.

GRADES 7-8

1. Students making F's in two subjects will be retained.
2. Students making an F in one subject must attend a state approved summer session in order to be promoted. The tutor must be approved by the principal and receive a course of study which must be followed. Students must receive at least 40 hours of remedial instruction to remove deficiencies. Tutor's signed statement indicating the student's completion and passing must be submitted to the principal by August 1. State approved summer school will not be recognized unless principal gives special approval. If FRA offers a summer school, this has priority and only grades from this summer school will be accepted. Exceptions made by the principal only.

- A student may be promoted or retained upon teacher recommendation - for the benefit of the child after consultation with parents, principal, teacher, etc.
- Report cards are issued on a nine weeks basis. Progress reports are issued at the midpoint of each of the four grading periods.

Grades 9-12

- Students may attend a state approved summer school to remove a deficiency. Private tutoring will not be accepted.
- Students cannot earn advanced unit credit towards graduation in a summer school for courses that are offered at FRA during the regular school year.
- Units to be earned toward graduation must be approved by the principal and the Louisiana Department of Education.

The following grading system will be used:

100-94 A 86-93 B 78-85 C 70-77 D 0-69 F

QUALITY POINT VALUES

A = 4
 B = 3
 C = 2
 D = 1
 F = 0

DECIMAL AVERAGES

A = 3.6 up
 B = 2.6-3.5
 C = 1.6-2.5
 D = 1.0-1.5
 F = Below 1.0

Final Grade: When computing final grades, requirements are (1) minimum of 10 quality points for the year and (2) fourth quarter and final exam grades cannot both be “F”.

If a high school student (9-12) has earned “F” grades for both the fourth quarter and the final exam, he/she fails that half-year’s work. If the first half-year was also failed, the student would receive no credit in the course. Half credits are awarded only to seniors upon the recommendation of the counselor, principal, or his/her designee.

Failed course work is always shown on a student’s high school transcript, regardless of whether the course is repeated and subsequently passed. This protects against an artificially inflated grade point average and presents a true picture of a student’s high school academic record.

The final grade is computed using this formula:

First 9 week grade (x2) + Second 9 -week grade (x2) + Mid-Term Exam (x1)+
 Third 9 week grade (x2) + Fourth 9-week (x2) + Final Exam (x1) divided by 10= Final Grade
 The student must earn a WHOLE quality point to pass with a “D”.

EXAMPLES:

<u>1</u>	<u>2</u>	<u>EXAM</u>	<u>3</u>	<u>4</u>	<u>EXAM</u>	<u>FINAL GRADE</u>
D	D	F	D	D	F	F (8/10=0.8)
B	C	D	D	C	D	C (18/10=1.8)
C	C	F	C	C	F	C (16/10=1.6)
B	F	D	B	F	F	F (13/10=1.3)
B	F	D	B	D	F	D (14/10=1.4)

CARNEGIE UNITS REQUIRED FOR PLACEMENT AT EACH GRADE LEVEL (9-12):

10th grade (sophomores) 6 units
 11th grade (juniors) 12 units
 12th grade (seniors) 18 units

*All students in grades 7-12 must be given a valid mid-term and final exam in each subject using the allotted time. The only exception will be for a senior final exam. A senior may be exempted from a final exam at the teacher's discretion if he/she has five A's for that subject report card.

			QUALITY POINTS
SEMESTER	FINAL	REMINDERS:	
20	A	40	1. A student must have 5 quality points to pass a semester. (D,D,F=F)
19		39	
18		38	
		37	
		36	2. A student who fails both the 2nd 9 wks and the semester exam fails for the semester. (B,F,F=F)
17	B	35	3. A student who fails the 4th 9 wks and the final exam fails for the year. (C,C,C,C F,F=F)
16		34	
15		33	
14		32	4. A student who fails the second semester fails for the year.
13		31	5. A student who fails the first semester has to make a C for semester 2 to pass.
	30		
		29	
		28	
		27	Semester 1:
		26	1 st 9 wks X 2
			2 nd 9 wks X 2
12	C	25	Exam X 1
11		24	
10		23	Semester 2:
9		22	3 rd 9 wks X 2
		21	4 th 9 wks X 2
		20	Exam X 1
		19	
		18	Final:
		17	1 st 9 wks X 2
		16	2 nd 9 wks X 2
			Exam X 1
7	D	15	3 rd 9 wks X 2
6		14	4 th 9 wks X 2
5		13	Exam X 1
		12	
		11	
		10	
4	F	9	
3		8	
2		7	
1		6	
		5	
		4	
		3	
		2	
		1	

GRADING SCALE FOR SEMESTER AVERAGES

AAA	A	BAA	A	CAA	B	DAA	B	FAA	C
AAB	A	BAB	B	CAB	B	DAB	B	FAB	C
AAC	A	BAC	B	CAC	B	DAC	C	FAC	C
AD	B	BAD	B	CAD	B	DAD	C	FAD	C
AAF	B	BAF	B	CAF	C	DAF	C	FAF	C
ABA	A	BBA	B	CBA	B	DBA	C	FBA	C
ABB	B	BBB	B	CBB	B	DBB	C	FBB	C
ABC	B	BBC	B	CBC	C	DBC	C	FBC	C
ABD	B	BBD	B	CBD	C	DBD	C	FBD	D
ABF	B	BBF	C	CBF	C	DBF	C	FBF	D
ACA	B	BCA	B	CCA	C	DCA	C	FCA	C
ACB	B	BCB	B	CCB	C	DCB	C	FCB	D
ACC	B	BCC	C	CCC	C	DCC	C	FCC	D
ACD	B	BCD	C	CCD	C	DCD	D	FCD	D
ACF	C	BCF	C	CCF	C	DCF	D	FCF	F
ADA	B	BDA	C	CDA	C	DDA	C	FDA	D
ADB	B	BDB	C	CDB	C	DDB	D	FDB	D
ADC	C	BDC	C	CDC	C	DDC	D	FDC	F
ADD	C	BDD	C	CDD	D	DDD	D	FDD	F
ADF	C	BDF	C	CDF	D	DDF	F	fdf	F
AFA	C	BFA	C	CFA	C	DFA	D	FFA	F
AFB	C	BFB	C	CFB	D	DFB	D	FFB	F
AFC	C	BFC	C	CFC	D	DFC	F	FFC	F
AFD	C	BFD	D	CFD	D	DFD	F	FFD	F
AFF	F*	BFF	F*	CFF	F	DFD	F	FFF	F

LOUISIANA HIGH SCHOOL GRADUATION REQUIREMENTS

INCOMING FRESHMEN PRIOR TO 2009-2010: students shall complete a minimum of 23 Carnegie units of credit in an individual program which shall be cooperatively planned by the student, the student’s parents, and the school to meet high school graduation requirements. The 23 units required for graduation shall include 15 required units and 8 elective units.

Minimum requirements prior to 2009-2010:

English – 4 units Science – 3 units Mathematics – 3 units Social Studies – 3 units
 Health & Physical Education – 2 units
 Total 23 units

INCOMING FRESHMEN IN 2009-2010: All ninth graders will be enrolled in the Louisiana Core 4 Curriculum, which requires 24 units for graduation: 21 required units and 3 electives from the Louisiana Core 4 Curriculum.

1. After the student has attended high school for a minimum of two years, as determined by the school, the student, the student’s parent, guardian, or custodian may request that the student be exempt from completing the Louisiana Core 4 Curriculum.
2. The following conditions shall be satisfied for consideration of the exemption of a student from completing the Louisiana Core 4 Curriculum.
 - a. The student, the student’s parent, guardian, or custodian and the school counselor (or other staff member who assists students in course selection) shall meet to discuss the student’s progress and determine what is in the best interest for the continuation of his educational pursuit and future educational plan.
 - b. During the meeting, the student’s parent, guardian, or custodian shall determine whether the student will achieve greater educational benefits by continuing the Louisiana Core 4 Curriculum or completing the Louisiana Core Curriculum.

c. The student’s parent, guardian, or custodian shall sign and file with the school a written statement asserting their consent to the student graduating without completing the Louisiana Core 4 Curriculum and acknowledging that one consequence of not completing the Louisiana Core 4 Curriculum may be ineligibility to enroll into a Louisiana four-year public college or university. The statement will then be approved upon the signature of the principal or the principal’s designee.

3. The student in the Louisiana Core Curriculum may return to the Louisiana Core 4 Curriculum, in consultation with the student’s parent, guardian, or custodian and the school counselor (or other staff member who assists students in course selection).

4. After a student who is 18 years of age or older has attended high school for two years, as determined by the school, the student may request to be exempt from completing the Louisiana Core 4 Curriculum by satisfying the conditions cited in Subparagraph 2.c with the exemption of the requirement for the participation of the parent, guardian, or custodian, given that the parent/guardian has been notified.

For incoming freshmen in 2009-2010 and beyond who are completing the Louisiana Core 4 Curriculum	For incoming freshmen in 2009-2010 and beyond who are completing the Louisiana Core Curriculum
<p>1. English – 4 units - English I, II, III, and IV</p> <p>2. Mathematics – 4 units - Algebra I or Algebra I–Pt.2; - Geometry; - Algebra II; - The remaining unit shall come from the following: Financial Math, Senior Applications in Math, Advanced Math I, Advanced Math II, Pre-calculus, Calculus, Probability and Statistics, Discrete Math, or a locally-initiated elective approved by BESE as a math substitute.</p> <p>3. Science – 4 units - Biology; - Chemistry; - 2 units from the following: Physical Science, Integrated Science, Physics I, Physics of Technology I, Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, or a locally-initiated elective approved by BESE as a science substitute.</p> <p>4. Social Studies – 4 units - 1 unit of Civics or AP American Government, or ½ unit of Civics or AP Government and ½ unit of Free Enterprise; - American history; - 1 unit from the following: World History, World Geography, Western Civilization, AP European History, Law Studies, Psychology, Sociology, African American Studies</p> <p>5. Health and Physical Education – 2 units</p> <p>6. Foreign Language – 2 units from the same foreign language or speech courses.</p> <p>7. Arts – 1 unit shall be fine arts survey or one unit of Art, Dance, Music or Theatre.</p> <p>8. Electives – 3 units.</p> <p>Total – 24 units</p>	<p>1. English – 4 units - English I, II, III, and IV or Senior Applications in English</p> <p>2. Mathematics – 4 units - Algebra I or Algebra I–Pt.2 and Algebra I-Pt.2 or Integrated Math I - Geometry; - The remaining unit shall come from the following: Algebra II, Financial Math, Senior Applications in Math, Advanced Math I, Advanced Math II, Pre-calculus, Calculus, Probability and Statistics, Discrete Math, or a locally-initiated elective approved by BESE as a math substitute.</p> <p>3. Science – 3 units - Biology; - 1 unit from physical science cluster: Physical Science, Integrated Science, Chemistry I, Physics I, Physics of technology; - 1 unit from the following courses: Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, or a locally-initiated elective approved by BESE as a science substitute.</p> <p>4. Social Studies – 3 units - 1 unit of American history - 1 unit of Civics and/or AP American Government, or ½ unit of Civics or AP American Government and ½ of Free Enterprise - 1 unit from the following: World History, World Geography, Western Civilization, or AP European History.</p> <p>5. Health and Physical Education – 2 units</p> <p>6. Electives – 8 units</p> <p>Total – 24 units</p>

JPAMS

Parents, teachers and school administrators are able to track student progress using the JPAMS online software system by EdGear. JPAMS software features include but are not limited to the ability to post and track attendance, record demographic information, post discipline reports, record grades, and perform scheduling for students enrolled at FRA. The JPAMS Parent Command Center link is easily located on the school website: www.falseriveracademy.org. Parents can elect to login and create an account with a username and password. Likewise, each faculty member has an assigned username and password which grants access to their students only.

LOUISIANA VIRTUAL SCHOOL

Students at False River Academy may participate in a program offered by the state called the Louisiana Virtual School. The Louisiana Virtual School (LVS) provides standards-based high school courses delivered through the internet. Any high school student is eligible to participate in the program. The extensive list of the courses offered includes many AP and dual-enrollment classes. LVS provides the materials, course content, and the teachers for the courses. Cost per course is \$150.00.

ADVANCED PLACEMENT COURSES

Advanced Placement (AP) courses are offered to high school students utilizing AP curriculum guides provided by the College Board. FRA offers AP courses in American History, English, and Calculus. Quality points in these courses are increased by one compared to regular courses.

TOPS PROGRAM

Louisiana's Taylor Opportunity for Students (TOPS) is a comprehensive program of state scholarships. Students must take the courses required for TOPS within their LA Core 4 curriculum. TOPS has four award components:

Award	GPA	ACT (or SAT Equivalent)
Opportunity	2.5	Prior years state average
Performance	3.0	23
Honors	3.0	27
Tech (for voc-tech/tech education)	2.5	17

For more details regarding TOPS, see the high school counselor or the Louisiana Office of Student Financial Assistance website www.osfa.la.gov.

MAKE UP EXAMS AND WORK-Make up exams may be different and slightly harder than regular exams. A student suspended from school will not be allowed to make up any work or exam issued during the suspension. Incomplete grades must be made up before the grading period ends. If not, a student receives a failing grade. It is the student's responsibility to remind the teacher of the make-up work as soon as the student returns to school. The teacher will give the student a scheduled make-up deadline.

Long-term assignments (reports, writing journals, etc.) are expected no later than the due date. The only possibility of an exception would depend upon the student's prior notification to the teacher that extenuating circumstances exist.

ADMISSIONS POLICY

FRA DOES NOT accept students who have been expelled or would not be allowed to re-enroll at their previous school. FRA has the right to dismiss any student due to omissions on the admissions application. No student with any prior discipline or prior legal problems may be admitted to FRA without a 2/3 vote from the Board of Directors.

WITHDRAWAL-Any student who leaves False River Academy for any reason must be checked out through the office. All debts incurred up to that point must be paid in full. Student records will not be forwarded to a new school until all obligations to the school are cleared. Any student who leaves False River Academy for any reason must be checked out through the administrative office.

DEBT COLLECTION PROCEDURES-Debts include, but are not limited to such things as lost/damaged textbooks, library books, unpaid lunch fees, etc. Parents will be notified in writing of the fees owed to the school. The False River Academy School Board authorizes the school to withhold grades and report cards of students owing a debt. Also, students may be excluded from participation in field trips and special activities. In the case of a student transferring to another school, all financial obligations shall be met before the withdrawal is completed.

SCHOLASTIC HONORS GUIDELINES

ACADEMIC LETTER JACKET-To qualify for an academic letter jacket the same criteria that are required for Beta Club membership shall be followed.

SENIOR BETA CLUB-Beta is an honor/service club. Qualifications for membership: 1. GPA of 3.0 with maximum of one C and 2. Service hours/service projects will be required; amount depends on sponsor. Only sophomores, juniors, and seniors can be a member of senior Beta. One scholarship is given annually.

JR. BETA CLUB- Junior Beta is an honorary academic/service organization for students in grades 7th, 8th, and 9th. Qualifications for membership are: A minimum GPA of 3.0 having no D's or F's for the final grade for students in 6th, 7th, or 8th grade. A minimum of 3.0 GPA must be maintained through the 7th, 8th and 9th grades. Other requirements are: recommendations based on academics, leadership, character, willingness to work, responsibility, dependability, attitude, and exemplary class/school behavior. Jr. Beta Club members are required to serve their school, church, family (extended family), or their community a minimum of 30 hours each school year.

GRADUATION-To be eligible for valedictorian or salutatorian, a student must have attended False River Academy for eight consecutive semesters and enrolled in the Louisiana Regents' Core Curriculum. To determine these honors, the grade point averages will be based on eight semester averages. To break a tie, all reported grades for high school credits would be considered. If still a tie, then co-valedictorians will be named regardless of number.

HONOR GRADUATES-The following is required to graduate with honors and was approved by the Board of Directors of False River Academy. Students must complete the 17.5 units of the Louisiana Regents' Core Curriculum to be considered for Honor Graduate. Only those courses will be used calculate the required 3.0 grade point average.

STUDENT ACTIVITIES

We feel the participation of youth in various extra-curricular activities develops talent, maturity, and responsibility; therefore, we believe that the accomplishments of adults are significantly correlated to their student experiences. With this in mind, student activities provide student leaders and student activity advisors with the opportunity to develop leadership skills that make involvement more meaningful to themselves and to their school and community.

All clubs and organizations are governed by a constitution and/or by-laws in addition to school guidelines. All clubs and organizations have rules concerning eligibility and maintenance of an overall academic grade average.

STUDENT COUNCIL-This involves students in grades 8-12. Students who desire to be a member of Student Council must have and maintain a 2.5 grade point average. Two class delegates (one boy and one girl) are elected by students from grades 8-12. Officers of the Student Council are elected by the high school student body and faculty. It is recommended that the office of president and vice-president be a junior or senior and have Student Council experience. For other offices to be elected, students must be at least a freshman in the year they will serve.

SENIOR AND JR. BETA-See Scholastic Honors Guidelines

GATOR GAZETTE - The newspaper staff involves students in grades 10-12 who are selected by a faculty sponsor. Juniors receive preference over sophomores. Grade point average, experience, and attitude are considered in scheduling a student to the newspaper staff.

GATOR TALE - Involves students in grades 11-12 who are selected by the faculty sponsor. The student's prior year average, experience, and discipline record are considered in scheduling yearbook class. The yearbook staff's goal is to get a yearbook in the home of every school family.

KEY CLUB - Key Club is a service club for students in grades 9-12. The student must have a 2.5 GPA and display strong character, a positive attitude, and a desire to serve their school and community.

4-H ACTIVITIES – 4-H is provided on three levels: elementary grades (4-6), junior high grades (7-8), and high school grades (9-12). Each level of activities is open to all interested students in those grades.

ATHLETICS-Athletic participation is open to all interested students meeting academic and eligibility requirements. Athletes must maintain a 1.6 GPA semester average and pass all six subjects. First semester eligibility is based on earning six credits from the previous year and having at least a 1.6 GPA. Second semester eligibility is based on passing all six subjects from the first semester and having at least a 1.6 GPA. Age limitations are the same as those of the LHSAA. Upon entering the 9th grade, an athlete has eight consecutive semesters of eligibility. False River Academy offers the following sports: football, basketball, baseball, softball, track, cross-country, volleyball, and powerlifting. FRA scholastic requirements for athletic eligibility are the same as those adopted by LHSAA. (BOD 4-23-02)

ATHLETIC LETTERMAN'S JACKETS – To receive a letterman's jacket, a student must letter in one FRA sport twice OR in two FRA sports once. No junior high athlete can receive/order a letterman's jacket.

ELEMENTARY SPORTS (GRADES 5-8) - In order to be eligible to participate, a student in grades 5-6 must maintain a 2.0 GPA with no F's. In order to be eligible to participate, a student in grades 7-8 must pass 5 out of 6 subjects during the 9-weeks and maintain a 2.0 GPA. A student must have maintained the required GPA as of the most recent reported 9-week period prior to the beginning of each sport to be eligible to try-out. Football, volleyball, and cheerleading will be based on the last 9-weeks period of the previous school year. Once a sport season has commenced, even if grades warrant, a student may not participate when determined ineligible prior to each sport season.

CHEERLEADERS - Involves students in grades 7-8 for junior high and 9-12 for varsity. Number of participants may vary depending on the number who tryout. All cheerleaders must maintain a scholastic grade point average of 1.6. Each group is selected by Universal Cheer Association judges each spring.

DANCE TEAM - Students in grades 8-12 with a grade point average of 1.6 and no more than one F each grading period may participate. The number of the squad depends on the number to tryout and ability of those who tryout. Members of a college dance team will select the group and selection is made each spring.

PARENTS' ORGANIZATIONS

GATOR BOOSTER CLUB - The club consists of parents and teachers who volunteer their time to raise money for various athletic programs, new equipment, uniforms, awards, etc. Parents interested in joining the Gator Club may contact the office.

FRA PARENTS' ASSOCIATION - The association consists of parents and teachers who volunteer their service to work on special projects that will benefit the students and school as a whole. Parents interested in joining the association may contact the office.

UNIFORMS AND PERSONAL APPEARANCE GUIDELINES

The False River Academy faculty and staff consider the dress code an important part of the discipline of the school. The students should take pride in their appearance and be appropriately dressed. The final decision as to whether or not something is appropriate is made by the administration.

Any student out of uniform will be sent to the office. When a student is out of uniform the first time he/she will be warned. The second offense may result in a harsher warning and/or written punish work or work detention. The third offense may result in a short-term suspension. If a student lives reasonably close to the school and a parent can be contacted, the student may be asked to return home or the parent may bring proper clothing to the school.

The school has the right to consider any questionable clothing or jewelry as inappropriate. School clothes should be neat and clean, fit properly, and be properly mended at all times. Faded pants and clothes that are too small are not allowed.

Infractions of any of the following dress and grooming regulations must be corrected before the student attends class.

GROOMING

All students are expected to groom themselves neatly. Boys must be clean-shaven each day. Hairstyles should be neat and well kept. Hairstyles for boys such as shaven heads, shaving or carving into the hairline, dyed, or bleached, etc. are not acceptable. The length of hair for boys should not cover the student eyes in the front and must be above the collar in the back. Hairstyles for girls should be neat and appropriate also. No shaved eyebrows.

No visible tattoos will be allowed. Other than pierced ears for girls (only one earring on each ear), no visible body piercing is allowed for boys or girls, including that of the tongue. Hats or caps cannot be worn on campus. Sunglasses may not be worn on campus.

It is the responsibility of the parent to assure that all uniforms meet the uniform requirements, as stated below, at the time of purchase.

UNIFORMS

The administration and faculty of False River Academy will strictly enforce uniform requirements for both boys and girls. Infractions will result in disciplinary action. Repeated infractions are considered blatant disrespect for school rules and may result in more severe disciplinary action.

School uniforms are available at Young Fashions School Uniforms (Baton Rouge) and Beauregard's (New Roads).

GIRLS

Plaid skort (grades PK-6)

White Peter Pan Broadcloth blouse (SS or LS) with optional FRA logo on collar (grades PK-6)

White Middy Broadcloth blouse (SS) with optional maroon FRA logo on collar (grades PK-6)

Plaid stitch down pleat skirt (grades 7-12)

White button down oxford (SS or LS) with optional maroon FRA logo on collar (grades 7-12)

Plaid jumper (grades PK-12)

Plaid walking short (grades PK-12)

Khaki long pant (grades PK-12)

Maroon pique knit shirts (SS) with gold crest on left chest (grades PK-12)

White or maroon tights

The uniform jumper, skirt, skort or shorts must not be shorter than 3" above the knee.

Blouse must be worn inside the pants, skirt, or skort. If wearing the white banded blouse over pants, a belt must be worn. The school sweatshirt can be worn over the uniform blouse. A jacket or coat can be worn, but another shirt over the uniform blouse cannot be worn.

BOYS

Maroon pique knit shirt (SS) with gold logo on left chest (grades PK-12)

Khaki pants/shorts (grades PK-12)

Khaki elastic belt, black leather belt, khaki web belt, brown leather belt (grades PK-12)

BOYS AND GIRLS

Boys and girls are to keep their shirts tucked in at all times.

A belt must be worn if the pants/shorts have belt loops.

White, maroon, black, or khaki socks are required (ankle, crew or mid-calf socks); no logos

White or maroon official school sweatshirt (must be purchased at FRA)

Khaki pants/shorts must be the darker khaki color. They **MUST** be K-12 Gear, Dickies, or uniform pants which may be purchased at Beauregard's or Young Fashions. Patch pockets, low rise, flare legs, tight legs, splits, rivets, and light khaki or any off color will not be accepted. Corduroy pants are not uniform pants.

Designer label jeans or jeans of any kind are not uniform pants.

Under shirts (if worn) must be white or black with no writing on them. PE shirts are allowed.

Letter jackets from schools other than False River Academy are not allowed.

Sweatshirts purchased through False River Academy are the only acceptable sweatshirts. It may be worn over a school shirt. A maroon windbreaker with a grey fleece lining is the required jacket/coat.

The jacket can be worn over a school shirt, but another shirt over the uniform shirt is not acceptable. FRA athletic/academic award jackets are acceptable. Any deviations will be at the discretion of the principal.

Camouflage clothing of any type, including camouflage book sacks, is not allowed.

SHOES

Tennis, jogging, or Oxford shoes may be worn.

No backless shoes, sandals, flip flops, Crocs, or other similar shoes maybe worn.

Shoes with laces must be laced up completely and tied.

PHYSICAL EDUCATION UNIFORMS

Maroon shorts and gray tee shirt with FRA logo and box for name

Maroon school sweatshirt and maroon, black or gray sweat pants with FRA logo and box for name

Tennis shoes with regulation school socks

GUIDELINES FOR FRA FOUNDATION T-SHIRT

FRA Foundation T-shirts will be sold once at registration. Only students may wear their Foundation T-shirt with regular uniform bottoms, socks, shoes, belt, outerwear, etc. every Wednesday during the school year.

NO JEANS ARE ALLOWED! Students not following the guidelines for the FRA Foundation T-shirt risk losing the privilege of wearing their T-shirt on Wednesdays for the remainder of the school year.

STUDENT ATTENDANCE POLICIES AND PROCEDURES

At False River Academy, regular attendance along with the responsibility to study and participate in school activities is essential to the learning process. Students shall be under the jurisdiction of the school from the time the student arrives at school until he/she leaves the campus in the afternoon. Bus students shall be under the jurisdiction of the school from the time he/she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending ANY school-sponsored activity either at school or away from school. This shall apply to all students including athletic teams, cheerleaders, dance team members, and other student organizations and clubs. Students must be in attendance at school at least three or more periods in order to participate in any school activity that day or night. The sponsoring teacher/coach is responsible to insure compliance with this rule.

CALENDAR:

Each year, FRA shall adopt a calendar for a minimum of 180 days, two semesters of 90 days each, of which at least 175 days shall be scheduled to provide the required instructional time (175 days or 330 minutes).

Each school may include in its calendar a provision for dismissal of senior students prior to the end of the school year. This provision is not to exceed 10 days of instructional time.

ATTENDANCE:

A student is considered to be in attendance when he or she 1) is physically present at a school or is participating in an authorized school activity, and 2) is under the supervision of authorized personnel.

Half-Day Attendance: A student is considered to be in attendance for one-half day when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel for more than 25 percent but not more than half (26 percent-50 percent) of the student's instructional day. Whole-Day Attendance: A student is considered to be in attendance for a whole day when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel for more than 50 percent (51 percent-100 percent) of the student's instructional day. *Absences whether EXCUSED OR UNEXCUSED shall be counted as an absence for reporting purposes to the Louisiana Department of Education.*” (Bulletin741)

In order to be eligible to receive grades, secondary students (grades 9-12) must be present a minimum of 80 days per semester. Elementary students (grades K-8) shall be in attendance a minimum of 160 days a school year. Exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician's statement. Other extenuating circumstances include prior school system approved travel for education, death in the immediate family, natural catastrophe and/or other circumstances approved by the principal or his/her designee.

ABSENCES AND EXCUSES

Upon returning to school, each student will be required to present a note from a parent or a doctor stating the day or days the student was out and the reasons for the absences. **This note must be turned in on the day the student returns to school in order to have these days excused** and will be kept on file for documentation purposes.

A student is excused for the following reasons only:

1. Personal, physical or emotional illness (including but not limited to hospital stay, recuperation from accident/illness/contagious disease)
2. Serious illness in the immediate family*
3. Observance of religious holiday of the child's own faith. The principal shall require written evidence from the church authorities relative to requiring religious observances.
4. Death in the immediate family*
5. Natural catastrophe or disaster
6. School approved travel for educational purposes
7. Other reasons as authorized by the principal.

*Immediate family shall be defined as including parents, grandparents, brother, and sister (including those in the group who are step, half-blood or foster relations).

***The Louisiana Handbook for School Administrators: Nonpublic, Bulletin 741**

CHECK-OUTS

Students should make every effort to schedule dental appointments or other appointments of like nature for after school hours and should make sure that they do not interfere in any way with their school duties. Should a parent need to take his or her child out of school during the day, the parent must contact the principal. This is for the child's protection. Reasons other than those involving emergencies, sickness or deaths are not accepted as valid. An Early Dismissal Form is needed to allow a student to go home before the school day is out, or to leave campus for any reason.

ELEMENTARY – If a student will be checking out early the parent/guardian should send a letter of notification to the teacher the morning of the scheduled check out. A student must go through the office and be checked out with the secretary. **IN ORDER FOR A STUDENT TO CHECK OUT WITH SOMEONE OTHER THAN A PARENT OR GUARDIAN, THE PERSON'S NAME MUST BE ON AN APPROVED LIST IN THE OFFICE**

JUNIOR HIGH/HIGH SCHOOL - To check out, a student must go through the main office and be checked out with the secretary. The student must first secure a hall pass from his or her teacher. Students must bring an Early Dismissal Form written by the parent in order to check out of school. After the note is submitted, the student will then be asked to call home to verify the note. The reason for early checkout will be evaluated by an administrator to determine if leaving early is excused or unexcused.

When a student checks out of school and then returns to school the same day, he/she must check back in at the appropriate office.

CHECK-INS

Students who arrive late **MUST** report to the appropriate office to receive an admit slip and complete a Late Arrival/Tardy form. To be admitted to class, a student must be given an admit slip from the office. Students who report late to class (after the tardy bell) are to be sent to the office with a referral for being late to class.

MAKE-UP WORK

Students without an authorized absence can be made to make up work on the day of return.

Students with an authorized reason will have three days in which to take exams or make up work missed. The student is required to work out a schedule for making up work missed during an authorized absence immediately upon returning to school.

Long-range assignments are due on assigned date unless prior notification to teacher.

Incomplete grades must be made up before the grading period ends. If not, the student receives a failing grade.

TARDY POLICY

ELEMENTARY: KINDERGARTEN THROUGH 6th Grade

Each student is allowed a maximum of 3 tardies per nine weeks. After the third tardy, a letter will be sent home as notification of tardy status. The definition of a tardy is a student who arrives at or after 7:58AM. The fourth tardy will automatically warrant service hours from parents/guardians in the amount of 2 hours per tardy.

JUNIOR HIGH THROUGH HIGH SCHOOL

The first bell of the morning rings daily at 7:52AM. Homeroom begins at 7:55AM. A tardy bell rings at 7:58AM. Students have five (5) minutes to report to their assigned Homeroom class. For all other classes, students have two (2) minutes to report to classes. Students not in Homeroom by the 7:58 bell or students who are late for any assigned class must report to the **PRINCIPAL'S OFFICE for an ADMIT SLIP.**

Only written excuses signed by a parent/guardian on the day of the infraction will be considered for an "excused tardy" after review by the principal or assistant principal. Telephone calls will be made to parents to spot check receipt of excuses signed by parents. Students reporting late to homeroom or assigned classes without an excuse from a parent/guardian will be included on the daily bulletin as an **UNEXCUSED TARDY.** Teachers will handle the first two unexcused tardy instances on an individual basis.

Students having 3 or more tardies during one 9-weeks session will be assigned one or more Saturday clinics.

DISCIPLINE POLICIES AND PROCEDURES

Student conduct at FRA is based on the belief that pupils are young ladies and young gentlemen and, as such, should be capable of conducting themselves in accordance with school standards of conduct. School regulations are designed only for those who may not think it is necessary to follow proper standards of conduct.

Discipline at FRA is based on the theory that pupils should be capable of conducting themselves in accordance with proper standards of conduct. The term "proper conduct" should not have to be defined to a

student; however, any violation of school regulations or display of any action unbecoming to a young lady or young gentlemen will be regarded as improper. This rule applies to conduct at school or any school function.

Every student is expected to respect the authority of all teachers and staff, and is expected to keep in mind that his/her conduct should not interfere with the rights of others, but that it should be an example to others. With proper conduct in a classroom we are helping to accomplish our goal of encouraging our students to be critical thinkers and constructive members of an orderly society.

Whenever a student is part of a school-sponsored event, the student is still responsible for his/her behavior as if he/she was on campus.

LIST OF POSSIBLE DISCIPLINARY PROBLEMS INCLUDE BUT ARE NOT LIMITED TO:

Leaves school or class without permission	Treats an authority/other students with disrespect	Possession of over-the-counter or prescription drugs
Uses, writes, or draws obscene/profane language/pictures	Is guilty of immoral or vicious practices	Possession/use of electronic devices
Uses/ possesses controlled dangerous substances	Uses/ possesses tobacco and/or lighter	Uses/ possesses alcoholic beverages
Disturbs the school/habitually violates rules	Defaces school property/vandalism	Possesses weapons prohibited under federal law
Instigates/participates in fights	Violates traffic/safety regulations	Willful disobedience
Skipping class/school	Is habitually tardy and/or absent	Is guilty of stealing
Eating/drinking/littering/gum chewing	Threatening students/faculty	Gambling
Possession/shooting fireworks	Disturbance in classroom/campus	Dress code violations
Habitually violates school/class rules	Failure to attend detention or in-school suspension	Dishonesty/forging signature/cheating
Public display of affection	Sexual harassment	Use of inappropriate objects
Conduct/habits injurious to others	Bullying/cyber bullying	Improper use of computer

POSSIBLE CONSEQUENCES INCLUDE BUT ARE NOT LIMITED TO:

1. Conference with student
2. Detention room or Saturday clinic
3. Parental conference
4. Suspension of driving privilege
5. Monetary fine for parking and uniform violation, or destruction of school property
6. Short suspension
7. Long suspension
8. Expulsion
9. Staying after school
10. Confiscation of property for repeat offenses

DETENTION ROOM/SATURDAY CLINIC

The purpose of a detention room and Saturday clinic is to provide an alternative to students in lieu of short term suspension. A student who has committed a minor infraction at school will be given an opportunity to modify his/her behavior through discipline activities, class work assignments, encouragement, etc. A detention room will be utilized when there is an available staff member with additional unencumbered periods. Saturday clinic is held on the FRA campus on Saturday mornings when a detention room is not utilized.

DETENTION ROOM RULES

1. Students are expected to report promptly to the assigned time out area.
2. Absolutely no talking will be allowed during the detention period.
3. All school rules will be strictly enforced. No eating or drinking will be permitted.
4. Students may use this time to study or complete homework assignments.
5. Failure to follow directions of the supervisor will result in a short-term suspension (1-3 days).
6. Students assigned to the detention room will not be allowed the opportunity to make up work in regular classes. Third incident students will receive a grade of 50 on any test missed. Fourth incident students will receive a grade of 40 on any test missed.

At False River Academy, we provide a range of responses to an offense rather than firm, unvarying, lockstep consequences. In this way, the principal, who must discipline a student, can consider the seriousness of the offense as well as the student's past behavior record. As offenses become more serious or more frequent, the punishment will become more severe.

JURISDICTION OVER STUDENTS- False River Academy attempts to establish and maintain an outstanding educational environment for both students and faculty. A mature behavior is expected of all students at all times. Any student action or behavior (regardless of when or where performed) that reflects in a negative, immoral, or adverse manner on False River Academy, will fall within the jurisdiction of the school administration.

Locker Search Policy

Lockers are subject to random search by teachers, police, school administrators, or anyone designated by the school administrators at any time and individual lockers may be searched for any suspicious circumstance. The school does not recognize any right of privacy, which a student may wish to claim with regard to the locker. Violation of policy may result in loss of this property in question, suspension, expulsion, or other school-imposed penalty. Furthermore, the school will turn over to police any evidence of criminal activity.

ALCOHOLIC BEVERAGES, DRUGS, FIREWORKS, ETC.-No alcoholic beverages, drugs, indecent literature, or fireworks are to be brought to school, any school function, or any school-related activity. Students who violate federal, state, or local laws concerning the above items are subject to immediate dismissal from FRA.

The use, possession, sale or consumption of any amount, or being under the influence of any alcohol or drugs on the school campus or at school related functions is strictly prohibited. If a student is found to be in the possession of any drug paraphernalia, appropriate actions will be taken. Any violation of this regulation may result in suspension or expulsion. If a student is involved in a drug-related activity outside of school hours or school activities, the above policies may also apply.

WEAPONS- State Law R.S. 14:95.2 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a bus, at school sponsored functions, or in other designated zones. "The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrumentality, which in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such instrumentality within 1,000 feet of the school's property on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties or any extra-curricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or a non-student, is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer or school official or employee acting during the direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course or similar course of activity. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrument, that the principal or school officials immediately report any detention of a student or other person for this reason and the seizure of any

dangerous instrumentality to the appropriate law enforcement authority. Any principal or school official who fails to properly report the detention of any person or seizure any dangerous instrumentality to the appropriate law enforcement agency may be issued a misdemeanor summons and, upon conviction, fined not more than \$500.00 or sentenced to not more than 40 hours of community service, or both.”

Violation of the above will result in immediate expulsion from False River Academy.

ELECTRONIC DEVICE POLICY

Cell phones or any electronic devices **cannot be used** on the school grounds between the hours of 7:00a.m. until the school’s dismissal time nor on school buses.

A student may have in their possession certain electronic equipment (cellular phones, radio, tape player/recorder, gaming devices, video camera, beepers, MP3 players, IPODS, walkman type devices, etc.). The use, operation, or visual display* of any of these devices will result in the consequences listed below.

- | | |
|-------------------------------|---|
| 1st Offense | The device will be confiscated and parents will be notified to come to the school to pick up the device. A parent will also be required to sign a letter of understanding relative to future disciplinary measures being taken
The student will be assigned to one (1) three hour Saturday Detention. |
| 2nd Offense | The device will be confiscated and not returned for five school days.
The student will be assigned 3 days In-School Suspension (ISS). |
| 3rd Offense | The device will be confiscated and not returned until the end of the school year.
The student will be assigned 3 days Out-of-School Suspension (OSS). |

***Visual display shall also include any observable protrusion on any clothing or pocket to include pants, shirt, jacket, book bag, or purse.**

TRANSPORTATION

The school is not responsible for transporting students to and from school. FRA is not involved in any transportation issues and any buses transporting students are not the responsibility of the school. Parents are to see that their children have transportation and arrive at school before 7:53AM and are picked up promptly at 3:05PM. Students are not allowed to drive automobiles to school without special permission from the principal and parents. It is suggested that 7:40AM be the earliest children are dropped off at school since teachers are not at school to supervise students until that time.

BUS SERVICES-Bus routes and stops are planned and established by the Pointe Coupee Parish School Board Transportation Department. Please use bus transportation if available to your area due to the large number of cars in the parking lot/pickup area, especially in the afternoons.

For safety of your child and everyone on the bus, appropriate bus behavior will be strictly enforced.

Students are expected to always:

1. be completely seated facing the front of the bus
2. keep their hands and feet to themselves
3. talk in a low (normal) tone of voice

CAR RIDERS-Elementary students riding in cars must be dropped off and picked up **ONLY** in the car loading entrance. At dismissal time, cars should stop at the gate and not enter the parking lot until all buses have departed. We feel the safety of your children is worth the short wait you may have by following the policy. **Parents should not come into the building to pick up students in the afternoon.**

PLEASE MAKE ALL CARPOOL/BUS ARRANGEMENTS BEFORE SCHOOL. NO CARPOOL ARRANGEMENTS WILL BE MADE OVER THE PHONE.

PARKING AND DRIVING- Upon arrival at school, students are to leave their vehicles and move to the main campus area. There is to be no sitting or standing around cars. Students are not to return to their vehicles until leaving the campus after their dismissal. Students may not go to their vehicles before or after physical education classes. Students may not back into parking spaces. Students must register their vehicles in the office. Failure to comply with all school rules regarding operation of a vehicle may result in temporary or permanent suspension of the driving privilege. Students must park in areas reserved for student parking. It is recommended that students lock vehicles parked on campus.

Act 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows: **the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.**

In accordance with R.S. 17:416.1 (D), the principal at a public or private school must notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been subjected to a disciplinary action as defined in this statute, so that we may process the request for suspensive action in accordance with R.S. 32:431. The suspension will not exceed the student's eighteenth birthday. The student may appeal this process, and they may request a hardship license.

AUTOMOBILE SEARCH POLICY-By entering the campus area beware of the following: The person driving any vehicle is deemed to consent to complete search of the automobile, with or without cause, by school officials or police. If any person in the vehicle other than the driver is the current custodian of the vehicle, consent to search is deemed by the custodian also. The area of search will include the entire passenger compartment, engine compartment, trunk, and all containers therein, locked or unlocked, and the undercarriage.

MEDICATION POLICY:

SELF-ADMINISTRATION: Under the expressed opinion of the student's physician via the form titled False River Academy Physician Order, a student may carry and administer his/her own medications, such as an asthma inhaler, epinephrine, or insulin. (This is not intended to include OTC medications such as Tylenol, cough/cold preparations, or other prescribed medications.)

SCHOOL PERSONNEL ADMINISTRATION: When necessary, other medication may be administered by school personnel and is given ONCE a day at lunchtime.

Short-term medications such as non-prescription drugs (aspirin, Tylenol, Midol, etc.) will not be given at school. Any questions concerning medication should be given to the principal.

Possible exceptions to this rule are:

1. Medication for behavior modification (e.g., Ritalin)
2. Insect sting allergy-must have a note from the physician with specific instructions.
3. Anticonvulsive medications (e.g., Dilantin, Phenobarbital)
4. Medication for asthmatic conditions

If a child must take one of the above-mentioned (items 1-4) medications at school, a parent should follow these rules:

- a. The medicine must be clearly labeled; unlabeled medicine **CANNOT** be dispensed.
- b. The medication **MUST** be brought to school by the parent or guardian in the container in which it was originally packaged. The label should have the name of the student, name of the medication and dosage.
- c. The medication should be accompanied by a signed form (may be obtained from the office) from the parent (with student's name, prescription number, name of medication, and specific dosage to be administered) that gives the school nurse or designated person permission to administer the medication.
- d. No more than two week's supply of medication for each student should be kept at school. The student may bring the empty bottle home with him.
- e. The student is required to be in presence of a teacher for 45 minutes after receiving their medication.

(BOD 11-15-06)

GENERAL POLICIES

It is generally recognized that a school system will function more efficiently when it is guided by a set of written policies and regulations. Written policies and procedures when properly administered will: save time and effort, help reduce criticism, assure greater uniformity and fairness, reduce pressure and irritations, and help build support.

POINTS OF EMPHASIS

> Children must remain on the school grounds at all times. When it is necessary for a student to leave school, he must have office approval, and the parent must come into the office, not the classroom, to get the student.

> No students in grades 4-12 are allowed in the building or temporary classrooms/or library until the bell rings. The gym will be opened during periods of inclement weather.

> Chewing gum is not allowed on campus (classroom, gym, lunchroom, school buildings, all other buildings, etc.).

> No sharp instruments such as knives and fireworks or anything to endanger others should be brought to school.

> Students are registered and assigned to classes during the summer. There **WILL BE NO SCHEDULE OR CLASS CHANGES** except in the case where an error has been made in scheduling or to equalize the teacher's class load.

> Students may be suspended from school for disciplinary reasons (check the discipline action page). Suspended students cannot make up work during the term of the suspension and are not permitted to attend or participate in extra-curricular activities.

> For all school activities (including athletics of all types) students should ride the school bus or approved school vehicle. On the return trip, a student can ride with parent only if the parent checks in person with the approved adult driver of the school bus or approved school vehicle.

> Students are prohibited from bringing the following items to school: trading cards and other play gadgets or items that disrupt the school environment or the orderly educational process.

> Students who bring their lunch to school must eat with their class.

> Soft drinks containing caffeine are not allowed for elementary students (PreK-5). Students in grades PreK-3 are allowed to purchase drinks from the lunchroom (plain milk, chocolate milk, juice). In addition students in grades 4-5 will be allowed to purchase caffeine free drinks.

> **TELEPHONE**-The office phone may only be used after school hours. No calls may be made before school begins. Students may not leave class to use the phone except in the case of illness.

> **MESSAGES**-Students are asked to discourage anyone from phoning the school office to leave messages except in emergencies. Since our office staff is limited, we cannot guarantee that messages will be relayed during the school day.

CANCELLATION OF SCHOOL-Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. In the event of severe weather conditions, check local news forecasts for information. Every practical means is used to notify parents of an impending cancellation including radio, TV, and newspapers. In the unusual circumstance where school must be canceled during the school day, school personnel will remain at school until all students leave campus.

FIRE DRILLS AND EMERGENCY EVACUATION-Each classroom will have a diagram posted of the route students should take in case of emergency. At the sound of the alarm, the students should leave in an orderly manner and go quietly to the designated assembly area. Fire drills and emergency evacuation drills will be held several times during the school year in compliance with state law.

CHANNEL ONE-A twelve-minute news program is viewed each day at the beginning of the third period class for students in grades 6-12. Students will be held responsible for the information broadcast on Channel One, as each teacher has the option to include 2 questions on each test from the Channel One programs.

RESTROOMS-Courtesy, cleanliness, and good order are a must in the restrooms. Students may never loiter or gather in groups in the restrooms. When something is out of order in the restrooms, the student is to notify a teacher or the office.

CLASSROOMS-No student is allowed to remain in a classroom during the school day unless a teacher is present and allows him/her to stay. Each student is responsible for the neatness of his room and especially the desk that he uses. Students should not leave anything in their desks after class. Students are not allowed to write on the desk or deface any school property.

BOOKS-Students are responsible for all books whether lost, stolen, or damaged. Students are encouraged to cover all textbooks. Each student is to write his/her name and year date in the book in ink upon receiving it. The teacher should write his/her name in the book also. If he loses a textbook, he must pay for it. If he damages it, he must pay for damages. No student will be allowed to take his final examinations until all books are returned or paid for.

ASSEMBLIES-Major student assemblies will be conducted in the gym. Students are expected to conduct themselves in a polite, dignified manner-especially if a guest speaker has been invited to the school. This is only common courtesy. Whistling, shouting, noise making, etc. are out of order at formal assemblies. The student body is divided into sections for all gym assemblies. Students are to remain in their assigned places after all assemblies until they are dismissed in an orderly fashion.

VISITORS ON CAMPUS-Non-student visitors are not allowed on campus unless they receive a pass from the office. Students are not to visit with anyone at cars in the parking lot at any time during the school day. This includes graduates, former students, etc. Students cannot have visitors with them during a class period or at recess.

PHYSICAL EDUCATION

PURPOSE-The physical education program is designed to develop the total individual; physically, mentally, and emotionally. The program endeavors to give each student a variety of activities suited to his needs and abilities and to develop good social adjustments for later life in the form of co-educational activities.

OBJECTIVES-The overall objective of the program is the development of specific skills, knowledge of rules, attainment of physical fitness, good health habits, sportsmanship, and the encouragement for co-educational participation to develop a working appreciation of the difference of skills in the sexes.

ACTIVITIES-A variety of recreational games, team and individual sports, aerobics and the President's physical fitness program is offered. All students are given instruction in personal health.

EQUIPMENT-Each student is required to furnish his own regulation gym suit, white socks, and tennis shoes. All students are expected to dress out daily.

EXCUSES-Students who are unable to participate in physical education activities on a permanent or temporary basis must submit a written excuse from their doctor to the office.

EXEMPTIONS FROM PHYSICAL EDUCATION-Students may be exempt from the requirement in physical education for medical reasons. The number of units of credit required for graduation may not be reduced because of such exemptions.

VALUABLE ITEMS- Any personal valuable items should be given to the PE instructor to secure in a valuables locker.

RESOLUTION PROCEDURE

1. The parent shall make an appointment through the office to discuss a problem with the respective teacher.
2. Should the parent be unable to resolve the problem with the teacher, he/she shall request a meeting with the teacher and the elementary coordinator (if through 6th grade) or with the principal or his designee (if 7th-12th grade).
3. Should the parent be unable to resolve the problem with the teacher and the elementary coordinator (if through 6th grade), he/she shall request a meeting with the teacher, elementary coordinator, and the principal or his designee.
4. Should the matter remain unresolved, the parent may request the Board to consider placing it on the agenda for the next board meeting **by putting in writing** a detailed description of the problem and giving it to the principal or a board member. The teacher, elementary coordinator, and principal will be present at the meeting. (BOD 6-17-09)

*All of the above meetings will be held at mutually agreed on times with the appropriate parties present.

INTERNET USAGE REGULATIONS

The Internet is a very exciting educational tool, which can greatly benefit research, collaborative learning, and exchange of educational ideas. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient, and legal use of any network is the key to successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

Student Responsibilities

1. Students must demonstrate honesty, integrity, and respect for others at all times. This includes using appropriate manners and language.
2. When a security problem is detected, it shall be reported immediately to the teacher. If a student inadvertently accesses unacceptable materials or an unacceptable Internet site, the student shall immediately disclose the inadvertent access to an appropriate school official. These problems shall not be demonstrated to other students.
3. All student computer and network files are subject to review by the administration. Network storage areas will be treated like school lockers and students shall not have an expectation of privacy.
4. Users will keep system passwords secure.

Electronic Mail

5. No individual student shall be permitted to have an e-mail account. Only teachers and classes as a whole are allowed to use e-mail. Electronic mail (e-mail) is not guaranteed to be private on the Internet; therefore, only appropriate teacher or class messages shall be allowed.
6. Electronic mail should not be used to share information about students. No photographs, personal addresses, personal phone numbers, or last names will be permitted in the use of the Internet.

Prohibited Activities

7. Accessing any Internet Resources not previously authorized by the teacher
Administrators and teachers will be the final authority of the content of a school web page, what Internet sites are inappropriate and the specific penalties involved. Violating this policy may result in any or all the following:
 - a. Restricting network access,
 - b. Loss of network access,
 - c. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws
 - d. Assessment of the cost of damages to hardware/software
8. Accessing, up loading, downloading, or distributing pornographic, obscene, or sexually explicit, violent, or any materials that are forbidden by the Children's Code of Louisiana
9. Giving out personal information about self for others online including, but not limited to, full names, home addresses, phone numbers, photographs, passwords

10. Using the school computer or Internet system to post false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks
11. Violating any local, state, or federal laws
12. Accessing another individual's materials, information, passwords or files without permission
13. Violating copyright or otherwise using the intellectual property of another individual or organization without permission
14. Illegal copying of text, music, software, pictures, or graphics from Internet or software sources
15. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user including creating, uploading, or intentionally introducing viruses or purposely attempting to circumvent False River Academy system's security. Students are not allowed to bypass or disable the school's filtering system. Students will not attempt to gain unauthorized access to the school computer or Internet system or any other network through the school computer or Internet system, attempt to login through another person's account or use computer accounts, access codes or network identification other than those assigned to the student. Students will not use the school computer or Internet system to tamper with, modify, or change the school computer or Internet system software, hardware, or wiring to take any action to violate the school computer or Internet system's security (hacking). Any attempt to alter, harm, damage, or destroy the data of another user, any network, or interrupt equipment or service is forbidden
16. Using the Internet for personal, financial, or commercial gain
17. Sending or posting anonymous messages
18. Product advertising, political lobbying, or sending of messages involving any illegal activity
19. Accessing My Space, games, blogs, chat rooms, instant message services, electronic mail, personal web sites, electronic commerce sites/electronic purchasing, or undirected Internet surfing that has not been assigned and/or approved by the school staff and/or administration
20. Using personal non-school related software
21. Failing to follow a classroom policy while using computer or failing to follow any other policies or guidelines established by False River Academy Board of Directors, administration, or teachers
22. Eating and drinking in computer work areas

School System Limitation

23. False River Academy will not be responsible for any loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by the network
24. Any student identified as a security risk or having a documented history of problems with other computer systems may be denied Internet access.

INTERNET/E-MAIL USE CONTRACT-STUDENTS/PARENTS

After reading the Internet Usage and Regulations Policy of False River Academy, fill out the contract completely and legibly. The signature of a parent or guardian on the Parent Contract is required. Please return a contract to your teacher.

STUDENT INTERNET CONTRACT

I have read the Internet Usage and Regulations Policy of False River Academy. I understand and will abide by the regulations stated. I further understand that a violation of the regulations is unethical and illegal. Should I commit any violation, my access privileges may be revoked and/or school disciplinary action or other appropriate action may be taken.

Student's Name (please print): _____

Student Signature: _____ Date: _____

PARENT INTERNET CONTRACT

As the parent/guardian of the student, I have read the Internet Usage and Regulations Policy of False River Academy. I understand that this access is designed for educational purposes and that available precautions have been taken to monitor student access.

I also realize that it is impossible to restrict access to all controversial materials, and I will not hold False River Academy responsible for materials acquired on the Internet. I hereby give my permission for my child/children to the school use of the Internet.

Parent/Guardian's Name (please print): _____

Parent Signature: _____ Date: _____

Daytime Phone: _____ Evening Phone: _____

FALSE RIVER ACADEMY HANDBOOK

Parents and students must sign in the appropriate space below acknowledging that they have read and agree to follow the rules and regulations in this handbook.

Student Name

Parent Name

Student Signature

Parent Signature

THIS FORM MUST BE RETURNED TO THE HOMEROOM TEACHER.

False River Academy Organizational Chart

