



# *Franklin County Middle School*

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DATE: July 15, 2025

TO: **FCMS Students and Parents**

FROM: Trent Liggett, Principal

My name is Trent Liggett and I am honored to serve as the principal of Franklin County Middle School. I'm incredibly excited to begin this school year and look forward to working with such a dedicated staff, supportive community, and—most importantly—our amazing students.

I invite you to stop by the middle school if you would like to meet in person or take a walk around to see the school and where your classes will be. It's a great opportunity to get comfortable with the building and start the year with confidence.

As summer break begins to wind down, I want to share some important information and key dates to help everyone start the school year smoothly.

## **IN-PERSON REGISTRATION AND FEE PAYMENT TIMES:**

**Monday, July 28<sup>th</sup> from 8:00am – 3:30pm**

**Tuesday, July 29<sup>th</sup> from Noon – 7:00pm**

The office will be open for students and parents/guardians to come in to ask questions. Students are welcome to organize their lockers and tour the building with parents to become familiar with classroom locations. The first day of school for students is on Wednesday, August 6, 2025.

**MEET THE TEACHER NIGHT:** FCMS will hold a “Meet the Teacher Night” on **Monday, August 4<sup>th</sup>, from 5:30-7:00 pm**. Parents and students will be able to walk around the school and meet their teachers. Students may bring in school supplies and organize their lockers during this time.

**SCHOOL START AND END TIMES:** The school day begins at 8:20am and ends at 3:20pm. If students arrive before 8:15, then they will report to the cafeteria and then will be released for class at 8:15am. All students are expected to be in their seats with their materials ready by the time the bell rings to start class at 8:20am. Students who arrive after 8:20am are required to report to the office to sign-in as being tardy to school. Please keep in mind that there are three schools in close proximity so traffic may not move quickly. Please be cautious and drive slowly for the safety of all our students.

***Franklin County Middle School: Building a strong community of college and career ready students.***

**SCHEDULED EARLY RELEASE DAYS FOR TEACHER TRAINING:**

Students will be released 30 minutes early (@ 2:50pm) on the following teacher training days.

**First Semester**

September 10<sup>th</sup>

October 1<sup>st</sup>

November 5<sup>th</sup>

December 10<sup>th</sup>

**Second Semester**

January 14<sup>th</sup>

February 4<sup>th</sup>

March 4<sup>th</sup>

April 8<sup>th</sup>

**SCHEDULED TEACHER PROFESSIONAL LEARNING DAYS - NO School for Students****First Semester**

August 25<sup>th</sup>

**Second Semester**

January 16<sup>th</sup>

February 13<sup>th</sup>

**ATTENDANCE:** When a student is absent from school a parent is required to contact the school to verify the excused absence. If an absence is not verified as excused by the parent and/or guardian through the school, then the absence will be considered unexcused. You can contact the school at 765-647-6040 or by emailing Mrs. Edwards @ [ledwards@fccsc.k12.in.us](mailto:ledwards@fccsc.k12.in.us) for attendance questions.

**CONTROLLED ENTRY PROCEDURES:** Individuals who want to enter the building are required to scan their state identification card prior to entering the building. The ID scan will initiate a quick scan for specific criminal offenses. School administration will then proceed with appropriate safety procedures for the situation. Individuals without scheduled appointments may not be granted access to the building. Parents who wish to meet with school administration, counselors, or teachers are encouraged to schedule appointments ahead of time. Parents needing to drop off items to students will be able to leave the item with the controlled entry attendant.

**MORNING STUDENT DROP-OFF PROCEDURE:**

Personal motor vehicles transporting FCMS students to school in the morning may unload students in the circle drive. Drivers need to be aware and look for school buses and other vehicles before pulling out to leave.

**STUDENT DISMISSAL / PICK-UP PROCEDURE:**

Parents/guardians picking students up from FCMS after school will enter the second entrance to the middle school parking lot. The line will form by immediately turning right and continuing around the outside of the parking lot. Students will be released to load vehicles near the entrance to the circle drive where a sign will be posted for picking students up. Drivers are expected to stay in line and wait patiently throughout this process.

- Parents/guardians will form a line around the outside of the parking lot, starting just east of the entrance to the circle drive.
- Students who are being picked up after school will wait on the sidewalk behind the pick-up sign until all buses have left the circle drive.

- After those vehicles are loaded and have pulled away the students for the next two vehicles will be released to their rides.
- This procedure will be repeated until all students have loaded and the cars have left the parking area.

As always, we are working to provide a safe environment in all aspects of our school community. In order to reduce congestion at the exit and provide a safer loading area for our students we are making changes to the pick-up procedures at the end of the day. Thank you for your cooperation. Let's have a safe and productive school year!

#### **CELL PHONE POLICY:**

Indiana Code 20-26-5-40.7 defines wireless electronic devices as a device that is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices. The Indiana Code specifically prohibits use of wireless electronic devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene is prohibited. Per Board approved student handbook, students are required to put wireless communication devices (*Any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties*) in their hallway locker before the beginning of the first period and keep them in their lockers throughout the entire school day. Wireless communication devices may be used in the cafeteria and gym areas prior to the start of first-period class. Wireless communication devices are not permitted to be used during the school day. The school district will not be responsible for the loss, damage, or theft of any cell phone/electronic device brought to school.

#### **WATER BOTTLES**

To reduce distractions and support a focused learning environment, students are allowed to use only clear plastic water bottles during the school day. This policy helps prevent disruptions that can be caused by the noise often associated with metal or other non-plastic bottles. Students will receive a new clear plastic water bottle on the first day of school.

I hope to see you soon and enjoy the rest of your summer!  
Mr. Trent Liggett, Principal