



Franklin County Middle School

9092 Wildcat Lane
Brookville, Indiana 47012
Phone: 765-647-6040
Fax: 765-647-4960

DATE: July 19, 2024
TO: **FCMS Students and Parents** FROM: Trent Liggett, Principal

Hello everyone, my name is Trent Liggett and I am the new principal at Franklin County Middle School. I am so excited to begin this school year and look forward to being part of such a great school and community. Please stop by the middle school if you would like to meet me or just walk around to see the school and where your classes may be. As we approach the end of our summer break, I wanted to share some important information and dates that might help get the school off to a good start.

IN-PERSON REGISTRATION AND FEE PAYMENT TIMES:

Monday, July 29th from 8:00am – 3:30pm **Tuesday, July 30th from Noon – 7:00pm**

The office will be open for you to come in to ask questions. Students are welcome to decorate 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 7, 2024.

MEET THE TEACHER NIGHT: FCMS will hold “Meet the Teacher Night” on Monday, August 5th, from 6:00-7:00pm. Parents and students will be able to walk around the school and meet their teachers. Students may bring in school supplies and decorate their lockers during this time.

SCHOOL START AND END TIMES: The school day begins at 8:20am and ends at 3:20pm. All students are expected to be in their seats with their materials ready when the tardy bell rings. Students who arrive after 8:20am are required to come to the office to sign-in 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.

SCHEDULED EARLY RELEASE DAYS FOR TEACHER TRAINING:

Students will be released 30 minutes early on the following teacher training days.

First Semester

September 11th
October 2nd
November 6th
December 11th

Second Semester

January 8th
February 5th
March 5th
April 9th

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/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.

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

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: Parents/guardians dropping students off at FCMS in the morning will enter the FCMS parking lot through the first parking lot entrance. Students should be dropped off next to the sidewalk before the entrance to the circle drive. After the students are safely on the sidewalk parents/guardians must watch for bus and pedestrian traffic before turning left and proceeding to the parking lot exit. The circle drive is closed to all vehicles except buses between 8:00am and 8:25am.

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. These changes are being implemented to reduce congestion at the exit to the circle drive and provide a safer loading 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!

NEW CELL PHONE POLICY: 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 lunch or during passing periods. The school district will not be responsible for the loss, damage, or theft of any cell phone/electronic device brought to school.

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