2025-2026
STUDENT HANDBOOK

Mr. Trent Liggett, Principal
Mrs. Heidi Reuss, Assistant Principal
Mrs. Rachel Ratz, Director of Student Services

By enrolling in Franklin County Middle School, each parent (guardian) acknowledges that they, and their student, have read and understand the handbook and discipline policy at FCMS.

Franklin County Middle School Mission Statement

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

Franklin County Middle School Vision Statement

All students will embrace learning, excel academically, and own their futures.

Dear Parents and Students:

Your school experience will be as good as the cooperation and effort you give to meet the many new challenges and experiences we have to offer. We hope and expect that your school will be a source of pride for you, your parents, and your community. Your years at Franklin County Community Schools will be a time to be academically challenged, to grow, explore, and enrich your lives with friends and new classes. During these experiences, you need to believe in yourself as a learner and as a person. The best way to have a good time learning is to follow school rules and respect others. Our positive approach will help you meet these achievable goals:

- Set high standards for yourself
- Be willing to accept responsibility for your actions and decisions
- Conduct yourself as a young adult
- Treat others as you would like to be treated by them.

We have been provided with the best facilities. Our staff is caring and dedicated; the final component, student commitment, you shall provide. There is no substitute for high expectations and achievement.

It is important that you set challenging goals and push yourself to reach them. Building a strong foundation of skills in communication, reading, writing, thinking, physical fitness, technology, and the ability to work on a team are critical for life-long success.

Please learn how to access this online handbook and become familiar with its content. The handbook is designed to help students and parents understand the services and policies at Franklin County Community Schools.

ACADEMICS

*** For a complete description and explanation of Franklin County Middle School's academic policies and programs, please refer to the Franklin County Middle School academic handbook.**

EXPECTATIONS FOR ACADEMIC SUCCESS

For middle school academic success, students are expected to develop good work and study habits in order to come to school ready to learn and with all assignments completed. Homework reinforces what the student has learned under the instruction of the teacher and is important for practice of the concepts learned in class. Homework is also necessary for good preparation for projects, discussion, quizzes, presentations, etc. The following expectations are common throughout the school for all students:

- Students will arrive to class on time.
- Students will come to class prepared with completed assignments, pencils or pens, paper, texts, or other required materials to class each day.
- Students will request and return all work completed to the teacher after an absence.
- Students will follow directions given by the teacher.
- Students will participate in classroom discussions.
- Students will not disrupt the education of others.
- Students will take notes as appropriate for thorough understanding and reference.
- Students will be respectful of others in the class.
- Students will maintain good attendance in all classes.
- Students will not copy the work of others or allow other students to copy his/her work.
- Students will complete assignments on time and with their best effort.
- Students will participate in available eLearning activities when they are not able to be at school, including the completion and submission of all assignments.
- Students will check their email and Canvas accounts on a daily basis.

ACADEMIC PROBATION

If a student earns two or more F's on a midterm or quarterly report card, students will be placed on Academic Probation. Grades will be reviewed at the end of each midterm or quarter grading period to check the academic status of all students. Students who have earned grades which place them on academic probation, will not be permitted to participate in after-school activities, incentive field trips or other activities such as dances, extracurricular activities and other special events during or after school. Parents and students shall be notified of academic probation by email.

GRADE POINT AVERAGES

Refer to FCMS Academic Handbook

ACCESS TO ONLINE GRADES, MIDTERM REPORTS, AND REPORT CARDS

FCMS uses PowerSchool as the student information system. PowerSchool allows student and parent online access to grades. By logging into PowerSchool students may see their academic progress at any time. Students and parents/guardians who do not have access to the online grade book account may contact the school secretary for assistance. Midterm, Quarterly, and Semester report card grades will be emailed to parents. In addition, grades will be sent home each week through parents' emails that are in PowerSchool.

HOMEWORK POLICY

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, or at home. It is the student's responsibility to return all completed work to the teacher by the date requested. Students are expected to make up work missed during an absence. Homework is assigned to enhance instruction and increase student understanding. Homework is also used as a formative assessment to provide information to teachers about student learning outcomes.

Homework may be defined as out of class preparation in a given subject area which is assigned, suggested, or approved by the student's teacher. The Franklin County Community School Corporation policy as well as individual teacher's homework policy shall be distributed and/or discussed with students and parents at the beginning of each semester and shall be reviewed as the need arises throughout the year. Homework shall be viewed as reinforcing teacher instruction, not a substitute for teacher instruction. The following is a list of suggestions and guidelines for homework implementation.

1. Homework assignments shall be specific and students shall know what is expected of them.
2. Homework shall be an integral part of the classroom activities. It shall never be "busy work" or construed as punishment, and it shall not be assigned for disciplinary reasons.
3. Teachers in a departmentalized situation shall be aware of their colleagues' assignment practices so that students are not overburdened with homework.
4. Care and good judgment shall be exercised by the teacher to instill a positive attitude toward all homework.
5. The assignments shall be reasonable, taking into consideration students' home conditions and participation in extracurricular activities. Adequate time shall be available to ensure students their rights to leisure and social development.
6. Since all homework shall be evaluated and the results shared with the students, the teacher shall develop a clearly understood procedure for evaluating assignments.
7. Cooperation by parents is a necessary factor in meaningful homework experiences. Parents are encouraged to support their children by showing interest and exhibiting helpful attitudes toward school and homework.
8. The students, with guidance from teachers and parents, have the responsibility to develop good work and study habits.
9. After a student is absent, **it is the student's responsibility to request, complete, and return all assigned work** to the teacher at a rate of two school days per day absent. Example: If a student misses Thursday and Friday the student would be expected to gather the work no later than Monday. The work would be due during school on Friday. Days when school is closed due to weather count as a day for work to be completed. **Many assignments can be accessed through Canvas when students are absent.**

If there is a concern regarding homework, please communicate this concern to your child's teachers. It is the responsibility of the student to make arrangements with his/her teachers to make up for any missed work.

HOMEWORK REQUEST

Students should utilize Canvas to get their daily assignments. Students should email individual teachers when absent from school to receive coursework, if needed. Parents may request homework during extended absences by contacting the FCMS Main Office.

HONOR ROLL

To ensure students receive appropriate recognition for their academic accomplishments, the FCMS honor roll will be published by the administration at the end of each grading period. Students who earn all A's will be recognized with *Highest Honors*, while those earning a

combination of A's and B's will be named to the *Honor Roll*. Students who receive an Incomplete (I), except for documented health reasons in physical education, will not be placed on the honor roll.

INCOMPLETE WORK RELATED TO ABSENCES

Students who have not completed the necessary work by the end of each grading period or semester shall be issued an "I" for an incomplete grade. After ten (10) school days, if the student has not completed the work, a semester grade will be determined by averaging "0"s for all incomplete work in order to arrive at a final grade. (Incompletes in physical education class due to medical reasons will be exempt from this provision) Administrative consideration to extend the make-up work deadline may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

ARRIVAL/STUDENT DROP-OFF PROCEDURES

STUDENT ARRIVAL PROCEDURES

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/DROP-OFF PROCEDURES

Parents/guardians picking students up from FCMS afterschool 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.

ATHLETICS / EXTRACURRICULAR ACTIVITIES

A variety of after-hour school activities are held for students at Franklin County Middle School. Extra-curricular activities help to broaden the students' experiences. Participation on an athletic team is a privilege. Participation is encouraged for all students. Sports participation develops student skills in teamwork and goal setting, and also assists in physical development and personal discipline. The spirit of competition and sportsmanship add immeasurably to the personal development of student athletes. Students may also be involved in athletics by becoming a manager or trainer for any of the above teams.

CAFETERIA EXPECTATIONS

1. Students sitting at a table are responsible for keeping the table and floor area clean.
2. Students are to return their trays to the receiving area when finished eating. **(No food or drink may be taken out of the cafeteria.)**
3. Students are not allowed to cut into the cafeteria line.
4. A student is **NOT** allowed to use the restroom or leave the cafeteria without permission.
5. Throwing food or touching someone else's food is strictly forbidden.
6. Any violation of cafeteria rules could result in an isolated lunch, change of seating, or other disciplinary action.

COMMUNICATION

ASSISTANCE DIRECTORY

The list below indicates the most frequent problems encountered by students and the places where help may be obtained. The school secretary will receive all incoming calls. The school number is 647-6040.

FACEBOOK

https://www.facebook.com/FranklinCountyMiddle/

GRADES

Grades will be sent by email on Fridays.

NEWSLETTER

Newsletters will be sent by email regularly.

TELEPHONES

Students may be called to the telephone only in cases of emergency. **Students will only be permitted to use the office telephone in the case of an emergency.** Permission must be obtained from the office/teacher.

WEBSITE

Franklin County Middle School web site is https://www.fccsc.k12.in.us/fcms/

YEARBOOK

FCMS will create and sell a yearbook. Prices and dates will vary.

GENERAL INFORMATION

AFTER SCHOOL DETENTION

After school detention will be held from 3:20 – 4:20 pm. Students need to make arrangements for their own transportation.

BUILDING / CLASSROOM RULES AND REGULATIONS

The classroom teachers and Instructional Assistants are expected to handle most of the classroom discipline. Parents will be contacted to solicit their help and support when classroom behaviors become a problem. A meeting with the student, parents and teachers may be scheduled to communicate problems and determine possible solutions. Minor disruptive behaviors will be dealt with by appropriate discipline interventions by the individual teachers or instructional assistants. A classroom teacher may assign a lunch detention or an office referral in an attempt to change unwanted behaviors. Teachers and administrators may also use reasonable physical force or restraint in the following instances:

1. Self-defense (but only the force necessary to extricate themselves from the danger).
2. Stopping a student from harming himself.
3. Preventing one student from harming another.

CHROMEBOOKS

To prevent damage to Chromebooks and promote better organization among students, it is important that papers, notebooks, and school supplies are not stored inside Chromebook cases. By storing papers and supplies in appropriate folders or lockers, students can protect their devices and maintain a more organized learning environment.

DANCES

Dances and other activities may be scheduled by FCMS classes, clubs, or groups. To be admitted to dances students are to be present within the first thirty minutes after the event begins. Exceptions for those needing to arrive late may be made in advance by the Building Administrator, Assistant Principal, or sponsor in advance. During the course of the dance/party, students are to stay in the area where the activity is being held. When students leave the building, they will not be permitted to return. Sponsoring groups are responsible for returning items used during the event and general clean-up of the area. All money collected for dances/parties shall be turned in to the Building Administrator's office for accounting and deposit. Students are to be picked up promptly at the end of the event.

Any student on Academic or Social Probation will not be permitted to attend a dance or party.

SPRING DANCE ELIGIBILITY and DRESS CODE

The spring dance is for FCMS students in seventh and eighth grades. To be eligible to attend the spring dance students may not be on academic probation or social probation on the day of the event.

- Skirts, dresses, and/or shorts must reach below a student's fingertips when their arms and shoulders are relaxed at their sides and extended towards the floor.
- Tops exposing cleavage are prohibited.
- Outfits with exposed midriff are not permitted. Tops and skirts must be touching.
- Undergarments are not permitted to be visible.
- Wearing pants in a manner which exposes undergarments (sagging), is not permitted.

EXTRACURRICULAR ORGANIZATIONS

In addition to developing students academically, Franklin County Community Schools work to develop the student athletically and socially. Several organizations have been established to promote the development of students socially. Students are encouraged to participate in as many organizations as is possible and practical. Extracurricular offerings are contingent on having a school board approved sponsor.
Student organizations currently functioning are:
Academic Team, Athletic Teams, Student Council, Dance Energy, FCMS Pep Band, FCMS Honor Society, Mat Cats. Student Safety Committee

FIELD TRIPS

Any student that has been suspended or expelled from school may not attend any field trips outside the school day.

FLOWER / GIFT DELIVERIES

Deliveries of flowers and/or gifts for distribution to students shall be made to the office. Please note that some items are not acceptable to go on the school bus such as balloon bouquets.

HALL and NURSE PASSES

When classes are in session, students are to be in their assigned classes before the tardy bell rings. When it is necessary for students to be in the hallway during class time, they shall have permission from their assigned teacher. A hall pass shall be carried by the student. If a student has business to be conducted in the office during a passing period, he/she should report to the teacher to obtain a pass before coming to the office. If a student uses excessive passes, then his/her passing privileges may be revoked.

LOCKERS

Students may decorate the inside of their lockers if desired. Only ECA related posters held by magnets may be placed on the outside of the lockers. Administrative permission is required. Students are to re-lock their lockers after closing the doors by turning the knob on the lock. Lockers will be checked periodically to ensure compliance with locker rules. When a student is expelled from school, it is the responsibility of the student's parents and/or legal guardians to gather their son's/daughter's contents. The custodians shall inspect the lockers to determine when the locker is in satisfactory condition. All other students shall clean their lockers prior to leaving school at the end of second semester.

Sharing lockers is neither necessary nor permitted. Using paper or other objects to defeat the lock mechanism is prohibited. Lockers are school property and are subject to inspection by administrators if there is a reasonable suspicion that a locker contains an illegal substance or object. Lockers may also be opened by custodians if the locker contains spoiled food or other noxious material. State statute IC 20-33-8-32 details the circumstances under which administrators may conduct locker searches.

LOST AND FOUND

Items of value found are turned in to the office. Students who have lost something shall check there to see if the item has been turned into the office. Textbooks are returned to the department heads if no name is found. Students are responsible for their textbooks, Chromebooks, library books, and other personal belongings. Students are advised to put their names in books, coats, glass cases, and gym clothing. Please do not bring valuables to school. Books, school materials and other student items that are found are to be turned into the office.The clothing lost and found is located in the hallway between the gym and cafeteria.

MEDIA CENTER

The media center is available to students during school hours. A collection of books, magazines and newspapers are intended to supplement the curriculum. Reading for pleasure is encouraged. Materials may be borrowed for a month. Borrowers assume financial responsibility for lost or damaged items.

If a student loses or damages a book fines will be assessed. Late fees are also assessed if a student borrows a book over the due date. Report cards and diplomas shall be held until financial obligations are met. Students in the media center shall be engaged in research or quiet study. Computers are available for student use. To use the Internet, permission slips shall be on file in the office, and Internet cards shall be displayed on the keyboard. E-mails, games, downloading, visiting inappropriate sites and the changing of settings shall not be permitted. Students unable to abide by these expectations shall have their computer or library privileges limited or suspended.

Any student with library materials that are not returned by the first week in May, may be issued disciplinary action.

MUSICAL INSTRUMENTS/ATHLETIC ITEMS THAT CANNOT FIT IN STUDENT LOCKERS

Musical instruments and athletic items such as golf clubs, baseball and football equipment must be stored and may not be carried throughout the school day unless there is a designated place set by the teacher or coach. There will be a container next to the first floor stairway next to the main doors for students to keep their non academic items.

SALES CAMPAIGNS / FUNDRAISING

FCMS sponsors fundraisers each year. It will be voluntary participation for the individual students. FCMS does not condone door-to-door sales. Students who participate in sales campaigns must use proper forms and accept the financial responsibility involved in the sales campaign. Any sales campaign/fundraiser must be given administrative approval. Non-approved or personal items are not permitted to be sold on school property/buses.

SCHOOL INCENTIVES

To be eligible to participate in school related incentives, students must meet Wildcat Work Ethic criteria.

SCHOOL PICTURES

In the fall of each school year, all students are photographed for the yearbook. Students may elect to purchase prints of their school portraits by paying the photographer in advance.

SOCIAL PROBATION

Students attending Franklin County Middle School are expected to establish and maintain a pattern of academic and behavioral success. Students who do not demonstrate academic or behavioral success will be placed on Social Probation. Because school-sponsored events are considered a privilege, any student on Social Probation will **not** be allowed to participate in **any extra-curricular activities or school sponsored club activities (i.e. non academic field trips) or dances, or overnight field trips.**

- First Offense ISS - Student will be placed on Social Probation for ten (10) school days
- Subsequent Offenses ISS or any OSS will be placed on Social Probation for twenty (20) school days.

It is expected that a student will re-establish a pattern of academic and/or behavioral success during the probationary period. **Parents and students shall be notified of social probation by phone, text, and/or email.**

VISITORS and VOLUNTEERS

All visitors and volunteers shall report to the main office upon entering the building. In order to maintain an optimal educational environment, visitors to school will be limited to adults. School-aged individuals may visit during the school day. Food brought from outside sources during lunch hours, with the exception of food students bring in the morning from home, will not be allowed at FCMS. Please contact the office with any questions or concerns regarding this policy. **Class visitations must be approved by the administration.**

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.

FCCSC Handbook
Corporation Information

MISSION STATEMENT
"We exist so children can excel."

CORE VALUES
As a school community we value and will not compromise . . .
- Honesty, integrity, and respect for others,
- Safety and security for all students, staff, and patrons,
- Academic achievement for students of various abilities, backgrounds, and interests,
- Collaboration and communication across all stakeholders.

CORE BELIEFS
So children can excel . . .
- We believe and are committed to putting students and their learning first, no matter what challenges we face,
- We believe and are committed to providing a quality education for all children regardless of their abilities,
- We believe and are committed to the tenet that every employee of the FCCSC contributes to the success of our students,
- We believe and are committed to working with families and the community as partners in education,
- We believe and are committed to offering a variety of extra-curricular and co-curricular opportunities for our students,
- We believe and are committed to operating the school corporation in a fiscally responsible manner,
- We believe and are committed to recruiting, hiring, and retaining, highly qualified educators and support staff,
- We believe and are committed to keeping pace with the technology that students will need in the future.

VISION STATEMENT
Our school community is committed to helping all students excel in school and in life. Student learning will be enhanced by highly qualified and compassionate teachers, engaging and evolving curriculum, and up-to-date, accessible technology. Graduates of the Franklin County Community School Corporation will possess the basic knowledge and skills that will assure their proficiency in problem-solving and technology. They will be responsible citizens and lifelong learners, prepared for a variety of post-graduation options.

WEB SITE
All Franklin County Community Schools have a website. You can access these websites at: www.fccsc.k12.in.us

NOTICES
NON-DISCRIMINATION STATEMENT
Franklin County Community School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its education programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9.1) Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Questions regarding compliance with this policy shall be directed to the office of the Superintendent of Schools, 225 East Tenth Street, Brookville, Indiana 47012. (765) 647-4128.

ANNUAL NOTIFICATION OR RIGHTS UNDER FERPA
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:
1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students shall submit to the school building administrator a written request that identifies the record(s) they wish to inspect. The school official will make the arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record shall write to the building administrator, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the records requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school

official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Directory information is "personally identifiable information" schools are permitted to disclose without the consent of the parent or eligible student. Directory information is defined as information in an education record "which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance degrees and awards received, and the most recent previous educational agency institution attended." Eligible students and parents have the right to refuse the release of any or all of the information described above. Notice of student or parent refusal shall be given to the school corporation within two (2) weeks of the student's enrollment, or the beginning of the school year, whichever is later. The notice must specify which types of information are not to be released by the school corporation.
5. Upon request, the school discloses education records without consent to officials of another school corporation in which a student seeks or intends to enroll.
6. When requested, the high school is required to release student directory information to military recruiters unless the eligible student or parent has opted out of providing such information by signing a written request or the Denial of Permission form by the end of the student's sophomore year in high school.
7. Schools will notify parents of students who are scheduled to participate in surveys or other activities that would request protected information of students. Parents have the right to opt his/her child out of participation in the specific activity or survey upon written notification within a reasonable time to the Building Administrator.
8. Anyone who wishes to challenge instructional material contact the Building Administrator where the instructional material is being used and he/she will inform the individual of the procedure for challenging instructional material.
9. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U. S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5920.

VIDEO RECORDINGS ON SCHOOL PROPERTY

Digital recording devices are deployed throughout ALL schools, inside and out. Students shall expect that their activities are being recorded. Recordings will not be shared with parents and members of the public unless prescribed under FERPA.

SAFETY

SCHOOL CLOSING OR CHANGING TO E-LEARNING

The Superintendent of Schools and/or designee shall make the final decision on the closing of school due to weather, bad roads, and other conditions. Students who drive to school and who are uncomfortable driving when roads may be slick shall ride the bus. Students are not excused from school when bad weather occurs unless the school bus is not able to pick them up or the parent/guardian notifies the school that they have determined that conditions are too hazardous to send their student(s) to school. Every effort is made to notify all school patrons as soon as possible when school is delayed or canceled. Announcements of such will be made via School Messenger, the Nixle emergency notification system (email or text notification), the Corporation website, and via designated radio and television stations. Detailed information concerning school closings/delays is located on the Corporation website under Transportation.

E-LEARNING

The Franklin County Community School Corporation recognizes the need to provide an alternate means by which students receive classroom instruction when a school day is lost due to inclement weather. An eLearning day may be used on a day when school is canceled, a planned eLearning day, or a scheduled makeup day. Starting with the 2019-2020 school year, FCCSC may implement eLearning days to provide an educational option that is designed to serve as an alternative to traditional classroom instruction. The Indiana Department of Education encourages schools to take advantage of learning opportunities outside of the traditional school day in order for students to engage in their lessons through technology. Additional information may be found at https://www.doe.in.gov/elearning/elearning-day-program.

EMERGENCY DRILLS

Instructions providing for safe exit from the classrooms and building during emergency situations are located in each room. Students are to be aware of the exit procedures for fire and tornado emergencies. Fire drills are held monthly as required by State law. Tornado drills are required two (2) times each year. During both fire and tornado drills it is essential that order and quiet be maintained.

- **TORNADO:** In every classroom there is a chart of directions as to where to seek shelter. Students and teachers are to go quickly and quietly to their designated areas when the tornado warning is sounded. Students should be sitting / kneeling (tucked into a ball) facing the wall with hands covering their heads. If there is no time to move to a protective shelter area, students and teachers should try to protect themselves by getting under a table or chair and covering their heads. These drills will be held two (2) times a school year. The tornado drill warning will be announced over the intercom. FCHS reserves the right to not dismiss students during a time of emergency.
- **FIRE:** During the school year, a fire drill is held once each month. In every classroom there is a chart of directions for leaving the building. Students and teachers should move quickly and quietly to the designated exit. Students and teachers will remain outside the building until the signal for return is given. The fire warning is a continuous sound.

- **LOCKDOWN*:*** During the school year, two lockdown drills will be conducted. Students will be held in the classrooms with the door locked. Students will be placed away from any window or door. The teachers will instruct students how to protect themselves in case of an intruder. The school building will remain locked and no one will be allowed in or out of the building until completion of the drill. There will be notification given to prepare students, parents, staff, and community members that it is only a drill.

SUICIDAL THREATS
Any written or verbal threats of suicide will be reported to the Building Administrator. The Building Administrator or member of the administrative staff shall notify the parent/guardian. At that time a referral to an outside agency will be provided. In-school counseling services may also be available. (see FCCSC Board Policy 6.46)

BIOLOGICAL PARENTS AND COURT-APPOINTED GUARDIANS
Biological parents and court-appointed guardians have a right of access to the child at school and a child's school records unless a court order has been provided to the school that prevents contact with the child or grants parental rights or guardianship to another person. This presumption would cover having lunch with the child, visiting the child's class, and taking the child from school.

CHILD ABUSE AND NEGLECT POLICY
(IC 51-6-11-3)
In the event it is necessary to report a suspected violation of the Child Abuse Law, school employees shall notify the Building Administrator who will in turn notify the Franklin County Department of Public Welfare.
Reports of abuse shall be made whenever a staff member:

a. has reason to believe a student is a victim of abuse or neglect,
b. receives a report of student abuse or neglect, or
c. sees physical evidence or behavior that appears to be the result of abuse or neglect.

Under law, certain agencies have the authority to question children directly. However, in the absence of a court order, all agencies are to coordinate any desired contact with the students at school through the Building Administrator and the County Welfare Office.

PEST CONTROL POLICY
The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The policy does not apply to the use of the following pesticides:

1. *When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, and water purifiers;*
2. *Personal insect repellents when self-applied; and*
3. *Gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides. Pesticides will be applied by certified pesticide applicators when students and staff members are not present, such as during non-instructional time or school vacation periods.*

The corporation will:

1. Inform parents and staff members of the corporation's pest control policy at the beginning of the school year by a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least ninety (90) days of any pesticide applications.

WELLNESS POLICY ON PHYSICAL ACTIVITY, NUTRITION, AND EDUCATION
The FCCSC Wellness Policy supports the health and well-being of its participants by promoting good eating habits and physical activity. In accordance with federal law, it is the policy of the Franklin County Community Schools to provide youth with access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals and snacks served by any FCCSC school meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. A Coordinated Wellness Committee has been formed to maintain and oversee these activities. The FCCSC Wellness Policy shall be made available to youth and families by means of parent information packets, and the FCCSC website.

WELLNESS COMMITTEE
The FCCSC Wellness Committee will engage at least one of the following people in these categories: students, parents, food service representatives, teachers of physical education, school health professionals, school board members, school administrators, and members of the community in developing, implementing, monitoring and reviewing the FCCSC Wellness Policy on Physical Activity, Nutrition, and Education. The Wellness Committee shall meet at least annually to review nutrition and physical activity policies and to develop an action plan for the coming year as necessary. The Committee shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.

NUTRITION EDUCATION
Nutrition education will be provided to students and will include examples from the Choose My Plate 10 Tips Nutrition Education Series provided by the USDA, along with other supportive materials. Food service employees also receive hands-on training regarding food preparation, safety, proper sanitation, menu planning, portion control, reading recipes, reading labels, plating, etc. during on-site trainings. At least one kitchen personnel will be certified in the Servsafe program.

GOALS:

- Promote whole grains, low/no fat dairy, and increase quantity and variety of fruits and vegetables.
- Make nutrition education interactive and teach youth skills to adopt healthy eating behaviors.
- Involve all staff as role models for youth. Staff members will monitor what their students are given and ensure it is a healthy food and drink option.
- Kitchen personnel will participate in a minimum of 8 hours of education per school year.

NUTRITION PROMOTION

FCCSC Wellness Policy aims to teach, encourage, and support healthy eating by FCCSC students, staff, and employees. School programs are not to use unhealthy food as fundraising opportunities during school hours. Clubs, Classes, and other programs do not serve food and drink that does not meet USDA guidelines as rewards, or compete with the National School Lunch Program. Sponsors are to contact the food service department for Smart Snack compliant food and drinks.

GOALS:

- Promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- Emphasize caloric balance between food intake and energy expenditure (physical activity/exercise).
- Make efforts to raise funds with a healthy approach
- Include healthy opportunities for staff to participate in.

PHYSICAL ACTIVITY

The FCCSC Wellness Policy supports the health and well-being of youth by promoting physical activity. Students are provided opportunities to participate in physical activities within the school corporation. Sufficient space is provided for youth to engage in various types of physical activities. Students are able to utilize the gymnasium, secure outdoor and indoor recreation areas, open spaces, and various locations within the community.

GOALS:

- Youth will be provided opportunities to develop knowledge and skills for specific physical activities.
- Youth will be educated on the short and long-term benefits of a physically active lifestyle.
- Encourage teamwork among staff to develop ways to integrate physical activity into daily routines of youth.

OTHER SCHOOL-BASED ACTIVITIES

GOALS:

- Promote student involvement in school wellness
- Will not use unhealthy food as fundraising opportunities. Instead, participants will benefit from physical activity based fundraising such as a yearly 5K race, golf scramble, etc.

MEAL CONTENT

Meals served through the National School Lunch and Breakfast Programs will:

- Be appealing and appetizing to children;
- Meet, at a minimum, the nutrition requirements established by the USDA for federally funded programs;
- Offer a variety of fruits and vegetables, with a minimum of ½ cup fruit for breakfast and both fruit and vegetable for lunch;
- Include whole grains for at least half of all grains served;
- Offer low-fat and nonfat milk;
- Offer only 100% fruit juices.
- Make potable (drinking) water readily available at all mealtimes.

The food services department will share information about the nutritional content of meals with students, program participants, and parents/guardians.

GOALS:

- Any cooked foods will not be fried.
- Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie and sodium levels in food.
- Introduce whole grain pastas to youth and staff.
- Provide opportunities for taste testing of new healthier foods being introduced on the menu.
- Menus will include a larger variety of vegetables.

MEALTIME SCHEDULE AND LOCATION

1. Adequate time will be provided for youth to eat meals and snacks.
2. Meals will be served in a clean, safe and appropriate setting
3. Appropriate supervision is provided in the dining area and rules for safe behavior shall be consistently enforced.
4. Non-compliant meals and snacks will not be used as reward for good behavior or withheld for any reason, including punishment for inappropriate behavior.

STAFF WELLNESS

The FCCSC Wellness Policy supports the health and well-being of staff by promoting physical activity. Staff members are encouraged to participate in daily recreational activities. Staff members are also provided opportunities to access the facility gymnasium and equipment, when not in use by the youth.

GOALS:

- Increase staff involvement during youth recreational periods.
- Attempt to make arrangements with local fitness centers to offer reduced membership fees to staff.
- Schedule more physical and stress relieving activities for staff.
- Transition in healthier food and beverage choices being available to staff.

EVALUATION

The Wellness Committee will meet annually, at minimum, or more often as needed to evaluate the implementation and impact of the Wellness Policy on Physical Activity, Nutrition, and Education. Goal attainment will be measured, using a tool designed by the USDA, and goals will be revised and updated or newly created. Policy language will be assessed each year and revised as needed.

Each department supervisor, employee, or participant is responsible for monitoring daily implementation of the Wellness Policy within his/her department. Any member can be responsible for calling the committee to meet for any concerns or changes.

GOALS:

- Meet more than minimum requirements each year.
- Review improvements, goals, and process and always look to enhance participation
- Observe meal preparation and serving at a minimum of once a semester.
- Confirm participants are receiving nutrition education.

FOOD SERVICE

BREAKFAST

Breakfast will be distributed to students by cafeteria staff and may be consumed in the classrooms. The price for breakfast is $1.56. Reduced breakfast price is $.30.

LUNCH

Complete nutritious breakfasts and lunches are served daily by the school cafeteria. Lunches are composed of protein, whole grain, fruits, vegetables, and milk. Meals are in compliance with the USDA.

- The price for a tray lunch is $2.45.
    - Reduced lunch price is $.40.
- Students may purchase extra food and/or a la carte items. Students will use their lunch ID number when getting any food or drink in the cafeteria.
- **Free and Reduced Meals**: The cafeteria makes every effort to eliminate any social stigma attached to, and prevent the identification of students who are eligible for free and reduced-price school meals. With the privacy of the cafeteria's Point-of-Sale systems, and the lunch ID numbers, every student's eligibility is private.
- **Charging**: All negative balances need to be paid within a timely manner. Students who have an outstanding balance of $25.00 or more will be given a peanut butter sandwich and milk until the balance is paid. Students with delinquent lunch accounts with a negative $25.00 balance or more can be withheld from extracurricular activities until the balance is paid.

PROCEDURE FOR STUDENT LUNCH/MEAL ACCOUNTS

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Franklin County Community School Corporation will adhere to the following meal charge procedure.

- Cafeteria purchases can be prepaid before meal service begins. Students can use their lunch ID number to access their account. Money can be put on students' accounts online, at school, or at the cafeteria register.
- A student may charge up to $25.00 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to $25.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees, second meals, drinks, and other snacks.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools will provide an alternative meal of a peanut butter sandwich and a milk to a student who pays reduced or full price and who does not provide the required payment for that meal and has a negative balance of $25.00 or more.
- A student with a negative balance of $25.00 or more can be withheld from participation in any extracurricular activities until the balance is in good standing.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

- Parents will be notified of any outstanding negative balance in the student's lunch/meal account. Parents may be notified by phone, text, email, or letter.
- All accounts must be settled on the last day of the school year. Letters will be sent home approximately 15 days before the end of the school year to students who have any negative balances. Negative balances of more than $25.00 not paid in full by the last day of school will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have $25.00 or more left in their lunch/meal food service account will be notified by mail by food services and given the option to transfer the funds to another student or to receive a refund. If no response is received within 60 days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the cafeteria fund.

HEALTH SERVICES

EMERGENCY MEDICAL ASSISTANCE

From time to time it is necessary for the Emergency Medical Services to be called to provide aid to a student. Discretion will be used in determining the necessity for such calls. It is the responsibility of the parents and/or student to provide for the financial aspects of such calls.

MEDICATIONS

The practice of parents sending medication to school with a student is not allowed. No student shall be allowed to keep medicine at school. Any medication to be administered to a student shall be brought to the office/clinic by a parent where it will be kept in a secure place. It is the student's responsibility to report to the office/clinic when the medication is needed. When medication changes occur, the school shall have written notification. All medication left at the end of the school year will be destroyed. A school employee shall only administer medication with the written permission of the student's parent/guardian. Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the Building Administrator.

PRESCRIPTION MEDICATION

If prescription medication shall be (oral, inhaler, injectable, blood glucose testing) administered at school we require the medication brought to school by the parent, guardian, or caregiver in the original prescription container stating the following: student's name, medication name, dosage, and time of administration shall be specified on the pharmacy label. All prescription medicines shall be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. Medication shall be dispensed according to the bottle specifications. A second bottle for school usage may be requested from the pharmacy when filling the prescription. When possible, please send only the amount of medication that will be needed during school. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. A completed **"Authorization to Give Medication"** form **SIGNED by a PARENT/GUARDIAN and the STUDENT'S PHYSICIAN** shall be completed before any prescription medication can be given.

NON-PRESCRIPTION MEDICATION

If non-prescription medication shall be administered at school, we require that it be in the original commercial packaging accompanied by a note from the student's parent/guardian stating the following: student's name, name and purpose of the medication, dosage, time for administration, termination date and parent/guardian signature. The consent of the Parent/guardian shall be valid only for the period specified on the consent form and in no case longer than the current year. The school does have available some generic over the counter medications which may be dispensed if the form **"Permission for Medication"** is completed and signed. A new form shall be completed every year. The forms are available from the office or clinic. To give herbal medication on a daily basis, we shall have written permission from the student's physician.

SELF-ADMINISTER OF MEDICATION

A student with a chronic disease or medical condition may possess and self-administer medication if the following conditions are met:

1. The student's parents have filed an authorization with the Building Administrator/nurse for the student to possess and self-administer the medication. (**Authorization to Carry** form is available in the office/clinic) The authorization shall include a written notice from the physician that states:
    a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication
    b. the student has been instructed how to self-administer the medication
    c. The nature of the disease or medical condition requires daily or emergency self-administration of the medication.
2. The physician's authorization and statement shall be completed yearly and filed with the Building Administrator/nurse. (Form for Authorization to Carry)
3. Examples of these medications are: inhalers, epi-pens, insulin

TRANSPORTING MEDICATION

The school corporation personnel may send home medication that is possessed by a school for administration during school or school functions with a student in grades 9 through 12 if the student's parent/guardian has given written permission for the student to receive the medication. This does not apply to medication possessed by a student with authorization to self-administer or self-carry.

SCHOOL IMMUNIZATIONS

Indiana state law requires the parent/guardian of a student who has enrolled in the school to furnish not later than the first day of school a written statement of the student's immunization. A student may not be permitted to attend school beyond the first day of school without furnishing the written statement, unless:

1. The school gives the parent of the student a waiver
2. The local health department or a physician determines that the student's immunization schedule has been delayed due to extreme circumstances. A waiver may be granted for a 20 day period.
3. The student has religious or medical exemptions (this shall be filed yearly)

The school will notify the parent of a student who enrolls in the school of the requirement that the student shall be immunized and the immunizations are required for the student's continued enrollment, attendance, or residence at the school.

Indiana state law requires children entering kindergarten or the first grade (if they have not attended Kindergarten) to have the following immunizations:

School Entry Immunization Requirements

Below are the number of doses and each vaccine required for school entry.

Required and Recommended School Immunizations, Indiana 2024-2025

Indiana Department of Health

Updated 1.30.2024

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Annual influenza COVID-19
K-5	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
6-11	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
12	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

HepB: The minimum age for the third dose of Hepatitis B is 24 weeks of age.

DTaP: Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

Polio*: Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.
*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

Varicella: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable.

Tdap: There is no minimum interval from the last Td dose.

MCV4: Individuals who receive their first dose on or after their 16th birthday only need one dose of MCV4.

Hepatitis A: The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: **in.gov/health/immunization**
or call **1 (800) 701-0704** during normal business hours.

Graphic Source: https://www.in.gov/health/files/2024-25-School-Immunization-Requirements.pdf

- **Hep B**-The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.
- **DTaP**-Four doses of DTaP/DTP/DT are acceptable if the 4th dose was administered on or after the child's 4th birthday.
- **Polio**-Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 7th grade, the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose.
- **Varicella**-Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 10-12.
- **MCV4**-Individuals who receive dose 1 after their 16th birthday only need 1 dose of MCV4.
- **Hep A**-The minimum interval between 1st and 2nd dose is 6 calendar months. K-3 is required. *For grades 4-12, two doses of Hep A are recommended.

PEDICULOSIS "HEAD LICE" POLICY

The parent/guardian has the ultimate responsibility to ensure their child is free of lice and viable nits (within ¼ inch of the scalp) in the hair. The parent is responsible for the care of the child's scalp. When a student is suspected of having pediculosis (head lice), the student will be referred to the school clinic for a scalp examination.

The following procedures will apply:

1. School employees shall report suspected cases of head lice to the school nurse. The school nurse shall examine the student. An infestation shall be determined by looking closely through the hair and scalp for viable nits (within a ¼ inch of the scalp) or live crawling lice.
2. **If live (crawling) lice and or viable nits (within a ¼ inch of the scalp) are present,** the following procedures are followed:
    a. The parent/guardian is called to remove a student from the school environment.
    b. Other family members in the school setting are checked for infestation.
    c. Classmates who have close contact inside of the school setting are checked.
    d. Parents/guardians will be provided with written and verbal information on treatment and prevention. It is the parent's responsibility to follow these instructions, and provide treatment prior to the students return to school.
3. Students may return to school when they have been treated and are free of lice, and viable nits within ¼ inch from the scalp. ****The returning student must first be brought into the clinic (school nurse) and rechecked prior to admission to class and must be accompanied by a parent/guardian**. **The student should not ride the bus to school until cleared by the school nurse.**
4. If lice or nits within ¼ inch from the scalp are found upon a return check, the student will be sent home for further treatment.
5. Parents/ guardians should continue daily head checks for 3 weeks and are expected to remove old nits when found.
6. Staff shall maintain the privacy of students identified as having head lice.
7. Failure to comply with the established Pediculosis Policy and Guidelines may result in the matter being turned over to Child Protection Services.

ILLNESS CONTROL POLICY

These are the guidelines used by the Franklin County Community School Corporation administrators and nurses for determining exclusions, restrictions, and control measures for students and their illnesses.

Students will be sent home for the following:

1. Oral temperature above 100.0 degrees.
2. Pink Eye (Conjunctivitis) as long as the child still has drainage.
3. New cases of Impetigo/MRSA (students who are being treated and keep areas covered may attend school).
4. Scabies until treated.
5. Vomiting or diarrhea with or without fever.
6. Ringworm (until treatment has begun, area needs to be covered).
7. Chicken Pox, exclusion until vesicles are dry and scabbed.
8. Strep Throat (Streptococcus) until the student has had at least 24 hours of appropriate treatment and is without fever.

It is highly recommended that students are free of fever for 24 hours (without Tylenol or fever reducers) before returning to school after an illness.

STUDENT SERVICES

SPECIAL EDUCATION STUDENTS

Any student with a current IEP shall be considered a special education student. The case conference committee, including the Building Administrator, shall establish programming and services for all special education students. Special education students with mild disabilities and/or communication disorders shall be held to grade level standards. Any adaptations, modifications, or accommodations to assignments, assessments, learning environment, and assistive technology set forth by the student's case conference committee shall be effective upon signing of the individualized education plan.

For special education students with more severe disabilities attainment of IEP goals may be considered in lieu of achievement of grade level standards when determining retention, promotion, or assignment to the next grade level. Any adaptations, modification, or waivers from the student accountability policy shall be determined by the student's case conference committee, including the Building Administrator.

SECTION 504

Provisions of the Americans with Disability Act

Franklin County Community School Corporation Assurance of Compliance

As a matter of commitment, policy, and compliance with Federal and State non-discrimination laws, Franklin County Community School Corporation does not discriminate on the basis of a person's race, color, national origin (including a person's limited English proficiency), ancestry, handicap, sex, (including sexual harassment), marital status, religion, or age, in any program or activity conducted by Franklin County Community School Corporation. Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act shall be directed to Compliance Officer, Administration Office, Franklin County Community School Corporation, 225 E 10th Street, Brookville, Indiana 47012

WHAT IS SECTION 504?

Section 504 is a federal civil rights which protects persons with disabilities.

Section 504 of the Rehabilitation Act of 1973 (29 U.S.S. 794 (a) provides in relevant part, that:

No otherwise qualified individual with handicaps shall, solely by reason of his/her handicap, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Subpart D of the Section 504 regulations requires public schools to provide qualified students with disabilities an education comparable to the education provided to students without disabilities.

HOW DOES SECTION 504 DEFINE "DISABILITY?"

Section 504 defines a person with a disability as anyone who:

Has a physical or mental impairment which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);

Has a record of such impairment or is regarded as having an impairment

WHAT IS THE SCHOOL'S RESPONSIBILITY?

Subpart D of Section 504 (34 C.F.R. 104.35 (a) requires schools to establish eligibility of students who are believed to be disabled. When the student is determined to be a qualified student with a disability, a group of persons knowledgeable about the student will develop a Section 504 accommodation plan based on the evaluation and the disabilities impact on education..

The plan will indicate the placement and reasonable accommodation to be made to ensure that the qualified student with a disability receives an education which is comparable to that received by a student without a disability. Schools shall make reasonable accommodations to the disability of the qualified student within the regular education program, unless the school can demonstrate that the accommodation would impose an undue hardship on the operation of the program. The reasonable accommodation shall be individualized to meet the needs of the qualified students with a disability.

Some examples of reasonable accommodations within the regular education are: seating in the front row of the classroom, modifying homework requirements, changing the way tests are given, using tape recorders or other audio-visual equipment, adjusting class schedules, selecting modified textbooks or workbooks, using behavioral management techniques, and providing a structured learning environment.

A parent, guardian, or department representative who disagrees with the identification, evaluation, or placement of the student who is disabled or who is believed to be disabled within the meaning of Subpart D or section 504, may examine relevant records, request in writing, and make an impartial hearing decision. The hearing will be conducted within thirty (30) days of the receipt of the written request for the hearing. A copy of the Hearing Corporation Officer's disposition of the Appeal shall be sent to the concerned party within fifteen (15) business days of the hearing.

PARENT/STUDENT RIGHTS

Please keep this explanation for future reference (Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by Federal Law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school corporation personnel advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school corporation make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students:
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the students, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the corporation.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the corporation;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school corporation to reasonable requests for explanations and interpretations of your child's records:
13. Request an amendment to your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school corporation refuses this request for amendment, they shall notify you within a reasonable time, and advise you on the right to a hearing:
14. Request mediation or impartial due process hearing related decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.
15. File a grievance. In the event that the parent/guardian has a question or concern regarding Section 504 of Rehabilitation Act of 1973 they should contact the following building Section 504 Coordinators:
    - Brookville Elementary 765-647-3503
    - Laurel School 765-698-3851
    - Mt. Carmel School 765-647-4191
    - Franklin County Middle School 765-647-6040
    - Franklin County High School 765-647-4101

SPECIAL EDUCATION SERVICES

A number of special education services are available for students who are identified in need of services. Special services are provided through Franklin County Community Schools with assistance from East Central Indiana Special Services. For more information, parents and/or guardians may contact the cooperative at 888-219-0004.

ATTENDANCE

ATTENDANCE POLICY

Regular school attendance is essential for success in the classroom and helps to develop patterns of attendance that carry on into the workplace. Any absence, unexcused, excused, or exempted, can affect the student's academic performance due to lost instructional time. Indiana's Compulsory Attendance Law IC 20-33-2 requires students to attend school each year for the number of days the school is in session. IC 20-33-2-27 and 28, specify it is the parent's responsibility and duty to ensure that their child attends school. When illness or other legitimate reasons keep a student at home, there shall be contact between the parent or guardian and the school in order for the absence to be properly documented. Failure to verify an absence will result in an unexcused absence being assigned.

COMPULSORY SCHOOL ATTENDANCE IC 20-33-2-6

Students/Children required to attend

A student / child is bound by the requirements of this law from beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the date on which the student:

1. graduates;
2. becomes eighteen (18) years of age; or
3. is less than eighteen (18) years of age and the requirements concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever occurs first.

ABSENCES DEFINED

- **EXCUSED/EXEMPT ABSENCES:** The following absences are excused or exempted.
  Please Note:Excused Absences count towards excessive designation but do not count towards truant designations. Exempted Absences do not count towards excessive or truant designations.
    1. Personal illness with communication from a parent (note, call, email,) up until the tenth absence
    2. Personal illness with a note from a doctor
    3. Absences due to a medical or dental appointment (with doctor's office documentation)
    4. Death in the immediate family
    5. Court appearances with a subpoena
    6. Service as a page in the Indiana Legislature
    7. Serving as a poll worker on election day or helper to a political party or candidate
    8. Active duty with the Indiana, Kentucky, and Ohio National Guard
    9. Civil Air Patrol participation
    10. School-sponsored field trips (student will be considered in attendance at school)
    11. Up to five days in which a student is exhibiting at or participating in the Indiana State Fair or member of the student's household will be marked as exempt if the student is in good academic standing. All school work from the missed days is expected to be completed.
    12. Days in which a student is participating in a religious observance shall be considered exempt. All school work from the missed days is expected to be completed.

- **UNEXCUSED ABSENCE:** All absences not designated as excused/exempt shall be considered as unexcused absences.

- **EXCESSIVE ABSENCE:** If a student reaches their tenth absence, not including exempted days, they will be designated as having excessive absences. Any absence that occurs after the ninth absence will be coded as "excessive excused" or "excessive unexcused." Once a student is deemed as having excessive absences and only a third party (doctor, court, etc) can excuse any further absences.

EXCESSIVE ABSENCES (CHRONIC ABSENTEEISM)

Students that have 10 days of absence from school will be considered excessively absent. **Both excused and unexcused absences will count toward the excessive absence designation.** Exempted days will not be counted toward the excessive absence designation.

- Once a student is deemed as having excessive absences and only a third party (doctor, court, etc) can excuse any further absences.
- The school shall provide a written notice to the parents/guardians upon designating a student as being excessively absent.
- An administrator may remove the excessive absence designation based on significant life circumstances.
- Students with excessive absences in one (1) or more high school or middle school classes may be considered ineligible for credit for the remainder of the semester or year in those classes for which the absences occurred.

FIFTH UNEXCUSED ABSENCE LETTER

The school shall, upon the student's fifth unexcused absence of the school year, provide a written notice to the parents. Such written notice shall include the offer of an attendance conference to discuss intervention strategies to help avoid the student reaching the distinction of habitual truancy.

HABITUAL TRUANT
TENTH UNEXCUSED ABSENCE LETTER
Per Indiana Code IC 20-33-2-11 and IC 20-33-2-14(c) "Habitual Truant" is defined as a student who has ten (10) or more days of unexcused absences in a school year. **The school shall provide a written notice to the parents/guardians, Indiana Department of Child Services, and the Juvenile Court upon designating a student as being habitually truant (aka: Tenth Unexcused Absence Letter).**

- All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.

- Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. The student upon initial designation of being habitual truant is entitled to the same statutory procedures as a student who is being expelled.
- A student who has been designated as Habitual Truant will not be allowed to participate or continue to participate in extracurricular activities.

HABITUAL TRUANT
SUPERINTENDENT CONFERENCE
Upon the fifteenth unexcused absence, the superintendent is to be notified of the need to schedule a attendance meeting with the student and family. Failure to participate in the meeting or further attendance concerns will prompt additional communication with those involved in the truancy process.

TARDY
Any student that arrives at school after the arrival bell up until 30 minutes will be considered tardy. Tardies will be marked according to the excused/unexcused rationale noted above. After 10 tardies, all additional tardies will be considered excessive and therefore unexcused without third-party documentation.

EARLY DISMISSAL
Any student that leaves school up to 30 minutes early will be counted as an early dismissal.

CONSEQUENCES FOR EXCESSIVE TARDIES
For grades 7-12, a student will be issued a detention for every tenth unexcused tardy to school. Progressive discipline will be implemented for students that fail to serve assigned discipline outcomes. For grades K-6, for every tenth unexcused tardy a parent/guardian intervention conference will be held.

All elementary students arriving late must be signed in by an adult.

HOMEBOUND INSTRUCTION
In the event of an extended illness or hospital care requiring twenty or more consecutive school days of absence, please notify the school. We then can investigate the possible need for homebound instruction for your child.

EXTENUATING CIRCUMSTANCES
The only exception to the attendance regulation shall be **extenuating circumstances** that are verified by school administration and/or the attendance officer. Documented evidence must be presented indicating circumstances such as chronic illness, hospitalization, or similar extenuating circumstances or a medical excuse from a licensed medical person such as physician, dentist, optometrist, psychologist, or psychiatrist

PERFECT ATTENDANCE
At the conclusion of the school year, students will be recognized for perfect attendance. Students shall have no absences of any kind, shall be in attendance a full day every day that school is in session, have no tardies, and shall have no late in/early outs.

ENROLLMENT
TRANSFER POLICY

INTER-DISTRICT TRANSFERS: DEFINED
An inter-district transfer is defined as a resident student who requests to attend another school within the school corporation but outside of his/her attendance area.

Inter-District Transfer Procedures:

1. A parent or guardian shall submit in written request for an inter-district transfer to the Superintendent of Schools.
2. The Superintendent shall contact the Principals involved in the transfer request to: discuss the reason(s) for the request; verify academic, behavior, and attendance records; review potential impact on class size; examine student programming needs versus available staff; and

determine if the transfer is in the best interest of the student.
3. Notification is sent to the parent or guardian of approval or denial.
4. The Superintendent shall be granted the discretion to grant or deny any and all inter-district transfer requests.

Inter-District Transfer Provisions:
1. Transportation will not be provided by the school corporation.
2. Only one (1) transfer will be permitted per school year. Once a transfer is approved the student shall remain in the receiving school for the remainder of the school year.
3. A new request for transfer must be made each year.

NON-RESIDENT TRANSFERS: DEFINED

A student that does not reside within the Franklin County Community School Corporation boundaries but wishes to attend a Franklin County Community School Corporation School.
The Franklin County Community School Corporation reserves the right for non-admission of non-resident transfer students.

Non-Resident Transfer Procedures:
1. A non-resident transfer application shall be completed by a parent or guardian. Applications are available at the corporation's website or at the Administration Office.
2. Copies of the following shall be provided upon request: grades, behavior records, attendance records, current IEP, current 504 plan, etc.
3. An interview with the student and/or parent may be conducted at the discretion of the Building Principal or Superintendent.
4. The Superintendent of the school corporation in which the student resides must complete a "Non-Resident Student Admission Acknowledgement" form.
5. Following a review of the aforementioned information, a determination is made by the Superintendent of Schools and parents are notified.

Non-Resident Transfer Provisions:
1. The Franklin County Community School Corporation shall not be responsible for providing transportation.
2. The student shall maintain a "C" average (2.0 on a 4.0 scale)
3. The student shall maintain a 95% or higher attendance rate.
4. If the student engages in any behavior that results in a suspension or expulsion, the student shall be withdrawn from the Franklin County Community School Corporation.
5. Transfer requests are granted for one school year only. A new application must be completed each year.
6. Students who attended Franklin County Community School Corporation the previous year(s)will be given preference over new applicants.
7. High school seniors will be permitted to attend through graduation if they were legal residents in the school corporation on the last day of their junior year.
8. The Board of School Trustees reserves the right to incorporate other conditions for non-resident transfer students as permitted by Indiana School Laws and Rules, Indiana Code, and Rules adopted by the Indiana State Board of Education.
9. The Superintendent shall be granted the discretion to grant or deny any and all non-resident transfer requests.

Non-Resident Transfers: Tuition
1. If a student is enrolled **prior to the first official ADM date** established by the Indiana Department of Education, cash tuition shall not be charged to the student/parent/guardian.
2. If a non-resident student is enrolled after the first official ADM date established by the Indiana Department of Education, cash tuition may be charged to the student/parent/guardian. Tuition shall be calculated by the Corporation Treasurer and a payment schedule shall be provided to the student/parent/guardian. If payments are not made in a timely manner, the non-resident transfer student shall be withdrawn from the Franklin County Community School Corporation.

STUDENT DRIVERS

DRIVER'S PERMIT/LICENSE

- Only high school students may drive to and from school.
- According to Indiana Code "A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
    1. is a habitual truant under IC 20-8.1-3-17.2,
    2. is under at least a second suspension from school for the school year,
    3. is under an expulsion from school,
    4. has withdrawn from school, for a reason other than documented financial hardship before graduating.
- If a person is less than eighteen (18) years of age and is a habitual truant, is under a second suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit…" as detailed in Section 2, IC 9-24-2-4.

SPECIAL PERMISSIONS TO DRIVE

There are occasions when students may drive to the Career Center. Permission to drive shall be secured from both the Career Center and from the FCHS administration. Permission will only be granted under one of the following circumstances:
1. The student is participating in cooperative education and must have transportation to the workplace.

2. Driving to a co-op job is not permitted until all papers are signed and on file in the student's permanent record in the FCHS office.
3. The student is working late at the Career Center. In this situation, permission shall be secured from the Career Center first. The student shall bring a signed permission slip from the Career Center and signed by the parent/guardian to the building administrator before he/she receives permission to drive.
4. The student has an after-school job in the Connersville area with documentation of proof of employment.
5. Other legitimate reasons as determined by the FCHS administration.
6. If the student is to leave the Career Center with a parent/guardian, the student shall not leave until the parent/guardian signs him/her out at the Career Center office.
7. A violation of parking or driving regulations shall result in disciplinary action, including possible revocation of the student's driving privileges on the FCHS campus.

NO PASSENGERS ARE PERMITTED WITHOUT WRITTEN PERMISSION FROM FCHS OFFICE PERSONNEL.

In cases where one student is transporting another student to the Career Center, both the driver and the passenger shall present written permission from a parent/guardian verifying to both drive and transport specifically named student(s). The student(s) riding shall present to FCHS officials written verification from his/her parents(s) indicating permission to ride.
Students who drive or who ride with a student driver to and from Connersville without permission shall be assigned to a one day out-of-school suspension for the first offense. The second offense shall result in a three day out-of-school suspension and the loss of the privilege to drive to the career center, and a third offense shall result in progressive disciplinary action such as a recommendation for expulsion or probationary agreement with the administration.

STUDENT EXPECTATIONS
BEHAVIORAL EXPECTATIONS
Students are expected to be an active part of a safe and respectful environment at all times and to not interfere with the learning of others or the orderly process of the school building or as a part of any activity related to school.

CODE OF CONDUCT GUIDELINES
FCCSC recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The Code of Conduct supports this endeavor for both in-person or remote environments. The Code of Conduct is adopted by the Board pursuant to state law.

Any student engaging in the following types of conduct either specifically or generally, in-person or through a remote environment (virtually) like the type of conduct listed below is subject to suspension, expulsion, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to State law. This Code of Conduct applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Code of Regulations governs a student's conduct at all times, on or off school property and in the virtual environment, unless specifically limited to school property as stated in a regulation, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Corporation.

The FCCSC Progressive Discipline Code is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline shall be based on the severity of the misbehavior and the number of infractions involved with each referral. **The Administration reserves the right to skip levels of discipline depending upon the violation**. Although it may be necessary, school removal is used as a last resort.

Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

A student or the parents may appeal any decision of the school administration to suspend a student from school to the Superintendent. A student or parent must request a **suspension appeal** in writing within **10 days** after the discipline measure takes effect.

It is the policy of the Board that students shall not be permitted to return to school pending any appeal process with the administration or the court. The corporation will make every effort to promptly hear all appeals to minimize a student's absence from school.

AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of FCCSC have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any adult employee, whether the employee is faculty, office staff, cafeteria staff, custodial or bus driver corrects any student, the student is expected to accept such correction.

1. Each teacher and any of the other school personnel shall, when pupils are under his/her charge, have the right to take any action, which is then reasonably necessary to carry out, or to prevent an interference with, the educational function of which he/she is then in charge.
2. Each principal may take any action concerning his/her school or any school activity within his jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include establishing written rules and standards to govern student conduct. Similarly, the superintendent or his/her administrative staff with his approval may take any action with respect to all schools within the superintendent's jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

PROGRESSIVE DISCIPLINE POLICY

FCCSC uses a progressive system of discipline. The system is based on the idea that as a student commits more violations of school policy, the penalties become more severe. The overall goal is to discourage misbehavior, thereby enhancing the learning environment and helping to insure a safe educational setting.

CODE OF CONDUCT

The types of conduct prohibited by the Franklin County Community School Corporation Code of Conduct are as follows:

Level I Discipline:

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most Level I infractions are expected to be taken care of through student compliance with staff responses. If a student fails to follow basic staff directives in the classroom, they will be referred to the office for further intervention.

Staff Interventions:

- Verbal Warning
- Parent/Guardian Contact
- Classroom Level Consequence
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting
- Recess Detention
- Lunch Detention
- Office/Bus Referral for Repeated Violations

Administrative Interventions:

- Restorative Conference With Student
- Administrative Warning
- Parent/Guardian Contact
- Demerit
- Recess Detention
- Lunch Detention
- Detention
- ISS–In School Suspension
- ASA– Alternate School Assignment

Code	Description
101	Misbehavior which disrupts or interferes with any school activity.
102	Disrespect to a student.
103	Disregard of reasonable directions or commands by school authorities.
104	Tardy to Class.
105	Failure to abide by established dress and appearance codes.
106	Non-approved use of personal communication devices–See PCD Guidelines below.
107	Non-approved use of technology other than personal communication devices.

108	Failure to maintain bus stop safety procedures as established by the FCCSC Bus Guidelines.
109	Failure to maintain bus ride safety procedures as established by the FCCSC Bus Guidelines.

Level II Discipline:
Level II discipline offenses are intermediate acts of misconduct that typically require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety or well-being of others.

Staff Interventions:
- Verbal Warning
- Parent/Guardian Contact
- Classroom Level Consequence
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting
- Office/Bus Referral for Repeated Violations

Administrative Interventions:
- Conference With Student
- Administrative Warning
- Parent/Guardian Contact
- Demerit
- Detention
- ISS–In School Suspension
- ASA– Alternate School Assignment
- Use of Temporary Alternative Setting
- Emergency Removal
- Out-of-School Suspension (OSS)
- Bus Suspension
- Removal of privilege to attend or participate in extracurricular activities and events
- Office Time-Out

Code	Description
201	Repeated or escalated misbehavior which disrupts or interferes with any school activity.
202	Repeated or escalated disrespect to a student.
203	Repeated or escalated disregard of reasonable directions or commands by school authorities.
204	Disrespect to school staff.
205	Use of cursing (verbal or written) language or use of obscene gestures.
206	Repeated non-approved use of personal communication devices or disruption of the educational process through the use of PCD–See PCD Guidelines below.
207	Repeated non-approved use of technology or disruption of the educational process through the non-approved use of technology other than personal communication devices.
208	Repeated or escalated failure to maintain bus stop safety procedure as established by the FCCSC Bus Guidelines.
209	Repeated or escalated failure to maintain bus ride safety procedures as established by the FCCSC Bus Guidelines.
210	Minor theft or possession of lower valued stolen property.

211	Skipping class.
212	Disobedience of driving regulations.
213	Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school staff.
214	Leaving the classroom without permission.
215	Engaging in activities that may cause fear or panic in an individual or group.
216	Refusing to receive or serve properly administered discipline (Detention, ASA, ALP).
217	Forgery of school related documents.
218	Cheating or plagiarizing.
219	Distribution of pamphlets, leaflets, buttons, insignia, etc, without the permission of proper school authorities or the placing of signs and slogans on school property or at school events without the permission of the proper authorities.
220	Non-confrontational physical contact with student that leads to a disruption of the school environment.
221	Repeated violations of the 100 Codes.

Level III Discipline:
Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the principal. Such acts may also result in criminal penalties being imposed.

Staff Interventions:
- Office Referral
- Notify Administration Immediately

Administrative Interventions:
- Use of Behavior Intervention Process
- Detention
- Long-Term Loss of Technology Privileges
- ISS–In School Suspension
- ASA–Alternate School Assignment
- Emergency Removal
- Removal of privilege to attend or participate in extracurricular activities and events
- Out-of-School Suspension (OSS)

Code	Description
301	Failure to report the actions or plans of another person to staff where these actions or plans of another person, if carried out, could or did result in harm to another person or persons or damage property, when the student has information about such actions or plans.
302	Disrespect to student by using language that is purposely offensive to a student's protected class status that are protected by Federal civil rights laws.
303	Repeated or highly escalated disregard of reasonable directions or commands by school authorities resulting in disruption of the learning environment.

304	Engaging in repeated or escalated activities that may cause fear or panic in an individual or group.
305	Disrespect to student or confrontational behavior that involves physical contact with another student.
306	Fighting.
307	Engaging in activities to promote conflict between students.
308	Falsifying of information given to school authorities or interfering with the administrative investigation.
309	Willfully aiding another person to violate school regulations and/or interfering with school investigation.
310	Theft or possession of stolen property.
311	Leaving school property without permission of proper school authority.
312	Damage or destruction of school property on or off of school premises.
313	Damage or destruction of private property.
314	On school property or participation in school activities (on campus or off campus) while on emergency removal, suspension or expulsion without permission.
315	Displaying excessive affection, inappropriate touching or other inappropriate behavior.
316	Possession of obscene, pornographic or libelous material.
317	Removal from assigned alternative learning placement (ASA/ISS).
318	Misuse of chemical substances.
319	Using or possessing any substance containing nicotine or tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters.
320	Distributing any substance containing nicotine or tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters.
321	Inappropriate use of computers and other technologies. Inappropriate use includes: vandalism, theft, or misuse of the hardware, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures.
322	Audio recording, video recording, or photographing of any student or staff member without the explicit knowledge and permission of the student, staff member, and the school administration.
323	Demonstrations by individuals or groups causing disruption to school processes.
324	Gambling
325	Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity.
326	Repeated violations of 200 infractions.

Level IV Discipline:
Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the administration. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed.

Staff Interventions:
- Office Referral
- Notify Administration Immediately

Administrative Interventions:
- Use of Behavior Intervention Process
- Multiple Day Out-of-School Suspension (OSS)
- Recommendation for Expulsion
- Removal of privilege to attend or participate in extracurricular activities and events

Principals may suspend a student for up to ten days. If a student is recommended for expulsion, upon request a hearing will be arranged with the Superintendent or an established designee to determine if the situation requires further discipline beyond the ten days of suspension.

Code	Description
401	Hazing, threatening, harassment, intimidation or bullying of students. Please refer to the section of the handbook on bullying below for more information.
402	Hazing, threatening or harassment of school personnel.
403	Engaging in escalated activities that may cause fear or panic in an individual or group.
404	Oral, written or social media threats to harm individuals, groups, or school community.
405	Disrespect to staff or an inappropriate behavior that involves physical contact with staff.
406	Disregard of staff direction attempting to de-escalate confrontation or attempting to continue conflict despite staff intervention.
407	Assault on school employee or other person.
408	Assault on student.
409	Extortion of a student or school personnel.
410	Theft or possession of school property or school employee property.
411	Engaging in any sexual acts.
412	Indecent exposure.
413	Using, buying, possessing, or being under the influence of any controlled substance (drugs, narcotics, intoxicant, THC, marijuana, prescription drugs, etc.) or inhalant or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
414	Sale or distribution of any controlled substance or paraphernalia (drugs, narcotics, intoxicant, THC, marijuana, prescription drugs, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
415	Using, buying, possessing, selling, distribution of any substance prohibited by school administration including but not limited over the counter medications.
416	Using, buying, possessing, or being under the influence of an intoxicant of any kind including but not limited to alcohol or

	alcohol paraphernalia
417	Sale or distribution of an intoxicant of any kind including but not limited to alcohol or alcohol paraphernalia.
418	The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise.
419	Violation of the district's sexual harassment policy.
420	Turning in false fire, tornado, bomb, or disaster alarms.
421	Arson or any other improper use of fire.
422	Possession and/or discharge, sale or distribution of any explosive substance or incendiary device.
423	Possession, conveyance or use of a firearm. Firearms are identified in Section 921 of Title 18, United States Code.
424	Sale or distribution of a firearm.
425	Possession, conveyance or use of any instrument, device or object which is designed to look like a firearm including but not limited to a toy gun.
426	Sale or distribution of any instrument, device or object which is designed to look like a firearm including but not limited to a toy gun.
427	Possession, conveyance or use of any instrument, device or object which is designed to look like any other type of weapon including but not limited to a knife.
428	Sale or distribution of any instrument, device or object which is designed to look like any other type of weapon including but not limited to a knife.
429	Commission by a student of any crime or infraction in violation of the Criminal Code.
430	Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity to such a degree that it shall be reason for suspension and/or recommendation for expulsion.
431	Violation of code of conduct while amidst probationary period known as days held in abeyance
432	Repeated 300 code infractions
433	Repeated 400 code infractions

The administration reserves the right to skip levels of discipline depending on the number of infractions for each referral and the severity of the violation.

STUDENT EXPRESSION

Students have rights of speech and expression that are protected at school. At the same time, the special needs of the school environment require some restrictions on student speech to protect the rights of others, to protect students' safety and well-being, and to prevent disruption to the educational process. Student expression that materially disrupts instruction; creates a hostile environment or interferes with others' instruction; bullies others; advocates the use of substances that are illegal to minors; incites violence; promotes hatred, or urges the violation of law or school rules is specifically prohibited.

SOCIAL/ACADEMIC PROBATION

Students attending FCCSC are expected to establish and maintain a pattern of academic and behavioral success. Students who do not demonstrate academic or behavioral success will be placed on Social Probation. Because school-sponsored events are considered a privilege, any student on Social Probation may **not** be allowed to participate in **any school sponsored club activities (i.e. field trips) or dances. Additionally, students who drive to school may lose their driving privileges to school.** It is expected that a student will re-establish a pattern of academic and/or behavioral success during the probationary period.

- Students may be placed on Social Probation for any of the following:
    - Students who receive Out-of-School Suspension (OSS), Alternative School Assignment (ASA), or In School Suspension (ISS) may be placed on Social Probation until they show improvement in behavior.
- Students who do not pass 70% or more of their subjects at the conclusion of a grading period may be placed on Social/Academic Probation for the next grading period.
  Example:
    a. A Student enrolled in 7 classes must pass 5 classes.
    b. A Student enrolled in 6 classes must pass 4 classes.
    c. A Student enrolled in 5 classes must pass 3 classes.

DRESS CODE GUIDELINES

The responsibility for a student's dress, grooming and appearance rests in the first instance with the student and his or her parent(s) or guardian(s). The school will not interfere unless a student's personal choices create a disruptive, distractive influence on the school's educational mission, affect the health or safety of the student or others or are destructive to school property. The school encourages students to dress and groom themselves in a manner that reflects high personal standards, demonstrates respect for themselves and others, and promotes a positive and safe environment in which to learn. Through its dress and grooming guidelines, the school intends to promote community standards of decency, cleanliness, etiquette, decorum and good citizenship as part of its educational mission.

Consistent with these principles, the following guidelines govern dress, grooming and appearance at all Franklin County Community Schools and as a part of all school activities on or off campus. Addressing these items is an attempt to improve the overall decorum of the school climate.

The school may establish special dress requirements for students participating in physical education classes or extracurricular activities and events, including those that occur off the school's premises.

If a student chooses to violate dress code expectations, the building administrator or a designee will confer with both the student and his or her parents or guardians in order to effect a change that satisfies the guidelines. If the student is unable or unwilling to reestablish compliance with the dress code expectations, the student will be required to work in the ASA/ISS room or office for the remainder of the day. Repeated occurrences will result in appropriate disciplinary action.

All students of the school:

- Shall dress in attire that is suitable for the school environment.
- Shall dress in attire that is clean and in good repair.
- Shall dress in attire that ensures their safety and the safety of all others.
- Shall dress in a manner that does not interfere with the learning environment.

Here are some examples that have been deemed as not reaching the stated expectations above.

Students:

- Shall not wear clothing, footwear, insignia, jewelry, or accessories or display an appearance that
    - promotes violence, hatred, unpatriotic sentiments, tobacco, alcohol or other drugs
    - identifies or are related to a gang
    - display sexual, vulgar, lewd, indecent or insulting words or slurs
    - are sexually revealing suggestive or immodest
    - is destructive of school property or cause excessive maintenance problems (such as cleats or pants with metal inserts that damage furniture)
    - disrupt or threaten to disrupt the educational environment
- Shall not wear hats or headgear inside school facilities except where there is administrative permission for specific incentivised, instructional, safety, religious or medical reasons for doing so. Hats or headgear should be put away or placed in a student's locker during the day.
- Shall not dress or groom themselves in the classroom, or at other times or places that would interfere with school procedure
- Shall not wear shorts, dresses, or skirts with length that falls below fingertip length when arms are extended in a downward position.
- Shall not wear shorts, skirts, or pants with holes, cuts, or tears less than fingertips when arms are extended in a downward position.
- Shall not wear shorts or skirts worn over leggings/yoga pants less than fingertip length when arms are extended in a downward position.
- Shall not wear pants waistbands of pants or shorts worn below the waist or with one of the legs hiked up
- Shall not wear tank tops with less than 2-inch wide straps or halter tops.
- Shall not wear tops that are low-cut, see-through, or strapless. Bare midriffs, exposed cleavage, or exposed backs are not permitted.
- Shall not wear or be in possession of chains and spiked jewelry including but not limited to wallet chains. This is not in reference to traditional chains worn with traditional necklaces and bracelets worn as jewelry.
- Shall not wear shoes with buckles or laces that are loose and cause a safety concern. Sole foot apparel is required. Flip flops are discouraged.
- Shall not wear Heelys footwear.
- Shall not wear sunglasses inside the school building (unless medically prescribed).
- Shall not wear sleeping attire including but not limited to pajama pants or house shoes except when there is administrative permission.
- Shall not wear oversized coats during the school day.
- Shall not wear hoods (on sweatshirts or jackets for example) inside the school at any time.

WIRELESS ELECTRONIC DEVICES–PERSONAL COMMUNICATION DEVICES

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.

Here are the FCCSC acceptable use guidelines for wireless electronic devices for students by grade levels:

- Kindergarten through 5th grade students are not permitted to bring any communication devices to school. Parents may request an exception through the building administrator.
- 6th-8th grade students may bring communication devices to school, but they must be left in their lockers.
- 9th-12th grade students may only use a wireless electronic device in accordance to the expectations set forth by building administration such as when they are:
    - given permission from administration or teacher to use a wireless electronic device in specific non-instructional spaces or places.
    - given permission from an administrator or teacher to use an electronic wireless device for educational purposes during instructional time.
    - to use a wireless device in an emergency or to manage the student's health care.
    - to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

In addition to potential school discipline, students who possess or use a wireless electronic device in a manner which violates the wireless electronic device guidelines may have the device confiscated by school staff and given to building administration. When a device is confiscated, the student's parent/guardian will be notified and with parent/guardian permission, the student can pick it up at the end of the day. If the student is caught with a device a second time, the device will be confiscated, the parent/guardian must come to school and pick up the device, and the student will no longer be permitted to bring a device to school. **Devices as described above are the responsibility of the student/family and Franklin County Schools have no obligation to investigate or financial responsibility for theft of devices.**

BULLYING

The Franklin County Community School Corporation (FCCSC) is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees. FCCSC will not tolerate bullying or harassment of any type. FCCSC has developed a district policy as part of a comprehensive plan intended to prevent bullying and harassment. The policy includes an *anonymous* reporting system used to appropriately identify, report, investigate, and respond to situations of bullying and harassment. FCCSC has also created a website as a resource and tool to help cultivate a learning environment where everyone involved can thrive and achieve excellence in education.

As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power. As defined by IC 20-33-8-.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

A building administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.

TYPES OF BULLYING

- **Physical bullying** involves hurting a person's body or possessions. It may include hitting/kicking; punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- **Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting or threatening to cause harm.
- **Social/Relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, spreading rumors about someone, or embarrassing someone in public.
- **Electronic/Written** communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computers, cell phones, etc.)

FALSE ALARMS OR 911 CALLS

Indiana Code 43-44-2-2 states that false alarms or the pulling of an alarm, as a prank is a criminal act. Charges against the student shall be made

to local authorities. Students who falsely activate the school fire alarm system, who make false reports to the 911 emergency system, or bomb threats shall be suspended out-of-school for ten (10) days with a recommendation for expulsion. Students may be held responsible for payment if any fire apparatus is sent to the school.

CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS

The Board of School Trustees of the Franklin County Community School Corporation prohibits gang or criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang or criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang or criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:
Criminal Organization means a group with at least three (3) members that specifically:

1. either:
    a. promotes, sponsors, or assists in; or
    b. participates in; or
2. requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Organization or Gang Activity means a student who knowingly or intentionally actively participates in a criminal organization or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Per state law, a school employee shall report any incidents of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang or criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang or criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal organization activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang or criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang or criminal organization awareness education that shows promise of effectiveness based on research. The gang or criminal organization awareness education information should be revised and updated regularly to reflect current trends in gang or criminal organization and gang or criminal organization-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang or criminal organization involvement and an incentive to leave gang or criminal organization involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang or criminal organization prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang or criminal organization prevention and intervention resources within a jurisdiction on a periodic basis. The gang or criminal organization awareness information should be revised and updated regularly to reflect current trends in gang or criminal organization activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang or criminal organization prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE:	IC 20-26-18
	IC 20-33-9-10.5
	IC 35-45-9-1

BEHAVIORAL INTERVENTION TEAM

In some circumstances, disciplinary actions by the school officials may not be deterring continuous, unacceptable behavior. In these incidents, the administration, staff, or parent/guardian may request a behavior intervention meeting. The behavioral intervention team shall consist of teacher(s), parents/guardians, administrator, counselor, and significant others. The purpose of the team is to assist students who are having difficulties following behavior expectations within the school setting. The intervention meeting involves a brainstorming process in which there is input from all participants. Documentation of the team recommendation is given to the student, parent, building administrator, and all of the student's teachers. This is considered as a contract between the students, parent/guardian, and team members, as well as all teachers who participate in the student's education.

PARENT PARTICIPATION IN DISCIPLINE

A parent, guardian, or custodian of a student less than 18 years old shall be required to participate in any disciplinary action authorized under the Student Due Process Code I.C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the request of a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising home-study-time, and ensuring regular school attendance. Upon receipt of proper notice, any parent, guardian or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare.

SEARCH AND SEIZURE

- As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
    - Evidence of a violation of the student conduct standards contained in the Student Handbook.
    - Anything which because of its presence presents an immediate danger of physical harm or illness to any person.
- The building administrator, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises, including a locker, when the person conducting the search has reasonable cause for a search.
- The building administrator, or a member of the administrative staff designated by the building administrator and acting at the direction of the building administrator may, during a school activity, search the pockets of the student or any object in the possession of a student such as shoes, purse, briefcase, or backpack if the building administrator has reasonable cause for a search of that student. The building administrator may ask law enforcement to assist in the search process.
- The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned to allow access to the motor vehicle as a part of a reasonable search. The building administrator or a member of the administrative staff designated by the building administrator may request a law enforcement officer to search a motor vehicle on school premises.

- Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the Student Handbook or by its presence presents an immediate danger or physical harm or illness to any person may be:
    - Seized and admitted as evidence in any suspension or expulsion proceeding.
    - Returned to the parent or guardian of the student from whom it is seized.
    - Destroyed if it has no significant value, or
    - Turned over to any law enforcement officer

USE OF METAL DETECTORS

When the school administration has reasonable suspicion to believe that an illegal or unauthorized metal-containing object or weapon is in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the students. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy of personal searches.

SECURITY/SURVEILLANCE

FCCSC property and school buses are equipped with video surveillance devices. The resulting images may be used in disciplinary investigation. The images may also be used in prosecution. Please contact the school office with questions regarding video surveillance devices.

LOCKER POLICY

All lockers made available for student use on the school premises are the property of the School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. The student's use of the locker does not dissolve the school corporation's ownership or control of the locker. The school corporation administration retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol or as a part of any reasonable search.

LOCKER RULES

In order to implement the School Corporation's policy concerning student lockers, the Board of School Trustees adopts the following rules and regulations:

1. Locks: The School Corporation will retain access to student lockers by retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. Use of Lockers: Lockers are to be only used to store school supplies and personal items necessary for use at school.
3. Students will be expected to keep their lockers in a clean and orderly manner.
4. Authority to Inspect: The school corporation Administration retains the right to inspect lockers to insure they are being maintained in accordance with the conditions in Rule 2. All inspections of student lockers shall be conducted by the building administrator or member of the administrative staff designated by the building administrator.
5. Inspection of Individual Student's Lockers
    a. Before a particular student's locker is inspected, the student, if present on school premises, shall, whenever possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the Building Administrator or his designee shall notify the student of such inspection as soon as practicable thereafter.

6. Inspection of all lockers:
    a. An inspection of all lockers in the school or all lockers in a particular area of the school may be conducted if the Building Administrator, Superintendent of Schools, or Assistant Superintendent of Schools reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of:
        i. an interference with school purposes or an educational function,
        ii. a physical injury or illness to any person,
        iii. damage to personal or school property, or
        iv. a violation of state law or school rules.
    b. Examples of circumstances justifying a general inspection of a number of lockers are:
        i. When the school corporation receives a bomb threat;
        ii. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use;
        iii. At the end of a grading period, and before or during school holidays to check for missing library books, or laboratory chemicals or school equipment;
        iv. Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
        v. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
7. Involvement of Law Enforcement Officials
    a. The Building Administrator, Superintendent of Schools, or Assistant Superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies if such assistance is required:
    b. to identify substances which may be found in the lockers: or

c. to protect the health and safety of persons or property or as a part of a criminal investigation.

8. Nothing in these rules shall affect members of the custodial or other staff
    a. who repair defective lockers
    b. who clean out or supervise the cleaning out of lockers from time to time in accordance with posted housekeeping schedule
    c. or if the locker of a student no longer enrolled in the school or if a locker of a student during any vacation period which is reasonably believed to contain rotting items such as food, wet clothing, etc.

PHYSICAL EDUCATION LOCKERS

Lockers are provided for the storage of clothing during P.E. classes. It is the student's responsibility to see that the lockers are properly taken care of and properly used. Items of value should not be kept in any P.E. locker. Lockers are loaned to students and remain the property of the school. Athletic locks are available from athletic sponsors. Please note that all other locker expectations and procedures apply to P.E. lockers.

EXPULSION PROCEDURES

When a Building Administrator (or designee) recommends to the student (or designee) that a student be expelled from school, the following procedures will be followed:

1. **A parent may request that** the Superintendent of Schools (or designee) conduct an expulsion meeting.
2. If no request to attend a hearing is given, the superintendent or the person designated may continue with the discipline outcome decision.
    a. Failure by the student or a student's parent to request a hearing will be deemed a waiver of rights administratively to contest the expulsion.
3. At the expulsion meeting, the building administrator (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
4. Once an expulsion decision is made, the superintendent of schools shall notify the student and the parent of the action to be taken.

ALTERNATIVE SCHOOL ASSIGNMENT/IN-SCHOOL SUSPENSION

The Franklin County School personnel run an alternative school assignment/in-school suspension program. The purpose of the program is to provide an alternative to out-of-school suspension. Students assigned to in-school suspension shall come to school as usual on the day(s) they are assigned except they shall immediately report to the main office or designated room with all classroom materials. During an ASA/ISS, students are to do school work assigned to them by their classroom teacher or work related to schoolwork. Talking, sleeping, or other disruptions are not permitted. Students who fail to attend, violate in-school regulations, or fail to cooperate with the supervisor shall be suspended out of school. Students who do not come to school on a day they are assigned the ASA/ISS may not return to regular class until they serve their day(s) in ASA/ISS. Credit is to be given for work that is assigned for days of ASA/ISS if it is completed during the time. **Any student who is serving ASA/ISS will be prohibited from participating in or attending any extracurricular events beginning day 1 of the consequence.**

SUSPENSION PROCEDURES

When a Building Administrator (or designee) determines that a student shall be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to a written or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented and the student will be provided an opportunity to explain his or her conduct.
    a. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
2. Following the decision to suspend, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the building administrator.
3. For any assignments and/or school work completed by the student during the student's suspension period, credit will be given to the student to the same extent and in the same manner as students who are not suspended receive.

OUT-OF-SCHOOL SUSPENSION: (OSS)

Out-of-school suspension occurs when a student is denied the privilege of attending school. OSS could range from one day to ten days depending on circumstances. **Any student who is serving OSS will be prohibited from participating in or attending any extracurricular events beginning the first day of suspension**

DRIVER'S PERMIT/LICENSE AND SUSPENSION/EXPULSION

- According to Indiana Code "A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
    - is a habitual truant under IC 20-8.1-3-17.2,
    - is under at least a second suspension from school for the school year,
    - is under an expulsion from school,
    - has withdrawn from school, for a reason other than documented financial hardship before graduating.
- If a person is less than eighteen (18) years of age and is a habitual truant, is under a second suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit…" as detailed in Section 2, IC 9-24-2-4.

ATHLETICS / EXTRACURRICULAR ACTIVITIES

ATHLETIC DISCIPLINE POLICY

Participation in the athletic program is a privilege extended to qualified students. To be eligible to enjoy this privilege, students participating in FCMS athletic programs shall adhere to the athletic code of conduct rules and regulations. Students on academic or social probation are not permitted to practice, play, or attend games.

A variety of after-hour school activities are held for students at FCCSC. Extra-curricular activities help to broaden the students' experiences. Participation in extracurricular and athletic teams are a privilege. Participation is encouraged for all students. Sports participation develops student skills in teamwork and goal setting, and also assists in physical development and personal discipline. The spirit of competition and sportsmanship add immeasurably to the personal development of student athletes. Students may also be involved in athletics by becoming a manager or trainer for any of the above teams.

ATHLETIC/EXTRACURRICULAR EXPECTATIONS

All rules, regulations, policies, and general information will apply during school, at all school or extracurricular activities, on the buses, on or off of school grounds. At no time will students be allowed to participate, practice, or congregate, in preparation for an event without the school sponsor being physically present to supervise. If a student's activity/practice is not immediately after school, then the student shall leave the building with bus riders or walkers and return for the activity/practice.

To participate or attend a school-related activity the student shall have been in attendance at least four bells the day of the event, unless prior arrangements with school administration have been made. **Students who have been assigned ISS, OSS may not attend any extracurricular events on the assigned dates.**

Failure to follow school rules or specific instructions may result in a student being asked to leave, possibly losing the privilege to attend future events and/or additional school consequences.

EXTRACURRICULAR EXPECTATIONS

All FCCSC rules, regulations, policies, and general information will apply during school, at all school or extracurricular activities, on the buses, on or off of school grounds. At no time will students be allowed to participate, practice, or congregate, in preparation for an event without the school sponsor being physically present to supervise. If a student's activity/practice is not immediately after school, then the student must leave the building with bus riders or walkers and return for the activity/practice. To participate or attend a school-related activity the student MUST have been in attendance at school the day of the event, unless prior arrangements with school administration have been made. Failure to follow school rules or specific instructions may result in a student being asked to leave, possibly losing the privilege to attend future events and/or additional school consequences.

ATHLETIC/EXTRACURRICULAR CODE OF CONDUCT

Every student is expected to adhere to all policies as stated in the FCCSC handbooks. Coaches, sponsors, teachers, and school administrators are responsible for enforcing these policies. All students are expected to behave in a manner, inside and outside of school that will not reflect discredit upon the school or create a disruptive influence.

Section 1-Possession, distribution, or use of any illegal substance on or off school property by students involved in FCCSC activities:
Any student who participates in FCCSC activities that is found to be in possession of, distributes, or uses any illegal substances, on or off school property, in addition to any necessary school discipline process, shall be subject to the following:

First Offense - The student shall be excluded from all Activities for 365 days (one calendar year) beginning the day that the offense is verified. The student may resume activities 4 weeks from the date the offense is verified if the following conditions are met:

1. Counseling/Programming. The student must complete sessions as prescribed by one of the following:
    - Whitewater Counseling located at 440 Main Street, Brookville, Indiana.
    - INcompass Healthcare located at 9127 Oxford Pike, Brookville, Indiana.
    - School-approved programming through Franklin County Stayin' Alive.
    - The cost of the sessions are the responsibility of the student and/or parents or guardians.
    - If a student does not complete the prescribed number of counseling sessions, he/she will be excluded from FCCSC activities for 365 days.
    - *If the student does not complete the prescribed number of sessions with Whitewater Counseling, INcompass or with Stayin' Alive personnel within 4 weeks, the student may, at the school's discretion, be allowed to resume activities so long as the Student can provide written documentation from Whitewater Counseling,INcompass or Stayin' Alive, that the student is completing all prescribed counseling sessions. If the student is allowed to return to all Activities, but then fails to complete the prescribed number of counseling sessions, the student will be excluded from all activities for 365 days from the date that failure to attend counseling sessions is verified.
2. Drug Test. Before the student is allowed to resume activities, he/she must submit to a drug test administered by school officials and test negative for all illegal substances. The cost of the drug test is the responsibility of the student and/or his/her parents or guardians.

3. Once the student is reinstated, he/she may be drug tested at any time during the next 365 days. Any test will take place at the discretion of school officials.
4. If the student tests positive, that positive test is considered a second offense.

Second Offense - The student shall be excluded from all activities for 365 days (one calendar year) beginning the day the second violation is verified. The student may resume activities after 365 days if the following conditions are met:

1. Counseling/Programming. The student must complete sessions as prescribed by one of the following:
    - Whitewater Counseling located at 440 Main Street, Brookville, Indiana.
    - INcompass Healthcare located at 9127 Oxford Pike, Brookville, Indiana.
    - School-approved programming through Franklin County Stayin' Alive
    - The cost of the sessions are the responsibility of the student and/or parents or guardians.
    - If a student does not complete the prescribed number of counseling sessions, he/she will be excluded from Activities for 365 days.
    - *If the student does not complete the prescribed number of sessions with Whitewater Counseling, INcompass or with Stayin' Alive personnel within 4 weeks, the student may, at the school's discretion, be allowed to resume activities so long as the Student can provide written documentation from Whitewater Counseling, INcompass or Stayin'Alive, that the student is completing all prescribed counseling sessions. If the student is allowed to return to Activities, but then fails to complete the prescribed number of counseling sessions, the student will be excluded from all activities for 365 days.
2. Drug Test - Before the student is reinstated, he/she must submit to a drug test administered by school officials and test negative for all illegal substances. The cost of the drug test is the responsibility of the student and/or his/her parents or guardians.
3. Once the student is reinstated, he/she may be drug tested at any time during the next 365 days. Any test will take place at the discretion of school officials. If the student tests positive, that positive test is a third offense and the student will be excluded from Activities for the remainder of his/her school career.
    - **Career is defined as grades 7-8 (FCMS) or 9-12 (FCHS). Offenses are not cumulative from FCMS to FCHS.

Section 2-Irresponsible Acts on or off school property:
Any student who participates in FCCSC activities that is found involved, on or off school property, in addition to any necessary school discipline process, to any of the items listed below, shall be subject to corrective action that may include the student's loss of participation privilege, exclusion from FCCSC activities, loss of awards or recognition based on the judgement of the athletic direction, coach, principal, teacher, and/or sponsor of the activity. shall be subject to the following:

1. Convicted or a felony or misdemeanor or enters into a pre-trial diversion
2. Commits theft or vandalism
3. Involved in conduct, in or outside school, at any time, that reflects discredit upon the school or creates a disruptive influence.

Important Note:
These sections of this FCCSC participant code of conduct are a baseline. coaches, sponsors, and teachers of each activity may set additional rules and requirements for eligibility. coaches, sponsors and teachers have the authority to enforce their additional rules. Any student who violates a rule or requirement will be subject to the consequences as defined by the coach, sponsors, or teachers. All such rules shall be presented to students prior to the Activity. Students unable to abide by these rules and requirements shall not be allowed to participate in the Activity.

ATHLETIC ELIGIBILITY
Students on academic or social probation are not permitted to practice, play, or attend games. Home school students are not permitted to participate on FCMS sponsored athletic teams. Before a student is eligible to participate in an athletic practice he/she shall have the following on file in the athletic director's office:

1. Preparticipation Physical Evaluation, with the signature of a physician and the parent/guardian (Per School Year).
2. Evidence of adequate insurance coverage.
3. Waiver signed by parents giving permission for travel to and from athletic events.
4. Athletic Code of Conduct Agreement signed by parent and athlete. To be eligible scholastically, students must not have two F's on their report card.
5. **Midterms and quarterly report cards can put a player back on a team AND/OR force a removal from a team.**

STUDENT PICK UP POLICY
Parents are to arrive to pick students up promptly at the end of sporting events and or times deemed by the school that the event will conclude. Failure to comply with these regulations will result in not being able to attend extracurricular events.

EXTRA-CURRICULAR TRANSPORTATION
It is expected that if school transportation has been arranged by a staff member (bus, minibus, van) that all students will ride with the group to and from the event unless excused by the Building Administrator/Designee, Athletic Director, Coach, or Sponsor, and is signed out by a parent. Students may not drive themselves to off campus events or activities.

SPORTSMANSHIP
FCCSC students are expected to exhibit qualities of good sportsmanship. Competition is an opportunity to develop athletic abilities, and participants, as well as spectators, should conduct themselves in a manner that will show everyone the high standard of sportsmanship at FCCSC. The following suggestions will serve as guides to demonstrate good sportsmanship.

Students are encouraged to:

- Consider opponents and officials as guests, and respect the rights of students from other schools.
- Respect school property and the authority of school officials.
- Cheer an injured player who has to be removed from the contest.
- Show self-control during and after every game.
- Accept all official decisions.

At all athletic events students are to remain in their seats during the playing of the games. Students should not be running or playing in the hallways or sidelines during events at FCCSC.

TEAM CUTS
It is the intention of FCCSC for all students who wish to participate in a sport to have the opportunity to do so. However, the nature of some sports limits the number of students who may effectively participate. When it is necessary for a coach to make a cut in the number of participants in a sport, he or she will inform the affected players personally. A student cut from a team may try out for another sport.

RANDOM DRUG TESTING FOR HIGH SCHOOL OR MIDDLE SCHOOL STUDENTS THAT PARTICIPATE IN FCCSC ACTIVITIES
INTRODUCTION
The effective date of this program is June 2017. This program does not affect the current policies, practices, or rights of Franklin County Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The Franklin County School Corporation reserves the right to test any student's breath, saliva, hair, or urine if the administration has reasonable suspicion that the student is using or is under the influence of alcohol or an illegal substance.

REASONABLE CONCERN
The Franklin County School Corporation has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States and an increased substance abuse problem in Franklin County indicate that education alone, as a preventive measure, is not effective in combating substance abuse. According to a student survey, 65% of the students enrolled in Franklin County High School believe that there should be a random drug testing program. Our commitment to maintaining a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in all school activities.

PURPOSE
The random drug testing program is not intended to be disciplinary or punitive in nature. Students who drive to school or are involved in extracurricular/co-curricular activities and athletics need to be exemplary in the eyes of the community and other students. It is the purpose of this program to deter the use of illegal substances, enhance the health and safety of all students, and to undermine the effects of peer pressure by providing a legitimate reason for students to refuse the use of illegal substances. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated herein.

SCOPE
Participation in athletics, extracurricular and co-curricular activities, as well as driving to and from school is a privilege. This policy applies to all Franklin County Community School Corporation students in grades 7-12 who wish to participate in athletics, extracurricular, and co-curricular activities that are listed in the current student handbook *and any other school sponsored activities not listed, including prom and school dances.* It also includes any student who wishes to drive to school, from school, or during school. Any student not driving or participating in any activity who would like to consent to the random drug testing program, or any custodial parent/guardian wishing to enroll his/her student in the program is welcome to do so by signing the consent form and returning it to the principal or designee.

LEGAL OBLIGATION
Indiana Code 20-10.1-4-9.2 directs school districts to plan and maintain drug free schools.

DRUG EDUCATION
The sponsor or coach of each activity will require the attendance of all prospective participants at one or more drug education session(s). Each prospective participant shall receive a copy of this policy. The policy will be explained to the participant at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

RANDOM DRUG TESTING CONSENT FORM
It is MANDATORY that each student who participates in athletics, extracurricular, and co-curricular activities, as well as those who drive to and from school, sign and return the consent form prior to participation in any of these activities. The consent form must also be signed by a parent/guardian. Failure to comply will result in non-participation.
By signing the consent form, the student is agreeing to participate in the random drug testing program in the Franklin County Community School Corporation.

TESTING PROCEDURE

1. Each student will be assigned an ID number. The ID numbers will be supplied to the laboratory that will in turn use a computer program to randomly select the students to be tested. Testing may occur Monday through Friday during school hours. Testing may also occur during the months of June and July. This variable schedule will keep students conscious of the possibility of being tested at any time.
2. **No student will be given advance notice or early warning of the testing.** In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
3. Upon being selected for a random drug test under this policy, either by random draw, request of a parent/guardian, or a "follow-up test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the nurse's office to participate in a hair or saliva administration. If the student does not participate in any of these administrations, he/she is no longer eligible for any activity in which he/she participates. In addition, the parents/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility. **The failure or refusal to participate in the random drug test will be treated as a positive test result.**
5. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all athletics, extracurricular, and co-curricular activities, and all driving privileges will be revoked for the remainder of the school year. This will be reported to the parent/guardian.
7. Immediately after the specimen is taken, the student will return to class with a pass signed by the principal or designee.
8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and all illegal substances.
9. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission Accreditation of Healthcare Organizations (JCAHO).

CHAIN OF CUSTODY

1. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time which would create a loss of important time from class. Extracurricular participants may be called after school, perhaps during practice time.
3. Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. *The seal may be broken only by the lab testing the specimen.*
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again to test as soon as possible. The student will remain eligible for all activities subsequent to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After the specimen has been sealed, it will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.
8. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the students' random identification number will appear on the results sheet.

TEST RESULTS

This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reason for preventing students from participation in athletics, extracurricular, and co-curricular activities and driving to and from school. A student who drives or is involved in athletics, extracurricular, and co-curricular activities will be subject to the disciplinary consequences outlined in the Student Code of Conduct policy located in the student handbook. Consequences may carry over to the following school year.

1. The principal/administrative designee will be notified of a student testing positive. The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which may be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
2. If the test is verified "positive," the principal/administrative designee will meet with the student and his/her parent/guardian. The student

and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. A *follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body.* ***Follow-up test is at the expense of the student.*** *If this "follow-up" test is negative, the student will be allowed to resume all activities when the suspension outlined in the Student Code of Conduct has been fulfilled.* If a second "positive" result is obtained from the "follow-up" test or any later test of that participant, *the student will not be allowed to participate in any activities for one calendar year.* In addition, the Franklin County Community School Corporation reserves the right to test for the next 365 days. Any test will be at the expense of the student.

3. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach, teacher, and/or sponsor. The results of a "negative" test will be kept confidential to protect the identity of all students being tested. Confidentiality will always be a top priority. All school employees are bound by the confidentiality policies adopted by the Franklin County School Board of Trustees and will be expected to adhere to these policies at all times.
4. Result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Results will be secured in a location to which only the principal/designee will have access. Positive test results will not be part of a student's permanent file.

FINANCIAL RESPONSIBILITY

1. Under this policy, no student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program. (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian).
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any teacher, coach or sponsor of the Franklin County School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Franklin County Community School Corporation's commitment to confidentiality with regards to the program.

IMPORTANT NOTE

Coaches, sponsors, and/or teachers of each sport/activity may set additional rules and requirements for eligibility in their respective activity. Coaches/sponsors and/or teachers have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements. All such rules shall be presented to prospective students prior to the activity and/or season. Students unable to abide by these rules and requirements will not be allowed to participate in the activity.

STUDENT ACTIVITIES

ASSEMBLIES

These programs are designed to give students an opportunity to enjoy additional educational experience outside the classroom. Assemblies are held during the school day and are considered a part of the total school program. Unless specified, all students will attend all assemblies. Any student who is removed from an assembly for inappropriate behavior may be prohibited from attending future assemblies and may receive additional school consequences.

FIELD TRIPS

Transportation is arranged through the corporation for all field trips. Occasionally special consideration will be given for other transportation arrangements. Consideration will be given only for adult transportation that involves the permission of the parent and the permission of the sponsor, coach and administration. Students participating in field trips shall have the appropriate field trip permission slip on file with an administrator at least one (1) day prior to leaving for the field trip. Regular school rules apply on all field trips. Students who engage in acts of misconduct during field trips face consequences that range from detention to expulsion and the loss of the privilege to participate in further field trips. In cases when money is collected for field trips, expenses for transportation and similar expenses will be deducted prior to any refunds. Students who have excessive absences from a class or classes without extenuating circumstances may remain at school during field trips. They are to attend their regularly scheduled classes.

OVERNIGHT FIELD TRIPS

Students who do not demonstrate behavioral success, and are on social probation at the time of the activity, will not be eligible to participate in overnight field trips. Students who have committed level 3, 4, or 5 discipline infractions may not be eligible to participate in any overnight field trips. Questions about possible refunds will be handled through the travel company.

EXTRA-CURRICULAR TRANSPORTATION

If a student rides a bus to an extracurricular activity, he/she shall return on the bus unless excused by the Building Administrator/Designee, Athletic Director, Coach, or Sponsor, and is signed out by a parent.

CURRICULUM AND ASSESSMENT
LITERACY STATEMENT

In 2015 the Indiana General Assembly passed House Enrolled Act (HEA) 1108. This law put in place an official definition for dyslexia in Indiana.

House Enrolled Act 1108 defines dyslexia as: A specific learning disability that: (1) is neurological in origin and characterized by: difficulties with accurate or fluent word recognition and poor spelling and decoding abilities; (2) typically results from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction; (3) may include problems in reading comprehension and reduced reading experience that can impede the growth of vocabulary and background knowledge; and (4) may require the provision of special education services after an eligibility determination is made in accordance with Article 7.

Senate Act 217 requires all students in grades K-2 to be screened for dyslexia. Early identification of students at risk for dyslexia is critical for the development of early and appropriate interventions to support the student before they begin to fall behind their peers.

RETENTION POLICY

Consideration for retention of students in the same grade level shall be determined by the following principles:

- IREAD Assessment (see below)
- Any student who receives a final failing grade in both Math and English
- Any student who receives a failing grade in English or Math and also an additional two (2) final failing grades.
- Excessive unexcused absences.

The consideration for retention is always in partnership with the parent or guardian with a focus on the needs of the individual student or Indiana Statute (IREAD). Students may be assigned to the next grade level based on a team decision.

IREAD

In the 3rd grade, promotion decisions will be based on a student's ability to reach mastery on IREAD-3. If the student does not pass in their first attempt on the IREAD-3 exam, successful completion of a second attempt during locally offered options will result in the student being promoted to the next grade. Students who do not pass on their second attempt will be retained. The rule provides three good cause exemptions for retention. Those include one for special education students, one for English Learners, and one for students that have been retained twice prior to fourth grade.

Third graders who do not pass IREAD, after two failed attempts, must attend summer school. Successful completion of summer school could allow for the student to be placed in fourth grade with an individualized reading plan. Significant growth in test scores must be indicated for this to be a possible option. Students who decrease in scores or maintain scores will be retained.

Senate Bill 1 requires all second graders to take IREAD. Those second graders that pass will not have to take IREAD in third grade. Summer school will be required for "at risk" second graders Students are required to take IREAD until passage or entering the seventh grade.

FINANCIAL INFORMATION

The Franklin County Community School Corporation Board of Trustees understands that it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed for technology repairs and other extracurricular accounts. Every effort shall be made by the school administration to collect the monies owed to the school corporation including debt procedures. Such efforts must be documented by school administration before the debt is forgiven, waived, or written off the school corporation accounts and considered an uncollectible account.

Parents are advised of the following payment requirements by notice in the Student Handbook:

- Payment of extracurricular charges are due at the time of purchase/registration or incident.
- Letters will be sent with negative balances to notify patrons, employees, parents and students.
- A payment plan contract is also available through each school's treasurer.
- Those extracurricular/repair fees not paid by the end of season or school year shall be submitted to a collection agency.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

- The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
- The payment of the debt could impact the health or safety of the student;
- The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
- There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the facts for the decision relating to one of the above stated reasons.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is appropriate, to the school corporation general fund.

IC 20-33-5-11

TRANSPORTATION

TRANSPORTATION ELIGIBILITY

School bus transportation is a privilege extended to those students who reside within the geographical area of the Franklin County Community School Corporation. This privilege includes riding from home/daycare to school and from school to home/daycare on a school bus, provided the student maintains proper behavior. Students should understand and appreciate the important part he/she plays in accomplishing SAFE and EFFICIENT transportation for everyone.

The ride on a school bus is simply an extension of the school day, and as such, all school rules apply. Language and behavior that is not acceptable in the school setting is also not tolerated on the school bus. School bus rules include:

1. OBEY THE BUS DRIVER the FIRST time you are told to do or not do something.
2. SIT DOWN, KEEP YOUR HANDS TO YOURSELF, TALK QUIETLY TO THE PERSON YOU ARE SITTING WITH IF YOU WISH, AND RIDE.
3. Be at the bus stop waiting for the bus at least 5 minutes prior to your pick up time and stay back from the edge of the road. Don't cross the road until the driver signals you to do so. NEVER try to run after the bus or pick up something you have dropped near the bus.
4. Don't touch any of the bus equipment, including doors and windows, without the driver's permission.
5. Don't try to talk to the driver or get his/her attention while the bus is moving unless it is an emergency.
6. Always maintain silence at railroad crossings.
7. If a student is suspended from the bus, he/she is suspended from ALL buses, including route buses, transfer buses, vocational buses, and field trip, athletic, and activity buses.
8. Breakable containers of any kind, inflated balloons, and items too large to stow under/between the seats are not allowed on the school bus.
9. Students may use personal electronic devices such as music players, cell phones, and gaming devices WHILE ONLY WEARING ONE HEADPHONE ONLY (allowing one ear available to hear instruction). Students may not take photographs or video on the bus with these devices.
10. While entering and exiting the school bus, the use of any electronic device including cell phones, mp devices, gaming devices, headphones, earbuds, etc. is not permitted.
11. Students may drink water ONLY from a see-through container while on the bus. For safety reasons, sharing is not permitted. Chewing gum and eating on the bus are not allowed.

Violation may result in disciplinary action including, but not limited to: removal from bus; loss of privileges, detention, behavior intervention, counseling, in-school suspension, out of school suspension, expulsion, and restitution. Frequency or severity of the violation will be considered in the disciplinary action. When circumstances warrant, law enforcement may be contacted.

ANIMALS

Animals of any kind are prohibited from riding a school bus, except for service animals as may be required by law.

BUS STOPS

Students shall be waiting at the designated stop five minutes prior to their scheduled pickup time. Students shall stand at least fifteen (15) feet from the location where the school bus stops for pick-up and move toward the bus only AFTER THE BUS HAS COME TO A COMPLETE STOP.

School bus drivers are responsible to motion the students crossing the road by hand/arm signal indicating that it is safe to cross the road. At a stop where there are both crossers and non-crossers, the crossing students shall enter/exit the bus first and the driver shall motion these students across. The non-crossing students shall then be allowed to enter/exit the bus.

BUS CHANGES

All students must adhere to a regular schedule of where they are to be picked up and dropped off. Frequent changes cause delays and anxiety for students, drivers, staff, and other parents, and will not be tolerated. If you need your child to do something different than their regular schedule, a parent/guardian must call the transportation department. Phone calls for bus changes will **ONLY** be accepted in urgent/emergency situations, and must be received at least one hour prior to dismissal. Transportation is not provided to and from work, dance class, etc. Transportation is not permitted for birthday parties, sleepovers, etc.

BUS SCHEDULE
Parents/guardians wishing school bus transportation for their child(ren) shall submit a request in EZ Routing with a set schedule for school bus transportation.
A child whose parent continually fails to submit a schedule or alters or fails to follow the submitted schedule may be denied bus privileges.

Students riding the bus to/from a town stop shall ride the bus to which they are assigned. Balancing school bus loads is important and bus hopping will not be tolerated.

DRIVER-PARENT COMMUNICATION
School bus drivers are encouraged to maintain open communication with the parents/guardians of the students they are transporting. Parents and school bus drivers are expected to treat each other in a civil, polite manner. Any time disagreements between parents and the bus driver cannot be resolved between themselves, the Building Administrator(s) of the student(s) involved shall be contacted to intercede. Parents are not to board a school bus to confront a school bus driver. Such boarding will be considered trespassing and law enforcement will be notified.

MEDICATIONS ON SCHOOL BUSES
Prescription and over-the-counter medications are NOT permitted on school buses only when authorized by parents in writing and the Building Administrator/designee.

MEETING THE BUS ALONG THE ROUTE PROHIBITED
Parents shall not drive a student to another location to "catch" the bus. Students whose parents attempt to do so will not be permitted to board the bus. Parents also may not intercept the school bus along the route to have their child taken off the bus. Students and parents are prohibited from meeting the buses at designated transfer sites to board or leave the school bus. In case of an emergency where the parent must retrieve a child from the bus, the parent must contact the transportation office so that school personnel can make arrangements with the school bus driver. In the event that a weather or road hazard emergency prevents a school bus driver from picking up or delivering a child from home, such an alternate arrangement may become necessary. In such an event, the transportation office shall be notified of any special arrangements made.

MISSING THE SCHOOL BUS TO GO HOME
Parents need to have a contingency plan in the event their child misses the school bus home. Once the school buses have been dismissed in the afternoon they will not wait on or return/turn around to pick up a student who was not outside on time, no exceptions. Students may use the phone in the front office with permission.

PRIVATE ROADS AND LANES
At no time shall a school bus enter a private lane or road to load or unload students unless it is a turnaround point, or if doing so is authorized by the Superintendent/designee.

STUDENTS LIVING ON IMPASSABLE ROADS
The parents of any student living one-half mile or more from the bus route on a public road that is impassable by bus are eligible for consideration for payment for private transportation to a bus route, two trips a day at the mileage rate currently specified in the Corporation Administrative Handbook.

Students living one-half mile or less on a road that is off a public road are expected to meet the bus at the intersection of such a public road.

TRANSPORTING ILL, INJURED OR INFECTED STUDENTS
A student with a contagious disease or condition shall be isolated from other students until transportation can be arranged. These students shall not be transported on the school bus. It shall be the responsibility of the Building Principal to arrange or provide appropriate transportation for all ill, injured, or infected students.

BUS TRANSPORTATION TO VOCATIONAL SCHOOL
Franklin County Community School Corporation provides transportation to students who attend the Whitewater Technical Career Center and all students are expected to ride the bus provided. All normal bus rules are in effect. In addition, Career Center students shall adhere to the schedule distributed at the beginning of the school year. Any student who misses the vocational bus either in the morning or the afternoon shall be sent to the media center. Any student who skips going to vocational school will result in an in-school suspension being assigned after the second occurance.

RETURNING FROM WHITEWATER TECHNICAL CAREER CENTER
Students who return to school after attending vocational school will go to their scheduled class. Permission may be given by the administration to go to lockers if necessary.

VIDEO RECORDINGS ON SCHOOL BUSES
Digital recording devices are deployed on all school buses and students shall expect that their activities are being recorded. Recordings will not be shared with parents and members of the public.

PROGRESSIVE DISCIPLINE BUS CONDUCT POLICY

Riding the school bus is a privilege. Proper behavior for bus usage is outlined and expected to be followed at all times. Riding the bus is an extension of the school day therefore all student code of conduct expectations apply at all times.

TECHNOLOGY

INTERNET ACCEPTABLE USE POLICY

With access to the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Franklin county Community School Corporation has taken reasonable precautions, such as the use of filtering software to restrict access to controversial materials.

Student users are expected to comply with the following guidelines:

1. Be polite and considerate of other users and not be abusive in messages to others. Refrain from profanities, vulgarities or any other inappropriate language.
2. Illegal activities are strictly forbidden.
3. Responding to any unsolicited online contact, revealing full name, personal address, or telephone number is prohibited.
4. Understand that all electronic mail is not guaranteed to be private. The system supervisors who operate the network will have access to all mail. All infractions of the Acceptable Use Policy will be reported to the appropriate Building Administrator.
5. Use all equipment, software, facilities with appropriate care and will not disrupt the use of such by others.
6. Understand that technology use is a privilege and not a right and if use of the equipment, software, facilities or network resources is deemed to be inappropriate by the supervisor, network privileges may be suspended or denied.
7. Downloading, uploading, or distributing pornographic, obscene or sexually explicit materials is prohibited.
8. Violation of any local, State or Federal statutes is prohibited.
9. Attempting to access another person's materials, information or files is prohibited.
10. Violation of copyright laws by copying software or materials is prohibited. Any violation of the above guidelines may result in the loss of computer and access privileges; school disciplinary or appropriate legal action may be taken.

FCCSC Board Policy: 7540.03, 5136.01
Legal References: IC 20-33-8-1 IC 35-43-1-4 IC 35-43-2-3

EDUCATING OF MINORS ON INTERNET INTERACTION

The Franklin County Community School Corporation shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

FFSC Board policy: 7540.03
Legal Reference: 47 U.S.C Section 254(h)(5)(b) IC20-30-5.5