Board of School Trustees

Monday, July 13, 2026 6:00 PM
FCMS - Auditorium, 625 Grizzly Cub Drive, Franklin, IN 46131

1.	**WATCH MEETING LIVE**	
2.	**CALL THE MEETING TO ORDER**	
3.	**CONSENT AGENDA**	**Presenter:** Board President
3.A.	Public Comments on any Consent Agenda Item	
3.B.	Adjunct Teacher Permits	
3.C.	Allowance of Claims and Vouchers	
3.D.	Approve Minutes	
3.E.	Donations	
3.F.	Hudl Order - Athletic Dept.	
3.G.	MagicSchool Enterprise Agreement	
3.H.	Personnel Report	
3.I.	PowerSchool Special Programs-Section 504	
3.J.	Recycling	
3.K.	Software Renewals	
3.L.	SRO Salary Schedule Amendment	
3.M.	Surplus	
3.N.	Consent Agenda Vote	
4.	**ACTION ITEMS**	
4.A.	Public Comments on any Action Item	
4.B.	Handbooks: CBIS - FCMS - FCHS - FCVS	
4.C.	Proposal to hire former CFO for consulting services	**Presenter:** Dr. David Clendening
4.D.	Earn to Learn	**Presenter:** Katie Smith
4.E.	FCS Police Department Logo	**Presenter:** Dr. David Clendening
4.F.	Policies - Guidelines - Forms	**Presenter:** Dr. David Clendening
4.G.	Recommendation to Hire Individual Under SEA 342	
5.	**DISCUSSION**	

5.A. Public Comments on Discussion Items

5.B. Exclusive Concessions Vendor Agreement **Presenter:** Bill Doty

6. **BOARD / ADMINISTRATIVE COMMENTS**

6.A. Board Comments

6.B. Administrative Comments

7. **CALENDAR**

7.A. Calendar of Events

8. **ADJOURNMENT**

9. **11. I.C. 5-14-9-1**
David Yount is an appointed member of the Franklin Community School Corporation Board of School Trustees representing Needham Township appointed by Franklin Community School Board. The date of appointment was January 30, 2025, and the term expires December 31, 2026.

FRANKLIN COMMUNITY SCHOOLS
Student-Centered • Innovative

Dr. David Clendening
Superintendent

Dr. Brooke Worland
Assistant Superintendent

Mr. Steve Ahaus
Chief Financial Officer

Mr. Doug Kirby
Executive Director of Technology

Mr. Benji Betts
Executive Director of Operations

ADJUNCT TEACHER PERMIT

Name: Michael Hart

School Personnel Number: 17427878

Adjunct Permit Number: 0001

Content Area(s): Physical Education; Strength and Conditioning

Years of Experience in Content Area(s): 19 years

Highest Degree Earned: Master of Business Administration

Instructional Area(s)/Classes: Strength and Conditioning

Full Time/Part Time Status: Full-time; salaried; exempt

Grade(s) Covered: 9-12

Issue Date: 08/03/2026

Expiration Date: 06/30/2027

Debbie Gill
President of the School Board

Jennifer Mann
Secretary of the School Board

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Executive Director of Technology

Mr. Benji Betts
Executive Director of Operations

ADJUNCT TEACHER PERMIT

Name: Patrick Tisdale

School Personnel Number: 17603425

Adjunct Permit Number: 0002

Content Area(s): Visual Arts

Years of Experience in Content Area(s): 23 years

Highest Degree Earned: Bachelor of Fine Arts

Instructional Area(s)/Classes: Fine Arts

Full Time/Part Time Status: Full-time; salaried; exempt

Grade(s) Covered: K-4

Issue Date: 08/03/2026

Expiration Date: 06/30/2027

Debbie Gill
President of the School Board

Jennifer Mann
Secretary of the School Board

ALLOWANCE OF VOUCHERS

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND THE INVOICES, OR BILLS ATTACHED THERETO, ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6.

July 13, 2026

STEVE AHAUS
FISCAL OFFICER

WE HAVE EXAMINED THE VOUCHERS LISTED ON THE FOREGOING ACCOUNTS PAYABLE VOUCHER REGISTER, CONSISTING OF PAGES, AND EXCEPT FOR VOUCHERS NOT ALLOWED AS SHOWN ON THE REGISTER SUCH VOUCHERS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF **$3,296,792.22** DATED THIS **13th DAY OF JULY, 2026.**

DEBBIE GILL
PRESIDENT

DAVID YOUNT
VICE PRESIDENT

JENNIFER MANN
SECRETARY

BRETT JONES
MEMBER

BECKY NELSON
MEMBER

2026
JULY BOARD TOTALS

CLAIM REGISTER SUMMARY							
	CK. NUMBER		WIRE NUMBER AND VOIDS		ACH		
6/11/2026	17014	17021			260000542	260000546	$33,933.56
6/18/2026	17022	17030	202600592		260000547	260000549	$78,419.90
6/18/2026	17031		202600595	202600600			$498,373.12
6/18/2026	17032	17038	202600052	202600598			$810,468.67
6/18/2026			202600599				$122,402.10
6/25/2026	17039	17044	202600609	202600623			$99,874.84
6/25/2026	17045						$589.96
7/2/2026	17046		202600651				$25,074.74
7/2/2026	17047		202600645	202600650			$497,095.35
7/2/2026			202600649				$26,915.73
7/8/2026			202600019	202600643			$357,415.07
7/9/2026	17048	17052	202600654				$10,771.03
7/13/2026	17053	17091			260000550	260000661	$735,458.15
							$3,296,792.22

Check Nbr	Vendor Name	Check Date	Check Amount
260000542	BEST WAY DISPOSAL	06/11/2026	1,066.83
260000543	BRIGHTSPEED	06/11/2026	15.26
260000544	JOBE, TINA S	06/11/2026	63.80
260000545	METRONET	06/11/2026	7,618.86
260000546	PETRO'S CULLIGAN	06/11/2026	41.74

5 ACH Check(s) For a Total of 8,806.49

Check Nbr	Vendor Name	Check Date	Check Amount
17014	Vendor Continued Check	06/11/2026	0.00
17015	CENTERPOINT ENERGY	06/11/2026	4,214.40
17016	Vendor Continued Check	06/11/2026	0.00
17017	Vendor Continued Check	06/11/2026	0.00
17018	CITY OF FRANKLIN INDIANA	06/11/2026	18,117.31
17019	DUKE ENERGY	06/11/2026	105.88
17020	INDIANA-AMERICAN WATER CO INC.	06/11/2026	2,569.87
17021	WM CORPORATE SERVICES INC.	06/11/2026	119.61

8 Computer Check(s) For a Total of 25,127.07

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
5	ACH	Checks For a Total of	8,806.49
8	Computer	Checks For a Total of	25,127.07
Total For 13	Manual, Wire Tran, ACH & Computer Checks		33,933.56
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	33,933.56

Check Nbr	Vendor Name	Check Date	Check Amount
260000547	CONSTELLATION NEW ENERGY	06/18/2026	9,383.58
260000548	CURRICULUM ASSOCIATES	06/18/2026	5,002.86
260000549	PETRO'S CULLIGAN	06/18/2026	913.50

3 ACH Check(s) For a Total of 15,299.94

Check Nbr	Vendor Name	Check Date	Check Amount
17022	BRIDGEFIELD CASUALTY INSURANCE	06/18/2026	18,843.47
17023	CENTERPOINT ENERGY	06/18/2026	98.53
17024	DUKE ENERGY	06/18/2026	31,141.55
17025	FRANKLIN COMM SCHOOL	06/18/2026	137.12
17026	FRANKLIN COMM SCHOOL	06/18/2026	309.71
17027	INDIANA-AMERICAN WATER CO INC.	06/18/2026	3,658.11
17028	JOHNSON COUNTY REMC	06/18/2026	1,363.02
17029	TOTAL ADMINISTRATIVE SERVICE C	06/18/2026	441.09
17030	WM CORPORATE SERVICES INC.	06/18/2026	520.40

9 Computer Check(s) For a Total of 56,513.00

Check Nbr	Vendor Name	Check Date	Check Amount
202600592	GFS	06/18/2026	6,606.96
1	Wire Transfer Check(s) For a Total of		6,606.96

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	6,606.96
	3	ACH	Checks For a Total of	15,299.94
	9	Computer	Checks For a Total of	56,513.00
Total For	13	Manual, Wire Tran, ACH & Computer Checks		78,419.90
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	78,419.90

Check Nbr	Vendor Name	Check Date	Check Amount
17031	IN COLLEGE CHOICE ADVISOR 529	06/18/2026	3,985.00
1	Computer Check(s) For a Total of		3,985.00

Check Nbr	Vendor Name	Check Date	Check Amount
202600595	IND ST TCH RET FUND	06/18/2026	91,803.95
202600596	INTERNAL REVENUE SERVICE	06/18/2026	285,464.53
202600597	PUBLIC EMP RET FUND	06/18/2026	39,244.32
202600599	TOTAL ADMINISTRATIVE SERVICE C	06/18/2026	3,151.64
202600600	AMERICAN TRUST CUSTODY	06/18/2026	74,723.68
	5 Wire Transfer Check(s) For a Total of		494,388.12

0	Manual	Checks For a Total of	0.00
5	Wire Transfer	Checks For a Total of	494,388.12
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	3,985.00
Total For 6	Manual, Wire Tran, ACH & Computer Checks		498,373.12
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	498,373.12

Check Nbr	Vendor Name	Check Date	Check Amount
17032	AMERICAN UNITED LIFE INSURANCE	06/18/2026	6,811.94
17033	CIL - FRANKLIN ED FOUNDATION	06/18/2026	1,318.00
17034	FRANKLIN COMM SCHOOL CORP	06/18/2026	226.51
17035	FRANKLIN COMMUNITY SCHOOL CORP	06/18/2026	134.40
17036	GUARDIAN LIFE INSURANCE	06/18/2026	9,252.35
17037	JOHNSON COUNTY CLERK	06/18/2026	100.00
17038	UNITED WAY OF JOHNSON COUNTY	06/18/2026	1,039.76

7 Computer Check(s) For a Total of 18,882.96

Check Nbr	Vendor Name	Check Date	Check Amount
202600552	IND DEPT OF REVENUE	06/04/2026	66,685.37
202600556	SO CENTRAL IND SCHOOL TRUST	06/04/2026	64,695.96
202600594	IND DEPT OF REVENUE	06/18/2026	54,614.77
202600598	SO CENTRAL IND SCHOOL TRUST	06/18/2026	605,589.61

4 Wire Transfer Check(s) For a Total of 791,585.71

0	Manual	Checks For a Total of	0.00
4	Wire Transfer	Checks For a Total of	791,585.71
0	ACH	Checks For a Total of	0.00
7	Computer	Checks For a Total of	18,882.96
Total For 11	Manual, Wire Tran, ACH & Computer Checks		810,468.67
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	810,468.67

Check Nbr	Vendor Name	Check Date	Check Amount
202600599	TOTAL ADMINISTRATIVE SERVICE C	06/18/2026	122,402.10
1	Wire Transfer Check(s) For a Total of		122,402.10

0	Manual	Checks For a Total of	0.00
1	Wire Transfer	Checks For a Total of	122,402.10
0	ACH	Checks For a Total of	0.00
0	Computer	Checks For a Total of	0.00
Total For 1	Manual, Wire Tran, ACH & Computer Checks		122,402.10
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	122,402.10

Check Nbr	Vendor Name	Check Date	Check Amount
17039	DUKE ENERGY	06/25/2026	66,724.14
17040	FRANKLIN COMM SCHOOL	06/25/2026	1,425.94
17041	INDIANA-AMERICAN WATER CO INC.	06/25/2026	2,882.61
17042	JOHNSON COUNTY REMC	06/25/2026	6,797.07
17043	RUMPKE	06/25/2026	3,382.49
17044	TOTAL ADMINISTRATIVE SERVICE C	06/25/2026	430.95

6 Computer Check(s) For a Total of 81,643.20

Check Nbr	Vendor Name	Check Date	Check Amount
202600609	IND DEPT OF REVENUE	06/25/2026	102.05
202600610	INTERNAL REVENUE SERVICE	06/25/2026	349.60
202600611	PUBLIC EMP RET FUND	06/25/2026	324.47
202600614	SO CENTRAL IND SCHOOL TRUST	06/25/2026	14,611.46
202600623	GFS	06/25/2026	2,844.06

5 Wire Transfer Check(s) For a Total of 18,231.64

0	Manual	Checks For a Total of	0.00
5	Wire Transfer	Checks For a Total of	18,231.64
0	ACH	Checks For a Total of	0.00
6	Computer	Checks For a Total of	81,643.20
Total For 11	Manual, Wire Tran, ACH & Computer Checks		99,874.84
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	99,874.84

Check Nbr	Vendor Name	Check Date	Check Amount
17045	LOWE'S	06/25/2026	589.96
1	Computer Check(s) For a Total of		589.96

	0	Manual Checks For a Total of	0.00
	0	Wire Transfer Checks For a Total of	0.00
	0	ACH Checks For a Total of	0.00
	1	Computer Checks For a Total of	589.96
Total For	1	Manual, Wire Tran, ACH & Computer Checks	589.96
Less	0	Voided Checks For a Total of	0.00
		Net Amount	589.96

Check Nbr	Vendor Name	Check Date	Check Amount
17046	DUKE ENERGY	07/02/2026	22,822.45
1	Computer Check(s) For a Total of		22,822.45

Check Nbr	Vendor Name	Check Date	Check Amount
202600651	GFS	07/02/2026	2,252.29
	1 Wire Transfer Check(s) For a Total of		2,252.29

0	Manual	Checks For a Total of	0.00
1	Wire Transfer	Checks For a Total of	2,252.29
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	22,822.45
Total For 2	Manual, Wire Tran, ACH & Computer Checks		25,074.74
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	25,074.74

Check Nbr	Vendor Name	Check Date	Check Amount
17047	IN COLLEGE CHOICE ADVISOR 529	07/02/2026	3,985.00
1	Computer Check(s) For a Total of		3,985.00

Check Nbr	Vendor Name	Check Date	Check Amount
202600645	IND ST TCH RET FUND	07/02/2026	88,895.08
202600646	INTERNAL REVENUE SERVICE	07/02/2026	277,052.00
202600647	PUBLIC EMP RET FUND	07/02/2026	36,546.37
202600649	TOTAL ADMINISTRATIVE SERVICE C	07/02/2026	3,234.97
202600650	AMERICAN TRUST CUSTODY	07/02/2026	87,381.93
5	Wire Transfer Check(s) For a Total of		493,110.35

0	Manual	Checks For a Total of	0.00
5	Wire Transfer	Checks For a Total of	493,110.35
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	3,985.00
Total For 6	Manual, Wire Tran, ACH & Computer Checks		497,095.35
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	497,095.35

Check Nbr	Vendor Name	Check Date	Check Amount
202600649	TOTAL ADMINISTRATIVE SERVICE C	07/02/2026	26,915.73
1	Wire Transfer Check(s) For a Total of		26,915.73

0	Manual	Checks For a Total of	0.00
1	Wire Transfer	Checks For a Total of	26,915.73
0	ACH	Checks For a Total of	0.00
0	Computer	Checks For a Total of	0.00
Total For 1	Manual, Wire Tran, ACH & Computer Checks		26,915.73
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	26,915.73

Check Nbr	Vendor Name	Check Date	Check Amount
202600019	PLUMBERS SUPPLY COMPANY	07/08/2026	596.91
202600029	SYNCHRONY BANK/AMAZON	07/08/2026	10,135.49
202600367	TRACTOR SUPPLY	07/08/2026	187.89
202600370	DAVIS ELECTRIC INC	07/08/2026	1,048.73
202600376	WAL-MART	07/08/2026	1,171.16
202600410	O'REILLY AUTOMOTIVE INC	07/08/2026	144.41
202600484	BMO ACH PAY	07/08/2026	7,025.92
202600488	VISTAPRINT	07/08/2026	153.36
202600548	PREMIER OUTDOOR POWER EQUIPMEN	07/08/2026	121.96
202600550	SHERWIN WILLIAMS	07/08/2026	328.25
202600551	CDW COMPUTER	07/08/2026	239,217.35
202600563	MAYES TRAILER SALES INC	07/08/2026	5,000.00
202600564	HUBSPOT INC	07/08/2026	5,400.00
202600565	PITNEY BOWES	07/08/2026	502.08
202600566	FOLLETT CONTENT SOLUTIONS LLC	07/08/2026	469.43
202600567	LITERACY RESOURCES LLC	07/08/2026	710.08
202600569	WAYFAIR LLC.	07/08/2026	113.99
202600570	SUTTON-GARTEN CO	07/08/2026	103.54
202600571	ROGERTHAT2 LLC	07/08/2026	2,290.00
202600574	OFFICE 360	07/08/2026	40.38
202600575	PAIGE'S MUSIC	07/08/2026	44.30
202600576	KOENIG EQUIPMENT INC	07/08/2026	203.99
202600577	JW PEPPER & SONS INC	07/08/2026	262.94
202600578	US POST OFFICE	07/08/2026	34.32
202600579	ICASE	07/08/2026	462.00
202600580	NASP	07/08/2026	895.00
202600581	SLYFOX INC	07/08/2026	862.65
202600582	WINSTEL CONTROLS INC	07/08/2026	95.00
202600583	MARK'S VACUUM INC	07/08/2026	160.60
202600585	CHEWY INC.	07/08/2026	248.87
202600586	HILLVIEW VETERINARY CLINIC LLC	07/08/2026	131.47
202600587	BULK BOOKSTORE	07/08/2026	1,598.40
202600588	DISCOVERY EDUCATION	07/08/2026	1,299.00
202600589	ARRAY EDUCATION INC	07/08/2026	1,000.00
202600590	CENTER FOR APPLIED LINGUISTICS	07/08/2026	720.00
202600591	INDIANA NON-PUBLIC EDUCATION A	07/08/2026	400.00
202600593	RICE UNIVERSITY	07/08/2026	685.00
202600601	DELL INC	07/08/2026	590.61
202600602	CINTAS CORP	07/08/2026	753.50
202600603	MIDWEST GARAGE DOOR SYSTEMS	07/08/2026	199.00
202600604	OAK SECURITY GROUP	07/08/2026	440.69
202600605	MICRO AIR	07/08/2026	295.00
202600606	ADVANCE AUTO PARTS	07/08/2026	209.70
202600607	HADWELL HARDWARE LLC	07/08/2026	16.00
202600615	POSITIVE PROMOTIONS	07/08/2026	3,000.00
202600616	SECURED TECH SOLUTIONS LLC	07/08/2026	265.02
202600617	KENDALL HUNT PUBLISHING CO	07/08/2026	22,545.76
202600618	SAM'S CLUB DIRECT	07/08/2026	775.54
202600619	GENERAL PETROLEUM INC	07/08/2026	5,363.60
202600621	HOBBY LOBBY	07/08/2026	2.88

Check Nbr	Vendor Name	Check Date	Check Amount
202600622	TRAVEL	07/08/2026	2,087.48
202600624	PARTS TOWN, LLC	07/08/2026	996.88
202600625	LOWE'S	07/08/2026	37.88
202600626	SCHOOL NUTRITION ASSOCIATION	07/08/2026	624.00
202600627	T-SHIRT EXPRESS	07/08/2026	170.00
202600630	ROYAL FIREWORKS PUBLISHING	07/08/2026	5,225.00
202600631	ZOOBEAN INC	07/08/2026	7,884.00
202600633	CARQUEST	07/08/2026	1,637.95
202600634	MONOPRICE INC	07/08/2026	2,152.97
202600635	IRISH BROTHERS INC	07/08/2026	645.00
202600638	NATIONAL ASSOCIATION OF SCHOOL	07/08/2026	400.00
202600639	ENZO PIZZA	07/08/2026	249.50
202600640	IASP	07/08/2026	1,200.00
202600641	CHRYSLER, FLETCHER	07/08/2026	9.35
202600642	LIBERTY FASTCO LLC.	07/08/2026	203.18
202600643	RUSH TRUCK CENTERS OF INDIANA	07/08/2026	15,570.11

66 Wire Transfer Check(s) For a Total of 357,415.07

	0	Manual Checks For a Total of	0.00
	66	Wire Transfer Checks For a Total of	357,415.07
	0	ACH Checks For a Total of	0.00
	0	Computer Checks For a Total of	0.00
Total For	66	Manual, Wire Tran, ACH & Computer Checks	357,415.07
Less	0	Voided Checks For a Total of	0.00
		Net Amount	357,415.07

Check Nbr	Vendor Name	Check Date	Check Amount
17048	BARGERSVILLE UTILITIES	07/09/2026	230.19
17049	Vendor Continued Check	07/09/2026	0.00
17050	CENTERPOINT ENERGY	07/09/2026	2,630.19
17051	DUKE ENERGY	07/09/2026	6,214.53
17052	INDIANA-AMERICAN WATER CO INC.	07/09/2026	124.96

5 Computer Check(s) For a Total of 9,199.87

Check Nbr	Vendor Name	Check Date	Check Amount
202600654	GFS	07/09/2026	1,571.16
1	Wire Transfer Check(s) For a Total of		1,571.16

0	Manual	Checks For a Total of	0.00
1	Wire Transfer	Checks For a Total of	1,571.16
0	ACH	Checks For a Total of	0.00
5	Computer	Checks For a Total of	9,199.87
Total For 6	Manual, Wire Tran, ACH & Computer Checks		10,771.03
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	10,771.03

Check Nbr	Vendor Name	Check Date	Check Amount
260000550	7 MINDSETS ACADEMY LLC	07/13/2026	2,624.80
260000551	A-1 GARAGE DOORS LLC	07/13/2026	450.00
260000552	A.E. BOYCE COMPANY INC.	07/13/2026	576.25
260000553	ACCESS JOHNSON COUNTY	07/13/2026	467.00
260000554	ALLIED-OTT PETROLEUM EQUIPMENT	07/13/2026	312.50
260000555	ALSOP, DANIEL	07/13/2026	34.75
260000556	AXON ENTERPRISE INC.	07/13/2026	18,478.43
260000557	B & H ELECTRIC AND SUPPLY INC.	07/13/2026	2,192.00
260000558	BANK OF NEW YORK MELLON	07/13/2026	300.00
260000559	BEST-ONE TIRE & SERVICE INC	07/13/2026	2,538.68
260000560	BETTS, TAYLOR	07/13/2026	20.90
260000561	BOTKIN, TAI MARIE	07/13/2026	110.57
260000562	BRADEN BUSINESS SYSTEMS INC	07/13/2026	13,562.49
260000563	BRANT, MELANIE D	07/13/2026	115.57
260000564	BRIDGING THE BLIND GAP	07/13/2026	325.00
260000565	BRIGHT, MICHELLE L	07/13/2026	9.80
260000566	BRIGHT FUTURES COUNSELING	07/13/2026	2,538.90
260000567	BROWN, RACHEL A	07/13/2026	129.12
260000568	BURTON'S FLOOR COVERING	07/13/2026	2,370.78
260000569	CAMPBELL, NATALIE S	07/13/2026	21.75
260000570	CARRIER CORPORATION	07/13/2026	1,366.70
260000571	CHRYSLER, FLETCHER	07/13/2026	17,000.00
260000572	CHURCH CHURCH HITTLE & ANTRIM	07/13/2026	276.00
260000573	CHURCH, MARIA E	07/13/2026	24.00
260000574	CINCY SPEECH AND LANGUAGE SERV	07/13/2026	3,600.00
260000575	CINTAS CORP	07/13/2026	327.71
260000576	COMMERCIAL RECREATION GROUP LL	07/13/2026	1,866.33
260000577	CREATING CONFIDENT COMMUNICATO	07/13/2026	10,825.00
260000578	CURRY, AMBER L	07/13/2026	180.16
260000579	DILLOW, PAMELA	07/13/2026	10.45
260000580	DIVERSIFIED ROOFING SERVICES L	07/13/2026	2,967.09
260000581	DODD TECHNOLOGIES	07/13/2026	6,425.00
260000582	EDMENTUM INC.	07/13/2026	2,500.00
260000583	EDUCATION ADVANCED INC.	07/13/2026	9,716.00
260000584	EDWARDS, ELIZABETH J	07/13/2026	31.55
260000585	ELSNER, TARA	07/13/2026	1,102.00
260000586	ENERGYCAP LLC	07/13/2026	4,429.88
260000587	EVERDRIVEN TECHNOLOGIES LLC	07/13/2026	4,895.60
260000588	EVERWAY LLC	07/13/2026	15,651.90
260000589	FENIMORE, BREANNA E	07/13/2026	90.92
260000590	FLEENER, PAULA S	07/13/2026	161.55
260000591	FOLLETT CONTENT SOLUTIONS LLC	07/13/2026	137.18
260000592	FOOTWEAR SUPPLY	07/13/2026	100.00
260000593	FRANKLIN COMMUNITY HIGH SCHOOL	07/13/2026	5,355.00
260000594	FRANKLIN APPLIED BEHAVIOR SERV	07/13/2026	10,217.00
260000595	GIBAULT CHILDREN SERVICES	07/13/2026	1,103.90
260000596	ASSETWORKS RISK MANAGEMENT INC	07/13/2026	2,875.83
260000597	LIMINEX INC	07/13/2026	51,507.00
260000598	GOLDEN, AMANDA	07/13/2026	25.75
260000599	GRAHAM'S WRECKER SERVICE	07/13/2026	385.00

Check Nbr	Vendor Name	Check Date	Check Amount
260000600	HALL, MARIE A	07/13/2026	91.21
260000601	HAVENER, MARNI L	07/13/2026	188.35
260000602	IMPERIAL DADE	07/13/2026	593.87
260000603	INDIANA UNIVERSITY	07/13/2026	2,000.00
260000604	INDIANA TESTING	07/13/2026	165.00
260000605	INTERSTATE BATTERY SYSTEM	07/13/2026	269.70
260000606	JACKSON, TAMARA E	07/13/2026	98.00
260000607	JOHNSON, KELLY L	07/13/2026	200.82
260000608	JOHNSON CONTROLS	07/13/2026	7,909.79
260000609	KLOSTERMAN'S BAKING	07/13/2026	216.80
260000610	KROGER GARDIS & REGAS LLP	07/13/2026	12.00
260000611	LAWSON, PAIGE C	07/13/2026	28.28
260000612	LEE, TARA M	07/13/2026	32.09
260000613	LIGHTNING TWO-WAY RADIO	07/13/2026	234.00
260000614	LOWE, MALESEA F	07/13/2026	16.60
260000615	LUNA LANGUAGE SERVICES	07/13/2026	6,092.58
260000616	MACALLISTER MACHINERY CO INC	07/13/2026	1,430.02
260000617	MARK'S VACUUM INC	07/13/2026	400.00
260000618	MCCLAIN, NICHOLAS C	07/13/2026	41.25
260000619	MEAL MAGIC CORPORATION	07/13/2026	7,095.00
260000620	MEGAN'S GROOM ROOM	07/13/2026	175.00
260000621	MES SERVICE COMPANY LLC	07/13/2026	347.03
260000622	MID-AMERICA SOUND CORP	07/13/2026	6,115.00
260000623	MIDWEST MOTOR SUPPLY CO	07/13/2026	862.80
260000624	MIDWEST TRANSIT EQUIPMENT OF I	07/13/2026	156.73
260000625	MINDFUL GROWTH LLC	07/13/2026	23,354.17
260000626	MURRAY, JAMIE M	07/13/2026	358.12
260000627	NEW SOLUTIONS K12	07/13/2026	15,000.00
260000628	NU-TEC ROOFING CONTRACTORS LLC	07/13/2026	1,477.61
260000629	OTTO'S PARKING MARKING	07/13/2026	110.00
260000630	PARMER, STACY D	07/13/2026	467.50
260000631	PENNING, JANICE J	07/13/2026	10.40
260000632	PIAZZA PRODUCE	07/13/2026	3,727.66
260000633	PRAIRIE FARMS DAIRY	07/13/2026	2,142.00
260000634	PREMIER AG CO-OP INC	07/13/2026	93,998.20
260000635	PREMIER OUTDOOR POWER EQUIPMEN	07/13/2026	22,778.56
260000636	PUBLIC CONSULTING GROUP INC	07/13/2026	1,108.38
260000637	RECEIVABLES MANAGEMENT PARTNER	07/13/2026	1,112.10
260000638	RIPPERGER, JAMIE A	07/13/2026	42.78
260000639	ROMIE, JESSI	07/13/2026	26.10
260000640	ROTARY INTERNATIONAL FRANKLIN	07/13/2026	55.00
260000641	SAFE HIRING SOLUTIONS LLC	07/13/2026	1,080.90
260000642	SCHMIDT ASSOCIATES INC	07/13/2026	30,180.34
260000643	SCHOOL HEALTH CORPORATION	07/13/2026	1,555.62
260000644	SEALS, JENNIFER M	07/13/2026	88.75
260000645	SIGN SOLUTIONS INC	07/13/2026	20.00
260000646	SMITH, KATHALEEN B	07/13/2026	749.65
260000647	SOLIANT HEALTH LLC	07/13/2026	6,175.00
260000648	SOUTHARD, RACHEL A	07/13/2026	11.60
260000649	SPARKS, RANDILYNN N	07/13/2026	1.96

Check Nbr	Vendor Name	Check Date	Check Amount
260000650	SPOTLIGHT STRATEGIES	07/13/2026	113.83
260000651	SYNOVIA SOLUTIONS LLC	07/13/2026	2,475.60
260000652	THE STEPPING STONES GROUP LLC	07/13/2026	2,741.25
260000653	THOMAS, KATHRYN W	07/13/2026	957.63
260000654	TILLAR, MELISSA A	07/13/2026	228.18
260000655	TORNQUIST, CRAIG	07/13/2026	1,500.00
260000656	THE TRANE COMPANY	07/13/2026	2,832.40
260000657	US SIGNAL COMPANY LLC	07/13/2026	4,450.12
260000658	VANCO COMMERCIAL SERVICE	07/13/2026	11,090.51
260000659	VAUGHT, ADAM T	07/13/2026	106.73
260000660	WALKER, RACHEL	07/13/2026	14.50
260000661	YOUNG AND YOUNG	07/13/2026	3,237.50

112 ACH Check(s) For a Total of 472,486.36

Check Nbr	Vendor Name	Check Date	Check Amount
17053	BARKER, JAMES	07/13/2026	23.20
17054	BOWLING, GREG	07/13/2026	87.05
17055	C & T DESIGN AND EQUIPMENT	07/13/2026	53,209.00
17056	CITY OF FRANKLIN	07/13/2026	25,750.00
17057	COOPER, WALTER	07/13/2026	119.45
17058	CUB ACADEMY	07/13/2026	3,870.00
17059	DILLON, JOSH	07/13/2026	15.35
17060	ELLIS MECHANICAL INC	07/13/2026	471.00
17061	FILTER SERVICES OF INDIANA	07/13/2026	6,963.76
17062	FOOD SERVICES	07/13/2026	11,090.51
17063	FRANKLIN WRESTLING CLUB	07/13/2026	200.00
17064	FRANKLIN TOWNSHIP COMM SCHOOL	07/13/2026	3,670.00
17065	GENTRY, SARAH	07/13/2026	21.90
17066	HOLE, KIMBERLY	07/13/2026	101.10
17067	IDEM	07/13/2026	180.00
17068	INTERIOR SUPPLY	07/13/2026	261.12
17069	IN STATE SCHOOL MUSIC ASSOC	07/13/2026	300.00
17070	IU INDIANAPOLIS	07/13/2026	1,000.00
17071	Vendor Continued Check	07/13/2026	0.00
17072	JOHNSON COUNTY TREASURER	07/13/2026	71,869.39
17073	KING, JANE	07/13/2026	12.35
17074	LIBERTY MUTUAL	07/13/2026	841.00
17075	LUSE, MELINDA	07/13/2026	17.50
17076	MARKS AUTO DETAIL	07/13/2026	600.00
17077	MOUNT SAINT JOSEPH UNIVERSITY	07/13/2026	2,220.00
17078	Vendor Continued Check	07/13/2026	0.00
17079	CORDS COMMERCIAL ENT.	07/13/2026	3,171.01
17080	PARIS COUNSELING LLC	07/13/2026	1,545.00
17081	PERRY TOWNSHIP SCHOOLS	07/13/2026	2,362.38
17082	POYNTER SHEET METAL	07/13/2026	5,506.00
17083	JOHNSON COUNTY REMC	07/13/2026	1,540.00
17084	ROOT, AMANDA	07/13/2026	15.55
17085	SCHOLASTIC INC.	07/13/2026	600.00
17086	SHAW WELDING & GATES INC	07/13/2026	1,415.89
17087	Vendor Continued Check	07/13/2026	0.00
17088	SOUTHSIDE SPECIAL SERVICES OF	07/13/2026	62,454.03
17089	STERICYCLE INC	07/13/2026	150.05
17090	ULTIMATE CANINE LLC.	07/13/2026	318.20
17091	UNIFIED LEADERSHIP LLC	07/13/2026	1,000.00

39 Computer Check(s) For a Total of 262,971.79

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	112	ACH	Checks For a Total of	472,486.36
	39	Computer	Checks For a Total of	262,971.79
Total For	151	Manual, Wire Tran, ACH & Computer Checks		735,458.15
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	735,458.15

ALLOWANCE OF CLAIMS

I HEREBY CERTIFY THAT EACH OF THE LISTED CLAIMS AND THE INVOICES, OR BILLS ATTACHED THERETO,

ARE TRUE AND CORRECT, AND I HAVE AUDITED THE SAME IN ACCORDANCE WITH IC 5-11-10-1.6.

July 13, 2026

STEVE AHAUS
FISCAL OFFICER

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF

PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED

IN THE TOTAL AMOUNT OF $ 1,885,547.59 DATED THIS 13th DAY OF July 2026.

DEBBIE GILL
PRESIDENT

DAVID YOUNT
VICE PRESIDENT

JENNIFER MANN
SECRETARY

BRETT JONES
MEMBER

BECKY NELSON
MEMBER

APPROVED BY THE STATE BOARD OF ACCOUNTS NOVEMBER 1996 FOR: FRANKLIN COMMUNITY SCHOOL CORPORATION.

Check Date 06/04/2026

F U N D / O B J E C T S U M M A R Y

FUND	OBJECT	DESCRIPTION	AMOUNT
0101	1100	CERTIFIED SALARIES	864,895.46
	1200	NONCERTIFIED SALARIES	190,155.85
	1300	TEMPORARY SALARIES	27,960.81
	1401	NON-CERT OVERTIME SALARIES	155.32
	1420	ADDITIONAL COMPENSATION	17,337.44
	2110	SOCIAL SECURITY	64,027.13
	2115	MEDICARE	14,974.27
	2140	PUBLIC EMPLOYEES RETIREMENT FU	12,391.83
	2150	TEACHERS RETIREMENT	1,967.63
	2160	TEACHERS RETIREMENT	81,519.55
	2190	DENTAL INSURANCE	99.00
	2200	VISION INSURANCE	18.43
	2220	MEDICAL INSURANCE	2,656.88
	2410	LOCAL RETIREMENT CONTRIBUTIONS	25,223.33
		Fund 0101 Total	1,303,382.93
0160	1200	NONCERTIFIED SALARIES	114,035.74
	1401	NON-CERT OVERTIME SALARIES	850.29
	2110	SOCIAL SECURITY	6,814.54
	2115	MEDICARE	1,593.68
	2140	PUBLIC EMPLOYEES RETIREMENT FU	12,367.79
	2410	LOCAL RETIREMENT CONTRIBUTIONS	167.14
		Fund 0160 Total	135,829.18
0300	1100	CERTIFIED SALARIES	13,521.04
	1200	NONCERTIFIED SALARIES	154,968.45
	1250	TERMINAL LEAVE	4,597.36
	1300	TEMPORARY SALARIES	1,648.64
	1401	NON-CERT OVERTIME SALARIES	36,111.65
	1420	ADDITIONAL COMPENSATION	1,394.48
	2110	SOCIAL SECURITY	12,451.47
	2115	MEDICARE	2,912.02

Check Date 06/04/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	2140	PUBLIC EMPLOYEES RETIREMENT FU	10,895.73
	2150	TEACHERS RETIREMENT	234.00
	2160	TEACHERS RETIREMENT	1,156.35
	2190	DENTAL INSURANCE	66.00
	2200	VISION INSURANCE	13.21
	2220	MEDICAL INSURANCE	1,249.43
	2410	LOCAL RETIREMENT CONTRIBUTIONS	1,729.36
		Fund 0300 Total	242,949.19
0800	1200	NONCERTIFIED SALARIES	52,273.93
	1401	NON-CERT OVERTIME SALARIES	46.33
	2110	SOCIAL SECURITY	3,137.20
	2115	MEDICARE	733.72
	2140	PUBLIC EMPLOYEES RETIREMENT FU	2,185.61
	2410	LOCAL RETIREMENT CONTRIBUTIONS	167.16
		Fund 0800 Total	58,543.95
1300	1100	CERTIFIED SALARIES	4,270.41
	1200	NONCERTIFIED SALARIES	3,234.17
	2110	SOCIAL SECURITY	440.48
	2115	MEDICARE	103.01
	2140	PUBLIC EMPLOYEES RETIREMENT FU	362.23
	2160	TEACHERS RETIREMENT	431.31
	2410	LOCAL RETIREMENT CONTRIBUTIONS	128.12
		Fund 1300 Total	8,969.73
1720	1100	CERTIFIED SALARIES	2,312.48
	1200	NONCERTIFIED SALARIES	22,289.01
	1300	TEMPORARY SALARIES	1,223.85
	2110	SOCIAL SECURITY	1,568.38
	2115	MEDICARE	366.79
	2140	PUBLIC EMPLOYEES RETIREMENT FU	1,489.23
	2160	TEACHERS RETIREMENT	233.56

Check Date 06/04/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	2410	LOCAL RETIREMENT CONTRIBUTIONS	115.63
		Fund 1720 Total	29,598.93
2040	1420	ADDITIONAL COMPENSATION	22.50
	2110	SOCIAL SECURITY	1.25
	2115	MEDICARE	0.29
		Fund 2040 Total	24.04
2088	1300	TEMPORARY SALARIES	2,208.43
	2110	SOCIAL SECURITY	136.92
	2115	MEDICARE	32.02
		Fund 2088 Total	2,377.37
2500	1200	NONCERTIFIED SALARIES	2,666.66
	1201	NON-CERTIFIED SALARY	1,691.82
	2110	SOCIAL SECURITY	270.22
	2115	MEDICARE	63.22
	2140	PUBLIC EMPLOYEES RETIREMENT FU	298.67
		Fund 2500 Total	4,990.59
2710	2110	SOCIAL SECURITY	30.17
	2115	MEDICARE	7.06
	2160	TEACHERS RETIREMENT	50.50
	2750	OTHER EMPLOYEE BENEFITS	500.00
		Fund 2710 Total	587.73
3250	1200	NONCERTIFIED SALARIES	3,632.41
	1420	ADDITIONAL COMPENSATION	2,000.00
	2110	SOCIAL SECURITY	347.84
	2115	MEDICARE	81.34
	2160	TEACHERS RETIREMENT	178.94

Check Date 06/04/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
		Fund 3250 Total	6,240.53
3270	1200	NONCERTIFIED SALARIES	2,454.82
	2110	SOCIAL SECURITY	143.43
	2115	MEDICARE	33.55
	2140	PUBLIC EMPLOYEES RETIREMENT FU	274.94
		Fund 3270 Total	2,906.74
4137	1100	CERTIFIED SALARIES	14,344.50
	1200	NONCERTIFIED SALARIES	6,902.89
	2110	SOCIAL SECURITY	1,228.56
	2115	MEDICARE	287.31
	2140	PUBLIC EMPLOYEES RETIREMENT FU	485.63
	2160	TEACHERS RETIREMENT	1,448.82
		Fund 4137 Total	24,697.71
5113	1200	NONCERTIFIED SALARIES	1,747.20
	2110	SOCIAL SECURITY	100.89
	2115	MEDICARE	23.59
	2140	PUBLIC EMPLOYEES RETIREMENT FU	195.69
		Fund 5113 Total	2,067.37
5203	1100	CERTIFIED SALARIES	25,738.46
	1200	NONCERTIFIED SALARIES	7,864.68
	2110	SOCIAL SECURITY	1,950.69
	2115	MEDICARE	456.20
	2140	PUBLIC EMPLOYEES RETIREMENT FU	880.84
	2160	TEACHERS RETIREMENT	2,325.97
	2410	LOCAL RETIREMENT CONTRIBUTIONS	690.90
		Fund 5203 Total	39,907.74
5401	1100	CERTIFIED SALARIES	963.21

Check Date 06/04/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	2110	SOCIAL SECURITY	56.74
	2115	MEDICARE	13.27
	2160	TEACHERS RETIREMENT	97.29
	2410	LOCAL RETIREMENT CONTRIBUTIONS	28.89
		Fund 5401 Total	1,159.40
5824	1100	CERTIFIED SALARIES	797.10
	2110	SOCIAL SECURITY	44.09
	2115	MEDICARE	10.31
	2160	TEACHERS RETIREMENT	80.50
		Fund 5824 Total	932.00
5825	1300	TEMPORARY SALARIES	499.60
	2110	SOCIAL SECURITY	30.98
	2115	MEDICARE	7.24
		Fund 5825 Total	537.82
6460	1200	NONCERTIFIED SALARIES	13,694.21
	1300	TEMPORARY SALARIES	272.00
	2110	SOCIAL SECURITY	862.24
	2115	MEDICARE	201.67
	2140	PUBLIC EMPLOYEES RETIREMENT FU	784.39
		Fund 6460 Total	15,814.51
6850	1100	CERTIFIED SALARIES	3,422.61
	2110	SOCIAL SECURITY	212.20
	2115	MEDICARE	49.63
	2160	TEACHERS RETIREMENT	345.69
		Fund 6850 Total	4,030.13
		Summary total	1,885,547.59

Check Date 06/04/2026

FUND	OBJECT	DESCRIPTION	AMOUNT

O B J E C T S U M M A R Y

OBJECT	DESCRIPTION	AMOUNT
1100	CERTIFIED SALARIES	930,265.27
1200	NONCERTIFIED SALARIES	575,920.02
1201	NON-CERTIFIED SALARY	1,691.82
1250	TERMINAL LEAVE	4,597.36
1300	TEMPORARY SALARIES	33,813.33
1401	NON-CERT OVERTIME SALARIES	37,163.59
1420	ADDITIONAL COMPENSATION	20,754.42
2110	SOCIAL SECURITY	93,855.42
2115	MEDICARE	21,950.19
2140	PUBLIC EMPLOYEES RETIREMENT FU	42,612.58
2150	TEACHERS RETIREMENT	2,201.63
2160	TEACHERS RETIREMENT	87,868.48
2190	DENTAL INSURANCE	165.00
2200	VISION INSURANCE	31.64
2220	MEDICAL INSURANCE	3,906.31
2410	LOCAL RETIREMENT CONTRIBUTIONS	28,250.53
2750	OTHER EMPLOYEE BENEFITS	500.00
	Summary total	1,885,547.59

********** End of report **********

ALLOWANCE OF CLAIMS

I HEREBY CERTIFY THAT EACH OF THE LISTED CLAIMS AND THE INVOICES, OR BILLS ATTACHED THERETO,

ARE TRUE AND CORRECT, AND I HAVE AUDITED THE SAME IN ACCORDANCE WITH IC 5-11-10-1.6.

July 13, 2026

STEVE AHAUS
FISCAL OFFICER

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF

PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED

IN THE TOTAL AMOUNT OF $ 2,730.72 DATED THIS 13th DAY OF July, 2026.

DEBBIE GILL
PRESIDENT

DAVID YOUNT
VICE-PRESIDENT

JENNIFER MANN
SECRETARY

BRETT JONES
MEMBER

BECKY NELSON
MEMBER

APPROVED BY THE STATE BOARD OF ACCOUNTS NOVEMBER 1996 FOR: FRANKLIN COMMUNITY SCHOOL CORPORATION.

Check Date 06/22/2026

FUND / OBJECT SUMMARY

FUND	OBJECT	DESCRIPTION	AMOUNT
0101	1200	NONCERTIFIED SALARIES	160.00
	2110	SOCIAL SECURITY	9.92
	2115	MEDICARE	2.32
	2140	PUBLIC EMPLOYEES RETIREMENT FU	17.92
		Fund 0101 Total	190.16
1745	1420	ADDITIONAL COMPENSATION	1,500.00
	2110	SOCIAL SECURITY	93.00
	2115	MEDICARE	21.75
	2140	PUBLIC EMPLOYEES RETIREMENT FU	183.00
		Fund 1745 Total	1,797.75
3780	1420	ADDITIONAL COMPENSATION	625.00
	2110	SOCIAL SECURITY	38.75
	2115	MEDICARE	9.06
	2140	PUBLIC EMPLOYEES RETIREMENT FU	70.00
		Fund 3780 Total	742.81
		Summary total	2,730.72

OBJECT SUMMARY

OBJECT	DESCRIPTION	AMOUNT
1200	NONCERTIFIED SALARIES	160.00
1420	ADDITIONAL COMPENSATION	2,125.00
2110	SOCIAL SECURITY	141.67
2115	MEDICARE	33.13
2140	PUBLIC EMPLOYEES RETIREMENT FU	270.92
	Summary total	2,730.72

Check Date 06/22/2026

OBJECT	DESCRIPTION	AMOUNT

********** End of report **********

ALLOWANCE OF CLAIMS

I HEREBY CERTIFY THAT EACH OF THE LISTED CLAIMS AND THE INVOICES, OR BILLS ATTACHED THERETO,

ARE TRUE AND CORRECT, AND I HAVE AUDITED THE SAME IN ACCORDANCE WITH IC 5-11-10-1.6.

July 13, 2026

STEVE AHAUS
FISCAL OFFICER

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF

PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED

IN THE TOTAL AMOUNT OF $ 2,231,274.27 DATED THIS 13th DAY OF July, 2026.

DEBBIE GILL
PRESIDENT

DAVID YOUNT
VICE PRESIDENT

JENNIFER MANN
SECRETARY

BRETT JONES
MEMBER

BECKY NELSON
MEMBER

APPROVED BY THE STATE BOARD OF ACCOUNTS NOVEMBER 1996 FOR: FRANKLIN COMMUNITY SCHOOL CORPORATION.

Check Date 06/18/2026

F U N D / O B J E C T S U M M A R Y

FUND	OBJECT	DESCRIPTION	AMOUNT
0101	1100	CERTIFIED SALARIES	809,254.23
	1200	NONCERTIFIED SALARIES	72,331.52
	1300	TEMPORARY SALARIES	15,157.50
	1420	ADDITIONAL COMPENSATION	63,503.00
	2110	SOCIAL SECURITY	55,872.64
	2115	MEDICARE	13,066.95
	2140	PUBLIC EMPLOYEES RETIREMENT FU	8,771.80
	2150	TEACHERS RETIREMENT	616.97
	2160	TEACHERS RETIREMENT	84,398.73
	2190	DENTAL INSURANCE	12,630.75
	2200	VISION INSURANCE	2,487.93
	2210	LIFE INSURANCE	1,809.24
	2220	MEDICAL INSURANCE	361,068.75
	2410	LOCAL RETIREMENT CONTRIBUTIONS	23,330.09
	2421	VEBA CONTRIBUTIONS	115,171.46
	2430	LONG TERM DISABILITY INSURANCE	5,125.41
		Fund 0101 Total	1,644,596.97
0160	1200	NONCERTIFIED SALARIES	109,119.53
	1300	TEMPORARY SALARIES	326.25
	1401	NON-CERT OVERTIME SALARIES	6.95
	1420	ADDITIONAL COMPENSATION	864.96
	2110	SOCIAL SECURITY	6,528.93
	2115	MEDICARE	1,526.87
	2140	PUBLIC EMPLOYEES RETIREMENT FU	12,024.40
	2160	TEACHERS RETIREMENT	32.95
	2190	DENTAL INSURANCE	1,850.50
	2200	VISION INSURANCE	302.37
	2210	LIFE INSURANCE	146.30
	2220	MEDICAL INSURANCE	50,034.36
	2410	LOCAL RETIREMENT CONTRIBUTIONS	1,159.00
	2430	LONG TERM DISABILITY INSURANCE	564.91

Check Date 06/18/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
		Fund 0160 Total	184,488.28
0300	1100	CERTIFIED SALARIES	13,521.04
	1200	NONCERTIFIED SALARIES	127,135.35
	1401	NON-CERT OVERTIME SALARIES	7,489.92
	1420	ADDITIONAL COMPENSATION	6,749.56
	2110	SOCIAL SECURITY	8,994.61
	2115	MEDICARE	2,103.56
	2140	PUBLIC EMPLOYEES RETIREMENT FU	8,399.12
	2150	TEACHERS RETIREMENT	234.00
	2160	TEACHERS RETIREMENT	1,156.35
	2190	DENTAL INSURANCE	2,598.00
	2200	VISION INSURANCE	438.74
	2210	LIFE INSURANCE	167.53
	2220	MEDICAL INSURANCE	67,416.58
	2410	LOCAL RETIREMENT CONTRIBUTIONS	1,635.12
	2421	VEBA CONTRIBUTIONS	3,249.02
	2430	LONG TERM DISABILITY INSURANCE	520.16
		Fund 0300 Total	251,808.66
0800	1200	NONCERTIFIED SALARIES	7,606.44
	2110	SOCIAL SECURITY	501.06
	2115	MEDICARE	117.16
	2140	PUBLIC EMPLOYEES RETIREMENT FU	698.49
	2190	DENTAL INSURANCE	505.00
	2200	VISION INSURANCE	76.14
	2210	LIFE INSURANCE	27.50
	2220	MEDICAL INSURANCE	10,389.90
	2410	LOCAL RETIREMENT CONTRIBUTIONS	167.16
	2430	LONG TERM DISABILITY INSURANCE	29.47
		Fund 0800 Total	20,118.32
1300	1100	CERTIFIED SALARIES	4,270.41
	1200	NONCERTIFIED SALARIES	3,234.17

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FUND	OBJECT	DESCRIPTION	AMOUNT
	2110	SOCIAL SECURITY	439.84
	2115	MEDICARE	102.86
	2140	PUBLIC EMPLOYEES RETIREMENT FU	362.23
	2160	TEACHERS RETIREMENT	431.31
	2190	DENTAL INSURANCE	101.53
	2200	VISION INSURANCE	18.31
	2210	LIFE INSURANCE	12.37
	2220	MEDICAL INSURANCE	3,689.39
	2410	LOCAL RETIREMENT CONTRIBUTIONS	128.12
	2421	VEBA CONTRIBUTIONS	555.15
	2430	LONG TERM DISABILITY INSURANCE	41.99
		Fund 1300 Total	13,387.68
1720	1100	CERTIFIED SALARIES	2,312.48
	1200	NONCERTIFIED SALARIES	2,660.81
	2110	SOCIAL SECURITY	303.11
	2115	MEDICARE	70.88
	2140	PUBLIC EMPLOYEES RETIREMENT FU	137.53
	2160	TEACHERS RETIREMENT	248.98
	2190	DENTAL INSURANCE	238.00
	2200	VISION INSURANCE	38.16
	2210	LIFE INSURANCE	17.33
	2220	MEDICAL INSURANCE	5,633.27
	2410	LOCAL RETIREMENT CONTRIBUTIONS	115.63
	2430	LONG TERM DISABILITY INSURANCE	69.44
		Fund 1720 Total	11,845.62
1730	1420	ADDITIONAL COMPENSATION	216.00
	2110	SOCIAL SECURITY	12.76
	2115	MEDICARE	2.99
	2140	PUBLIC EMPLOYEES RETIREMENT FU	24.19
		Fund 1730 Total	255.94

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FUND	OBJECT	DESCRIPTION	AMOUNT
1750	1420	ADDITIONAL COMPENSATION	525.00
	2110	SOCIAL SECURITY	30.94
	2115	MEDICARE	7.23
	2150	TEACHERS RETIREMENT	2.25
	2160	TEACHERS RETIREMENT	45.45
		Fund 1750 Total	610.87
1780	1200	NONCERTIFIED SALARIES	195.64
	2110	SOCIAL SECURITY	12.13
	2115	MEDICARE	2.84
	2140	PUBLIC EMPLOYEES RETIREMENT FU	13.72
		Fund 1780 Total	224.33
2500	1200	NONCERTIFIED SALARIES	2,666.66
	1201	NON-CERTIFIED SALARY	3,899.80
	1401	NON-CERT OVERTIME SALARIES	773.11
	2110	SOCIAL SECURITY	453.65
	2115	MEDICARE	106.10
	2140	PUBLIC EMPLOYEES RETIREMENT FU	385.26
		Fund 2500 Total	8,284.58
3250	1420	ADDITIONAL COMPENSATION	3,352.36
	2110	SOCIAL SECURITY	201.46
	2115	MEDICARE	47.11
	2160	TEACHERS RETIREMENT	131.62
		Fund 3250 Total	3,732.55
3270	1200	NONCERTIFIED SALARIES	2,454.82
	2110	SOCIAL SECURITY	142.58
	2115	MEDICARE	33.35
	2140	PUBLIC EMPLOYEES RETIREMENT FU	274.94
	2190	DENTAL INSURANCE	42.50

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FUND	OBJECT	DESCRIPTION	AMOUNT
	2200	VISION INSURANCE	7.43
	2210	LIFE INSURANCE	2.20
	2220	MEDICAL INSURANCE	1,033.29
	2430	LONG TERM DISABILITY INSURANCE	15.96
		Fund 3270 Total	4,007.07
4137	1100	CERTIFIED SALARIES	14,344.50
	1420	ADDITIONAL COMPENSATION	875.00
	2110	SOCIAL SECURITY	858.83
	2115	MEDICARE	200.85
	2140	PUBLIC EMPLOYEES RETIREMENT FU	8.40
	2160	TEACHERS RETIREMENT	1,529.62
		Fund 4137 Total	17,817.20
5113	1200	NONCERTIFIED SALARIES	1,747.20
	2110	SOCIAL SECURITY	100.89
	2115	MEDICARE	23.59
	2140	PUBLIC EMPLOYEES RETIREMENT FU	195.69
	2190	DENTAL INSURANCE	52.00
	2200	VISION INSURANCE	6.09
	2210	LIFE INSURANCE	3.30
	2220	MEDICAL INSURANCE	1,422.90
	2430	LONG TERM DISABILITY INSURANCE	11.40
		Fund 5113 Total	3,563.06
5203	1100	CERTIFIED SALARIES	25,738.45
	1200	NONCERTIFIED SALARIES	7,864.68
	2110	SOCIAL SECURITY	1,950.55
	2115	MEDICARE	456.17
	2140	PUBLIC EMPLOYEES RETIREMENT FU	880.84
	2160	TEACHERS RETIREMENT	2,325.96
	2190	DENTAL INSURANCE	379.44
	2200	VISION INSURANCE	89.91

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FUND	OBJECT	DESCRIPTION	AMOUNT
	2210	LIFE INSURANCE	54.43
	2220	MEDICAL INSURANCE	12,547.00
	2410	LOCAL RETIREMENT CONTRIBUTIONS	690.89
	2421	VEBA CONTRIBUTIONS	3,363.86
	2430	LONG TERM DISABILITY INSURANCE	196.85
		Fund 5203 Total	56,539.03
5401	1100	CERTIFIED SALARIES	481.61
	2110	SOCIAL SECURITY	28.37
	2115	MEDICARE	6.63
	2160	TEACHERS RETIREMENT	48.65
	2190	DENTAL INSURANCE	7.28
	2200	VISION INSURANCE	1.50
	2210	LIFE INSURANCE	1.33
	2220	MEDICAL INSURANCE	155.49
	2410	LOCAL RETIREMENT CONTRIBUTIONS	14.45
	2421	VEBA CONTRIBUTIONS	62.61
		Fund 5401 Total	807.92
5824	1100	CERTIFIED SALARIES	797.10
	2110	SOCIAL SECURITY	44.09
	2115	MEDICARE	10.31
	2160	TEACHERS RETIREMENT	80.50
		Fund 5824 Total	932.00
6460	2190	DENTAL INSURANCE	116.00
	2200	VISION INSURANCE	18.43
	2210	LIFE INSURANCE	6.60
	2220	MEDICAL INSURANCE	2,046.70
	2430	LONG TERM DISABILITY INSURANCE	13.54
		Fund 6460 Total	2,201.27

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FUND	OBJECT	DESCRIPTION	AMOUNT
6850	1100	CERTIFIED SALARIES	3,422.61
	2110	SOCIAL SECURITY	212.20
	2115	MEDICARE	49.63
	2160	TEACHERS RETIREMENT	345.69
		Fund 6850 Total	4,030.13
6883	1420	ADDITIONAL COMPENSATION	1,731.91
	2110	SOCIAL SECURITY	93.98
	2115	MEDICARE	21.98
	2160	TEACHERS RETIREMENT	174.92
		Fund 6883 Total	2,022.79
		Summary total	2,231,274.27

O B J E C T S U M M A R Y

OBJECT	DESCRIPTION	AMOUNT
1100	CERTIFIED SALARIES	874,142.43
1200	NONCERTIFIED SALARIES	337,016.82
1201	NON-CERTIFIED SALARY	3,899.80
1300	TEMPORARY SALARIES	15,483.75
1401	NON-CERT OVERTIME SALARIES	8,269.98
1420	ADDITIONAL COMPENSATION	77,817.79
2110	SOCIAL SECURITY	76,782.62
2115	MEDICARE	17,957.06
2140	PUBLIC EMPLOYEES RETIREMENT FU	32,176.61
2150	TEACHERS RETIREMENT	853.22
2160	TEACHERS RETIREMENT	90,950.73
2190	DENTAL INSURANCE	18,521.00
2200	VISION INSURANCE	3,485.01
2210	LIFE INSURANCE	2,248.13
2220	MEDICAL INSURANCE	515,437.63
2410	LOCAL RETIREMENT CONTRIBUTIONS	27,240.46

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OBJECT	DESCRIPTION	AMOUNT
2421	VEBA CONTRIBUTIONS	122,402.10
2430	LONG TERM DISABILITY INSURANCE	6,589.13
	Summary total	2,231,274.27

********** End of report **********

FRANKLIN
COMMUNITY SCHOOLS
Student-Centered • Innovative

June 8, 2026
Board of School Trustees

FCMS - Auditorium
625 Grizzly Cub Drive
Franklin, IN 46131
6:00 PM

1. WATCH MEETING LIVE
   You Tube Live Stream

2. CALL THE MEETING TO ORDER
- Pledge of Allegiance

3. **CONSENT AGENDA**
   Board President

   A. Public Comments on any Consent Agenda Item
      Public comments regarding consent agenda items are limited to 3 minutes.
      There were no public comments.
   B. Allowance of Claims and Vouchers
   C. Approve Minutes
   D. Cincy Speech and Language Services
   E. Common School Loan Resolution
   F. Donations
   G. ECA Audit
   H. Orientation and Mobility Services
   I. Overnight / Out of State Trips
   J. Personnel Report
   K. Recycling
   L. Shared Services Agreement
   M. Software Renewals
   N. Surplus
   O. Angie Balsley - Travel Expense
   P. Consent Agenda Vote

MOtion to appove. This motion, made by Brett Jones and seconded by Jennifer Mann, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0

4. **SUPERINTENDENT REPORTS**

A. Athletic Update
Bill Doty
Bill Doty and Josh Fewell provided athletic highlights for FCMS and FCHS, as well as what is coming up in the 2026-2027 school year.
FCMS won the combined all-sports award in the Mid-State Conference. FCMS had multiple conference and county champions, and a lot of records were broken in swimming, cross country and track and field.
FCHS came in second in the combined all-sports award in the Mid-State Conference. All the fall, winter, and spring sports had athletes competing at the state level, with several athletes being top finalists. Starting next year, the IHSAA has approved Personal Branding Activity (PBA). This is an activity where a student uses their name, image, or likeness for promotional, endorsement, or commercial purposes, such as social media posts, appearances, or sponsorships. This is not NIL (Name, Image, Likeness). The difference between the two is how it is managed, and it is not managed by schools. It has to be separate from the school or athletic department. Students can't wear their team jerseys or logos. More information is coming on this soon. We will provide training to students, parents, and coaches.
The MS and HS will be using Grit Leadership, which is a survey platform that specializes in education-based athletics for coach evaluations. Surveys will go out to coaches, parents, and student athletes for feedback on the program and coaches.

5. **ACTION ITEMS**

A. Public Comments on any Action Item
Public comments regarding action items are limited to 3 minutes.
There were no public comments.

B. Recommendation to Purchase of Property located at 355 N. Morton Street, Franklin, IN
Dr. David Clendening
Motion to purchase the property located at 355 North Morton Street, Franklin, IN, for $1.3 million with no conditions. This motion, made by Brett Jones and seconded by David Yount, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea

Jennifer Mann: Yea

Becky Nelson: Yea

David Yount: Yea

Yea: 5, Nay: 0

Dr. Clendening made a recommendation to purchase the property located at 355 North Morton Street, Franklin, IN 46131, for $1.3 million. We do have the money set aside for the purchase of property in our Rainy Day Fund. This is John Auld's property and the former Bud and Bloom, which is south of the FCMS. One of the reasons for this recommendation to purchase is that there is an easement on this property that runs from the back of the insurance building all the way down to Emma from a previous experience when the MS was residential. If we were to get a neighbor on that property, it would invoke that and whoever would purchase could go right through our parking lot. Future use could house the FCS Police Department, FCVS, and Central Office staff, and then the IT department could use the current admin building. If we were to purchase the property, we would knock down both buildings.

C. FCVS 2026-2027 School Calendars

Shelbie Murphy

Motion to approved the FCVS calendars for 2026-2027. This motion, made by Brett Jones and seconded by Becky Nelson, Passed.

Debbie Gill: Yea

Brett Jones: Yea

Jennifer Mann: Yea

Becky Nelson: Yea

David Yount: Yea

Yea: 5, Nay: 0

Mrs. Murphy made a recommendation that the Board approve the FCVS 2026-2027 school calendar.

D. Curriculum Adoption

Dr. Brooke Worland

Motion to approve the Curriculum Adoption. This motion, made by Brett Jones and seconded by Jennifer Mann, Passed.

Debbie Gill: Yea

Brett Jones: Yea

Jennifer Mann: Yea

Becky Nelson: Yea

David Yount: Yea

Yea: 5, Nay: 0

Dr. Worland recommended that the Board approve the Curriculum Adoption. The first two items are connected to our school counseling program (K-6). We have not had a biology resource for several years. The English Workshop is a course for students who are struggling and need extra support. We have added an English 9 resource. AP Language and

Composition is a required resource for AP. We have added an English 12 resource.

E. Principles of Early Childhood Education Course
Dr. Brooke Worland
Motion to approve the Principles of Early Childhood Education Courses. This motion, made by Jennifer Mann and seconded by Brett Jones, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0
Dr. Worland recommended that the Board approve adding the Principles of Early Childhood Education Course to the HS catalog. We have the opportunity to introduce a course for dual credit through IvyTech and in partnership with Cub Academy.

F. Elementary Handbook
Dr. Mark Heiden
Motion to adopt the elementary handbook. This motion, made by David Yount and seconded by Brett Jones, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0
Dr. Worland made a recommendation to approve the elementary handbook for 2026-2027.

G. Policies - Guidelines - Forms
Dr. David Clendening
Motion to approve the policies as presented. This motion, made by David Yount and seconded by Becky Nelson, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0
Dr. Clendening made a recommendation that the Board approve the policies as presented.

6. **DISCUSSION**

A. Public Comments on Discussion Items
Public comments regarding discussion items are limited to 3 minutes.
There were no public comments.

B. Handbooks: CBIS - FCMS - FCHS - FCVS
Dr. Worland presented the summary of changes and the proposed handbooks for CBIS, FCMS, FCHS and FCVS. The majority of the changes to the CBIS handbook are cosmetic. We added a paragraph (from Mrs. Scott) to all the handbooks regarding our special education program, and cell phone updates are also included. The MS updated their attendance guidelines. Mr. Wagner shared that the HS did a complete overhaul on their handbook. The HS added that driving privileges will be revoked from students who are having attendance issues. Other items were added to the HS handbook and highlighted in the summary of changes. Mrs. Murphy shared the proposed changes to the FCVS handbook to match the current practices.

C. Proposal to hire former CFO for consulting services
Dr. Clendening
Dr. Clendening discussed hiring Tina Jobe as a consultant for Mr. Ahaus for no more than 20 hours per month at her daily rate through December 31, 2026.

D. Earn to Learn
Katie Smith
Mrs. Smith shared that Work and Learn is a platform that the HS already uses for paid internships. So, Work and Learn Indiana is in partnership with Earn Indiana. An application is submitted to Work and Learn Indiana as an employer for paid internships. Mrs. Smith is proposing that FCS submit on Work and Learn Indiana and then Earn Indiana is the platform that pays out up to 50% of the wages. Working with Mr. Jenkins and Mrs. Jernigan on the CDA process, the students can have a paid internship. The student would apply for these internships. The student with the internship would be responsible for submitting on Earn Indiana weekly. Mrs. Smith would be responsible for entering their hours weekly. Mr. Jenkins and Mrs. Jernigan would submit students who would be qualified for the internship, and then the committee would interview the HS students. There are two internship spots available. The internship can only be for a year, but no less than eight weeks. No less than 10 hours a week and no more than 20 hours during the school year.

Mrs. Smith shared the logo options for Franklin Cub Academy.

E. Policies - Guidelines - Forms
Dr. Clendening discussed Policy 475-R-Justifiable Decrease. This policy was tabled at the last meeting because we were still looking at our evaluation system.

7. **BOARD / ADMINISTRATIVE COMMENTS**

A. Board Comments
Dr. Clendening asked the Board about their availability for a Board retreat on July 28th or 30th. We will have a potential board meeting on July 23rd at 6:00 pm.

B. Administrative Comments

8. **CALENDAR**

A. Calendar of Events

- Joint Meeting with the City of Franklin: August 24, 6:00 pm, Franklin City Hall Council Chambers
- Cub Academy Ribbon Cutting & Open House: August 29 (Saturday), 10:00-11:30 am
- CBIS 50 Year Open House: September 18, 4:00-6:00 pm Tailgate & Tours

9. ADJOURNMENT
   Motion to adjourn the meeting at 7:06 pm. This motion, made by Brett Jones and seconded by Jennifer Mann, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

   Yea: 5, Nay: 0

10. 11. I.C. 5-14-9-1
    David Yount is an appointed member of the Franklin Community School Corporation Board of School Trustees representing Needham Township appointed by Franklin Community School Board. The date of appointment was January 30, 2025, and the term expires December 31, 2026.

Board of School Trustees

Debbie Gill, President

David Yount, Vice President

Jennifer Mann, Secretary

Brett Jones, Member

Becky Nelson, Member

FRANKLIN
COMMUNITY SCHOOLS
Student-Centered • Innovative

June 23, 2026
Board of School Trustees

FCMS - Auditorium
625 Grizzly Cub Drive
Franklin, IN 46131
6:00 PM

1. WATCH MEETING LIVE
   You Tube Live Stream

2. CALL THE MEETING TO ORDER
- Pledge of Allegiance

3. **ACTION ITEMS**

   A. Public Comments on any Action Item
   Public comments regarding action items are limited to 3 minutes.
   There were no public comments.

   B. Resolution for consideration of an operating referendum and a revenue spending plan for Franklin Community Schools
   Dr. David Clendening
   A motion was made to approve the resolution and spending plan as presented. This motion, made by Brett Jones and seconded by Jennifer Mann, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

   Yea: 5, Nay: 0
   Dr. Clendening introduced a proposal for a 2027-2034 operating referendum, which will go before voters in November, imposing a property tax rate that does not exceed $0.2900 and results in a maximum annual amount that does not exceed $9,000,000. Since Indiana's property tax caps began in 2009, the district has consistently streamlined operations and maintained competitiveness through 2019. In 2019, we asked the community to collaborate with us and to approve a $0.23 per $100 of AV house assessment to help us stay competitive in teacher and support staff salaries and in safety initiatives. Through our partnership with Cummins, we created peer groups that looked like us, and the results showed we were falling behind on salaries

and safety initiatives. Ultimately, the community approved the 2019 referendum, and the district remains deeply grateful for this continued partnership. This partnership has yielded numerous successes across the district, directly benefiting both our students and staff.
Why are we asking for the referendum now? The state legislation and the general assembly changed the law, and referendums can only happen in general election years (2026, 2028, 2030, 2032, etc). So, we have a choice to go earlier so we can continue our program successeses. If we wait until 2028, we will see a gap in our resource allocations. We are asking the Board to consider the revenue spending plan as well as the resolution to allow us to move forward with the November election to be put on the ballot, asking the community to partner with us again.

Mr. Ahaus shared why we are choosing $0.29 in the next operation referendum and what that means for us. One important factor is to look back at the overall tax rate of the district. Efforts were made by the district after the 2019 referendum to bring down the tax rate. In the last 5 years, we have gone from $1.70 to $1.23. The HS comes off our debt service after this calendar year. Our current referendum expires at the end of 2027. The goal is to stabilize our cash flow through 2034. The referendum levy would be used on three components: 1) Essential student health and safety initiatives, 2) Supporting and retaining teachers and staff, 3) Managing class sizes, academic programs, and opportunities to meet the learning needs of all students.

Eric Long, with Ice Miller, shared the timing and technical aspects of the resolution that is under consideration. To get on the November 2026 ballot, the legal steps have to be wrapped up by July 31, 2026. The first step is passing the resolution, making a finding regarding the need for the referendum. After the school board considers the resolution and there is a majority vote, the next step is to talk to the county auditor for their certifications on the blank figures in the resolution. The next step will be to run the ballot question by the Indiana Department of Local Government Finance for their review.

C. Franklin Cub Academy Logo
Katie Smith
Motion to approve the Franklin Cub Academy logos. This motion, made by Jennifer Mann and seconded by Brett Jones, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea

David Yount: Yea

Yea: 5, Nay: 0

Mrs. Smith requested approval of the Franklin Cub Academy logo with the establishment of 2015.

4. ADJOURNMENT

Motion to adjourn the meeting at 6:36 pm. This motion, made by Brett Jones and seconded by David Yount, Passed.

Debbie Gill:	Yea
Brett Jones:	Yea
Jennifer Mann:	Yea
Becky Nelson:	Yea
David Yount:	Yea

Yea: 5, Nay: 0

5. 11. I.C. 5-14-9-1

David Yount is an appointed member of the Franklin Community School Corporation Board of School Trustees representing Needham Township appointed by Franklin Community School Board. The date of appointment was January 30, 2025, and the term expires December 31, 2026.

Board of School Trustees

Debbie Gill, President

David Yount, Vice President

Jennifer Mann, Secretary

Brett Jones, Member

Becky Nelson, Member

EXCERPTS OF MINUTES OF A MEETING
OF
BOARD OF SCHOOL TRUSTEES
OF
FRANKLIN COMMUNITY SCHOOL CORPORATION

A meeting of the Board of School Trustees (the "Board") of Franklin Community School Corporation (the "School Corporation") was held at the Franklin Community Middle School Auditorium, 625 Grizzly Cub Drive, Franklin on June 23, 2026 at 6:00 p.m., pursuant to notice duly given in accordance with the law and the rules of the Board.

The meeting was called to order by the President of the Board.

On call of the roll, the members of the Board were present or absent as follows:

Present: Debbie Gill, President; David Yount, Vice-President; Jennifer Mann, Secretary; Brett Jones, Member; Becky Nelson, Member

Absent: none

A majority of the members present, the President presided and the Secretary kept the minutes of the meeting.

The Board discussed pursuing a referendum tax levy pursuant to Indiana Code § 20-46-1. After discussion of the referendum, on motion duly made, seconded and carried, the Board adopted the resolution attached as Exhibit A.

There being no further business to come before the meeting, the meeting was adjourned.

Secretary, Board of School Trustees

APPROVED:

President, Board of School Trustees

4928-3894-6470.1

EXHIBIT A

REFERENDUM TAX LEVY RESOLUTION

WHEREAS, Indiana Code § 20-46-1, as amended (the "Act"), permits a public school corporation to adopt a resolution to place a referendum on the ballot if the governing body of the school corporation determines that the school corporation cannot, in a calendar year, carry out its public educational duty unless it imposes a referendum tax levy under the Act; and

WHEREAS, the administration and the Board of School Trustees (the "Board") of Franklin Community School Corporation (the "School Corporation") have been investigating the need for a potential referendum in order to fund essential educational and operational expenditures of the School Corporation; and

WHEREAS, the Board, being the governing body of the School Corporation, has determined that based on current revenue calculations for the years 2027 through and including 2034, the School Corporation will not be able to carry out its public educational duty unless it annually imposes a referendum tax levy in accordance with the Act; and

WHEREAS, pursuant to the Act, a copy of a proposed Revenue Spending Plan was presented to the Board, which is attached to this Resolution as Exhibit A-1 (the "Revenue Spending Plan"); and

WHEREAS, based on the foregoing, the Board now desires to adopt a resolution to place a referendum on the November 3, 2026 ballot under the Act; now, therefore,

BE IT RESOLVED, that this Board hereby determines that based on current revenue calculations for the years 2027 through and including 2034, the School Corporation will not be able to carry out its public educational duty unless it imposes a maximum annual referendum property tax rate of $0.29 and a maximum annual referendum property tax levy of $9,000,000 starting in 2027 through and including 2034.

BE IT FURTHER RESOLVED, that the School Corporation does not plan to distribute any revenue from the referendum tax levy deposited into the School Corporation's education fund to a charter school.

BE IT FURTHER RESOLVED, that there shall be placed on a ballot to be considered in a referendum of the registered voters residing in the boundaries of the School Corporation at an election to be held on November 3, 2026, a question in substantially the following format, subject to completion and determination of certain information by the Johnson County Auditor as required by law, and subject to approval by the Indiana Department of Local Government Finance (the "DLGF"):

> "Shall Franklin Community Schools increase property taxes paid to the School Corporation for no more than eight (8) years for the purpose of funding and sustaining educational and operational funding stability in response to reductions in property tax revenue, including supporting and retaining teachers and staff, essential student health and safety initiatives, managing class sizes, academic

programs, and opportunities to meet the learning needs of all students, by imposing a property tax rate that does not exceed $0.2900 and results in a maximum annual amount that does not exceed $9,000,000? If this operating referendum public question is approved by the voters, for a median residence of [$_____], the property's annual property tax bill would increase by [$_____] per year. The most recent operating referendum public question proposed by the school corporation was held in May 2019 and passed."

BE IT FURTHER RESOLVED, that the Superintendent, Assistant Superintendent, or Chief Financial Officer (collectively, the "Administration"), or the President or Secretary of the Board, be and hereby is authorized to certify a copy of this resolution to the DLGF in accordance with the Act.

BE IT FURTHER RESOLVED, that the Revenue Spending Plan presented at this meeting and attached hereto as Exhibit A-1 is hereby approved and adopted. Further, the Board confirms that such plan may be amended and supplemented each year as part of the budget process, as permitted by Indiana Code § 20-46-1-8(g) and all other applicable laws.

BE IT FURTHER RESOLVED, that any officer of the Board and the Administration each hereby is authorized, empowered and directed, on behalf of the School Corporation, to take any and all action as such person deems necessary or desirable to effectuate the foregoing resolutions, including (i) requesting the Johnson County Auditor determine certain information for the aforementioned form of the public question, as required by the Act, and (ii) making any revisions to the aforementioned form of the public question, or a replacement of such question in its entirety, in order to receive approval from the DLGF; further, that all such actions heretofore made or taken by the Board or the Administration be, and hereby are, ratified and approved.

Passed and adopted this 23rd day of June, 2026.

President, Board of School Trustees

Secretary, Board of School Trustees

EXHIBIT A-1

REVENUE SPENDING PLAN

(See Attached)

FRANKLIN COMMUNITY SCHOOL CORPORATION
Proposed Revenue Spending Plan

Pursuant to I.C. 20-46-1-8(f) as applicable to the Referendum Tax Levy which will be proposed to voters on November 3, 2026

Referendum Question Information:

- Number of Years of Referendum Tax Levy: 8
- Funding Purposes: Supporting and retaining teachers and staff, essential student health and safety initiatives, managing class sizes, academic programs, and opportunities to meet the learning needs of all students
- Maximum Tax Levy: $9,000,000

"Shall Franklin Community Schools increase property taxes paid to the School Corporation for no more than eight (8) years for the purpose of funding and sustaining educational and operational funding stability in response to reductions in property tax revenue, including supporting and retaining teachers and staff, essential student health and safety initiatives, managing class sizes, academic programs, and opportunities to meet the learning needs of all students, by imposing a property tax rate that does not exceed $0.2900 and results in a maximum annual amount that does not exceed $9,000,000? If this operating referendum public question is approved by the voters, for a median residence of [$_____], the property's annual property tax bill would increase by [$_____] per year. The most recent operating referendum public question proposed by the school corporation was held in May 2019 and passed."

Estimate of the <u>2027</u> revenue expected to be collected from the referendum levy:	$9,000,000[1]
Specific purposes for which the referendum levy will be used:	**Estimate of the annual amounts that will be expended for each purpose: [2]**
Essential student health and safety initiatives	$2,250,000
Supporting and retaining teachers and staff	$4,500,000
Managing class sizes, academic programs, and opportunities to meet the learning needs of all students	$2,250,000

[1] Based on current net assessed valuation as of the date of approval of this Revenue Spending Plan.

[2] This is an estimate based on current law, current revenue amounts and sources, and anticipated needs which may change over time. The school corporation reserves the right to amend this plan each year and over time to more closely align with the actual revenue received and educational and operational needs of the district.

CERTIFICATION OF REFERENDUM TAX LEVY RESOLUTION

I, Jennifer Mann, Secretary of the Board of School Trustees (the "Board") of Franklin Community School Corporation, hereby certify that I was present at the meeting of the Board on June 23, 2026. Furthermore, I affirm under the penalties for perjury that the resolution attached to this certificate is a true and correct copy of the resolution that was adopted by a majority of the Board and signed by the President and Secretary of the Board.

I affirm, under the penalties for perjury, that the foregoing representations are true to the best of my knowledge and belief.

Date: June 23, 2026

Secretary, Board of School Trustees

DONATIONS FOR APPROVAL
July 2026

FCHS
Amount: $5,000
For: JAG Program
From: Ball Management Group, Inc.

District
Amount: $150
For: Special Education Dept.
From: Marie Fox
(in memory of Marcia Binger)

Amount: $100
For: Special Education Dept.
From: Trafalgar Christian Church
(in memory of Marcia Binger)

Order

Order Number	Q-1467297-1
Expiration Date	7/22/2026
Billing Entity	Hudl, Inc. 600 P Street, Suite 400 Lincoln, NE 68508

Address Information

Customer Name	Franklin Community High School	Ship To	Franklin Community High School
Bill To Email	dotyw@franklinschools.org		Bill Doty
Bill To	2600 Cumberland Drive		dotyw@franklinschools.org
	Franklin, Indiana 46131		3173468216
	United States		2600 CUMBERLAND DR
			FRANKLIN, Indiana 46131
			US

Terms

Contract Start Date	8/1/2026	Billing Frequency	Annual
Contract End Date	7/31/2029	Payment Terms	Net 90
		Payment Method	Check

Total Contract Value:	USD 75,000.00
Year 1:	USD 25,000.00
Year 2:	USD 25,000.00
Year 3:	USD 25,000.00

Fan Experience

Revenue Share %	60
Ticketing Rebate %	40

Product and Services

Year 1

1 - Hudl Package - Level 4

- 1 - Hudl Platinum+ Org Access
- 2 - FastScout and FastDraw Basketball
- 1 - Playtools
- 1 - Focus Exchange Network
- 1 - Registration
- 1 - Hudl Tickets
- 1 - Focus Indoor Software

1 - Focus Outdoor

1 - Focus Outdoor Software

1 - Focus Outdoor Hardware Kit

1 - Focus Outdoor Software

2 - Hudl Focus Point MA200

2 - Hudl Focus Point MA200 - Software

2 - Hudl Focus Point MA200 - Axis Hardware Kit

1 - Focus Point LR

1 - Focus Point LR - Software

1 - Focus Point LR - Hardware Kit

1 - Hudl Sideline Premium Software

1 - Hudl Streaming Premium

25 - Titan

25 - Titan Software

25 - Titan Device

25 - Titan USB Cables

25 - Titan Vest

1 - Titan Storage Case

3 - Titan USB Charging Hub

Year 2

1 - Hudl Package - Level 4

1 - Hudl Platinum+ Org Access

2 - FastScout and FastDraw Basketball

1 - Playtools

1 - Focus Exchange Network

1 - Registration

1 - Hudl Tickets

1 - Focus Indoor Software

2 - Focus Outdoor Software

1 - Hudl Sideline Premium Software

1 - Hudl Streaming Premium

25 - Titan Software

2 - Hudl Focus Point MA200 - Software

1 - Focus Point LR - Software

Year 3

1 - Hudl Package - Level 4

1 - Hudl Platinum+ Org Access

2 - FastScout and FastDraw Basketball

1 - Playtools

1 - Focus Exchange Network

1 - Registration

1 - Hudl Tickets

1 - Focus Indoor Software

2 - Focus Outdoor Software

1 - Hudl Sideline Premium Software

1 - Hudl Streaming Premium

25 - Titan Software

2 - Hudl Focus Point MA200 - Software

1 - Focus Point LR - Software

Total Price: USD 75,000.00

Authorized Signature

Signature: Debbie Gill	Signature:
Name: Debbie Gill	Name:
Title: Board of School Trustee, President	Title:
Date: July 13, 2026	Date:

Do you require a Reference Number on the Invoice?

Select...

Do you need to reference a specific number on the invoice for payment processing (such as a purchase order number)? If you know you will need something referenced, but do not have the specific answer yet, please fill in the letters TBD.

Reference Number

Estimated Credit

Credit will be allocated toward Customer's next invoice because all existing subscriptions are being replaced. The estimated value of this credit is 0.00. The actual credit amount will be reflected on Customer's next invoice. **Please do not remit payment until an invoice is received.**

Terms and Services

1 This Order terminates and replaces all previous Orders for Products currently ordered by or provided to Customer as of the start date identified above. This Order and Customer's purchase and use of the Products described on this Order are governed by the signed agreement in place between the parties, or, if no such agreement exists, the Hudl Master Subscription Agreement found at www.hudl.com/legal/msa

2 The Invoice for the Year 1 amount will be sent either 30 days before the start date indicated above or once the Order is executed by both parties (whichever is later). Additional invoices will be aligned with the annual billing dates for the remainder of the Subscription Term.

3 Prices shown above do not include any taxes that may apply; any such taxes are Customer's responsibility. Tax-exempt Customers must provide a copy of their certificate of exemption to Hudl. This is not an invoice.

4 If this Order is returned to Hudl after the start date indicated above, Hudl may adjust the start and end dates to reflect the actual dates of service without changing the total days of service or price. Any Hudl products currently used or purchased by Customer, including those listed above, will remain effective for the remainder of the current Subscription Term.

5 Organization's access to or use of the Hudl Registration Services is subject to the Hudl Registration Terms, available at
https://www.hudl.com/legal/agreements/registration-terms

6 Organization's use of the Hudl Ticket Services is governed by the Hudl Ticket Terms, found at
https://www.hudl.com/legal/agreements/hudl-ticket-terms

7 The following provisions relate to the purchase or use of any Wearable Hardware and supplement the signed agreement in place between the parties, or, if no such agreement exists, the Hudl Master Subscription Agreement found at
www.hudl.com/legal/msa
(in either case, the "MSA"); capitalized terms used but not defined herein shall have the meaning given to such terms in the MSA:
Customer hereby grants to Hudl and its Affiliates a non-exclusive, worldwide, irrevocable, royalty-free, sublicensable, non-transferable (except as permitted by the MSA), and perpetual license and right to use, modify, reproduce, perform, display, transmit, distribute, aggregate, translate, generate data from, and create derivative works of the Anonymized Data, including any Intellectual Property Rights therein, (i) for the internal business purposes of Hudl or its Affiliates, including the development and improvement of Hudl's or its Affiliates' products, and (ii) provided that Customer is not identified in the Anonymized Data, for any and all purposes, in any and all media, whether now or hereafter known or devised, and by any and all technologies and means of delivery, whether now or hereafter known or devised. This license shall survive the termination or expiration of this Agreement. Customer acknowledges that Wearable Hardware and any related Products and data are not intended to be used for medical or health care purposes or by health care professionals. Customer represents that it and its Authorized Users are not health care professionals and are not using the Products for health care purposes. With respect to Performance Data, Customer agrees that it has obtained written consent, in accordance with applicable privacy law, from any Hardware Users whose personal data is collected, stored, or processed in accordance with the MSA. If Organization previously purchased, used, or had access to any wearable technologies and related software pursuant to the End User License Agreement between it and Integrated Bionics, Inc. (dba Titan Sports) ("Titan Agreement"), the parties agree that the Titan Agreement is hereby terminated and further that title to any physical equipment or accessories (not including any intellectual property rights therein) previously provided by Titan Sports to Customer is assigned to Customer and shall be deemed to be Hardware under the MSA and subject to any warranties therein. For clarity, the MSA does not include the Titan Agreement, and in the event the only signed agreement between the parties is the Titan Agreement, then the MSA means the Hudl Master Subscription Agreement found at
www.hudl.com/legal/msa

Fire Workday Invoice

Docusign Envelope ID: 827FD0A3-F7EE-8D67-83B1-F455F93B4C10

Magic School, Inc.
4845 Pearl East Cir
Ste 118 PMB 83961
Boulder, CO 80301-6112
United States

ORDER FORM for: Franklin Community School Corporation
Offer Valid Through: 7/31/2026
Proposed By: Megan Tolin
Email: megan@magicschool.ai
Order Number: 0624392

QUOTE AND ORDER FORM

Billing Information

Bill To Name: Sue Ann Kruger
Billing Street: 998 Grizzly Cub Drive
Billing City: Franklin
Billing State: IN
Billing Zip Code: 46131
Billing Contact:
Name: Sue Ann Kruger
Email: krugers@franklinschools.org

Main Point of Contact (e.g. Principal, CTO, etc):
Name: Dr. Brooke Worland
Email: worlandb@franklinschools.org

Tax Exempt? Yes
(If "yes" attach proof of Tax Exemption):

PO Form or Number Required?
No
(If "yes" attach PO Form):
If a PO Form is already completed please upload it here.
Otherwise please email it to contracts@magicschool.ai

PO Number:

Order Details

Agreement Start Date: 8/1/2026
Agreement End Date: 7/31/2027
Billing Frequency: Annual

Payment Terms: Net 60
Billing Method: Email

Fee Schedule

Product	Description	Start Date	End Date	Sales Price	Quantity	Discount	Total Price	Invoice Date
MagicSchool Enterprise	Year 1 (26-27)	8/1/2026	7/31/2027	$7.00	4,950.00	25.00%	$25,987.50	8/15/2026
Virtual PD (60 Min Session)	Year 1 (26-27)	8/1/2026	7/31/2027	$500.00	2.00	100.00%	$0.00	8/15/2026
MagicSchool Learning Outcomes Module	Year 1 (26-27)	8/1/2026	7/31/2027	$0.00	4,950.00		$0.00	8/15/2026
							Total: USD $25,987.50	

Terms and Conditions

This Quote and Order Form ("Order") is subject to the MagicSchool Enterprise Terms of Service unless the parties have signed another written agreement governing this Order (as applicable, the "Agreement" incorporated in this Order by reference). In the event of a conflict between the provisions of the Agreement and those of this Order, the provisions of this Order will take precedence. In addition, unless otherwise specified in the Agreement, services will follow MagicSchool's posted Privacy Policy and Data Protection Addendum each incorporated in this Order by reference. This Order, including the Agreement and incorporated documents, is the entire agreement and supersedes all prior understandings. All subsequent terms are rejected and void unless made part of a written amendment of the Agreement signed by the parties. Mandatory laws applicable to public institutions take precedence over conflicting terms. This Order will renew automatically each year in year-long increments. You can cancel the auto-renewal by providing written notice to customer.success@magicschool.ai at least thirty (30) days prior to the expiration of the then-current Term.

Docusign Envelope ID: 827FD0A3-F7EE-8D67-83B1-F455F93B4C10

Special Terms:

If funding is not secured through the Indiana Digital Learning Grant, MagicSchool will release Franklin Community School Corporation from their contract and will not collect payment. Franklin Community School Corporation will notify MagicSchool as soon as possible if they are unable to secure the funding.

Docusign Envelope ID: 827FD0A3-F7EE-8D67-83B1-F455F93B4C10

EDUCATIONAL INSTITUTION

DocuSigned by:
David Clendening
A8245F4EC92C467...

Authorized Signature

David Clendening

Name

7/1/2026

Date

Franklin School Corporation

Organization

MAGIC SCHOOL INC.

Signed by:
Tonya Stoll
CDECC0C2889B469...

Authorized Signature

Tonya Stoll

Name

6/25/2026

Date

Magic School, Inc.

Organization

Docusign Envelope ID: 827FD0A3-F7EE-8D67-83B1-F455F93B4C10

Form ST-105
State Form 49065
(R5 / 6-17)

Indiana Department of Revenue

General Sales Tax Exemption Certificate

Indiana registered retail merchants and businesses located outside Indiana may use this certificate. The claimed exemption must be allowed by Indiana code. Exemption statutes of other states are not valid for purchases from Indiana vendors. **This exemption certificate can not be issued for the purchase of *Utilities*, *Vehicles*, *Watercraft*, or *Aircraft*.** Purchaser must be registered with the Department of Revenue or the appropriate taxing authority of the purchaser's state of residence.

Sales tax must be charged unless all information in each section is fully completed by the purchaser. Purchasers not able to provide all required information must pay the tax and may file a claim for refund (Form GA-110L) directly with the Department of Revenue. A valid certificate also serves as an exemption certificate for (1) county innkeeper's tax and (2) local food and beverage tax.

Section 1 (print only)

Name of Purchaser: Franklin Community School Corporation

Business Address: 998 Grizzly Cub Drive City: Franklin State: IN ZIP Code: 46131

Purchaser must provide minimum of one ID number below.*

Provide your Indiana Registered Retail Merchant's Certificate TID and LOC Number as shown on your Certificate.

TID Number (10 digits): 0001901869 - LOC Number (3 digits): 000

If not registered with the Indiana DOR, provide your State Tax ID Number from another State
***See instructions on the reverse side if you do not have either number.**

State ID Number: _____ State of Issue: _____

Section 2

Is this a ☑ blanket purchase exemption request or a ☐ single purchase exemption request? (check one)

Description of items to be purchased: Various

Section 3

Purchaser must indicate the type of exemption being claimed for this purchase. (check one or explain)

☐ Sales to a retailer, wholesaler, or manufacturer for **resale** only.

☐ Sale of manufacturing machinery, tools, and equipment to be used directly in direct **production**.

☐ Sales to **nonprofit organizations** claiming exemption pursuant to Sales Tax Information Bulletin #10. (May not be used for personal hotel rooms and meals.)

☐ Sales of tangible personal property predominately used (greater then 50 percent) in providing **public transportation** - provide USDOT Number. A person or corporation who is hauling under someone else's motor carrier authority, or has a contract as a **school bus operator**, must provide their SSN or FID Number in lieu of a State ID Number in Section 1.

USDOT Number: _____

☐ Sales to persons, occupationally engaged as farmers, to be used directly in production of **agricultural** products for sale. **Note:** A farmer not possessing a State Business License Number may enter a FID Number or a SSN in lieu of a State ID Number in Section 1.

☐ Sales to a **contractor** for exempt projects (such as public schools, government, or nonprofits).

☑ Sales to **Indiana Governmental Units** (agencies, cities, towns, municipalities, public schools, and state universities).

☐ Sales to the **United States Federal Government** - show agency name. _____
Note: A U.S. Government agency should enter its Federal Identification Number (FID) in Section 1 in lieu of a State ID Number.

☐ Other - explain. _____

Section 4

I hereby certify under the penalties of perjury that the property purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act, Indiana Code 6-2.5, and the item purchased is not a utility, vehicle, watercraft, or aircraft.

I confirm my understanding that misuse, (*either negligent or intentional*), and/or fraudulent use of this certificate may subject both me personally and/or the business entity I represent to the imposition of tax, interest, and civil and/or criminal penalties.

Signature of Purchaser: Tina Gross Date: February 4, 2021

Printed Name: Tina Gross Title: Director of Finance

The Indiana Department of Revenue may request verification of registration in another state if you are an out-of-state purchaser.
Seller must keep this certificate on file to support exempt sales.

Personnel Report 7/13/2026
Changes since 6/8/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	Explanation		
CERTIFIED PERSONNEL			
New Hires			
Daniel Applegate	FCHS/FCMS- School Psychologist	08/03/26	$90,000.00
	New position		
Kelley Clifton	CBIS- Special Education Teacher	08/03/26	$52,500.00
	Replacing Allison Milholland position change		
Lucinda Cook	CBIS- Special Education Teacher	08/03/26	$50,250.00
	Replacing Gina Boardman position change		
Jonah Decker	FCHS- English Teacher- Long-term sub	08/03/26	LTS pay
	Replacing Mariah Lovins LOA		
Amy Estabrook	CBIS- Special Education Teacher	08/03/26	$71,250.00
	Replacing Lisa Whitlow-Hill position change		
Abigail Eutsler	CBIS- Choir Teacher	08/03/26	$50,000.00
	Replacing Monica Crockett resignation		
Lesley Hernandez	Northwood- 4th Grade Teacher	08/03/26	$50,000.00
	Replacing Megan Butler position change		
Morgan Imlay	FCMS- Social Studies Teacher	08/03/26	$50,750.00
	Replacing Casey McBrier resignation		
Makena Jackson	CBIS- 6th Grade Math Teacher	08/03/26	$50,250.00
	Replacing Madison Purcell resignation		
Savannah Sturgell	FCMS/CBIS- Band Teacher	08/03/26	$50,500.00
	Replacing Abigail Fleck position change		
Morgan Tackett	Creekside- 3rd Grade Teacher	08/03/26	$52,000.00
	Replacing Melissa Mullis position change		
Madison Taylor	FCMS- Extended School Year	06/16/26	$36.58/hour
	New position		
Freddie Waters	FCHS- Construction Teacher- Part-time	08/03/26	$8,163.27
	New position		
Staff Changes			
Amanda Martin	To: District-wide- Director of Health Services- Full-time	7/1/2026	$71,902.00
	From: District-wide- Director of Health Services- Part-time		
	Change in status		
Dawn Janelle Phelps	To: FCMS- Special Education Teacher	8/3/2026	$50,000.00
	From: FCHS- Essential Skills Assistant		
	Replacing Allison Mann resignation		
Meredith Sudduth	To: FCHS- Spanish Teacher	8/3/2026	
	From: FCHS/FCMS Spanish Teacher		
	Building change		
Resignation/Termination			
Bethany Chandler	CBIS- Special Education Teacher	6/8/2026	
	Resignation		

Personnel Report 7/13/2026
Changes since 6/8/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Kelley Clifton	CBIS- Special Education Teacher	7/1/2026	
	Quit		
Laura Jones	CBIS- 5th Grade ELA/Science Teacher	7/7/2026	
	Resignation		
Elisabeth Russell	Creekside- Special Education Teacher	6/18/2026	
	Resignation		
Retirement			
none			
Leave of Absence			
none			
CLASSIFIED PERSONNEL			
New Hires			
Sierra Bradway	Franklin Cub Academy - Classroom Assistant	8/5/2026	$15.70/hour
	Replacing Kaitlyn Nelson position change		
Hayden Davis	District-wide - Summer IT	6/23/2026	$15.00/hour
	New position		
Jennifer Deputy	CBIS - Special Education Assistant	8/5/2026	$19.32/hour
	Replacing Haylin Skaggs		
Jeremy Goodrich	FCHS - 2nd Shift Custodian	6/16/2026	$17.25/hour
	Replacing William Creviston position change		
Shelby Gray	Creekside - Treasurer	7/13/2026	$20.50/hour
	Replacing Jamie Ripperger position change		
Kia Hreno	FCHS - Assistant Athletic Director	7/7/2026	$59,975.76/year
	Replacing Kia Hreno		
Vickie Lynch	District-wide - Food Services Sub	7/2/2026	$15.00/hour
	New position		
Mikayla Raab	Franklin Cub Academy - Classroom Assistant	8/5/2026	$16.00/hour
	Replacing Mary Justice position change		
Angela Rimmel	District-wide - Food Services Sub	8/5/2026	$15.00/hour
	New position		
Diego Southard	FCHS - 2nd Shift Custodian	7/13/2026	$16.75/hour
	Replacing Kalob Stevens		
Brent Wadkins	Transportation - Non-CDL Driver	7/27/2026	$22.22/hour
	New position		
Freddie Waters	FCHS - Classroom Assistant	8/5/2026	$20.00/hour
	New position		
Staff Changes			
Samar Akermawi	To: Franklin Cub Academy - Classroom Assistant	8/5/2026	
	From: Cub Academy @ Webb - Classroom Assistant		
	Building change		

Personnel Report 7/13/2026
Changes since 6/8/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Jessica Colon-Avalos	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Ripken Dillon	To: FCHS - Skilled Stage Technician	5/24/2026	$18.00/hour
	From: FCHS - Student Stage Technician		
	New position		
Marrissa Eldridge	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Cassandra Harshey	To: CBIS - Careers Assistant	8/3/2026	$20.89/hour
	From: Union - STEM Assistant		
	New position		
Elizabeth Hash	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Amy Inabnitt	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Kayla Kipper	To: FCMS - Special Education Assistant	8/5/2026	$16.16/hour
	From: Franklin Cub Academy - Classroom Assistant		
	Replacing Morgan Gray		
Claira Knapp	To: Franklin Cub Academy - Classroom Assistant	8/5/2026	
	From: Cub Academy @ Webb - Classroom Assistant		
	Building change		
Jama Lacy	To: FCHS - Essential Skills Assistant	8/5/2026	
	From: CBIS - Essential Skills Assistant		
	Replacing Kathryn Crump		
Melissa LaMastus	To: Franklin Cub Academy - Classroom Assistant	8/5/2026	
	From: Cub Academy @ Union - Classroom Assistant		
	Building change		
Renea Lollar	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Rory Mueller	To: Webb - Special Education Assistant	8/5/2026	$16.16/hour
	From: Webb - Title I Assistant		
	Replacing Valerie Chew		
Molly Quinn	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Brooklyn Peddycord	To: Franklin Cub Academy - Classroom Assistant	8/5/2026	
	From: Cub Academy @ Webb - Classroom Assistant		
	Building change		
Amy Roller	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	

Personnel Report 7/13/2026
Changes since 6/8/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Ashley Scheffler	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Laura Singleton	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Alyshcia Stubbs	To: Franklin Cub Academy - Classroom Assistant	8/5/2026	
	From: Cub Academy @ Webb - Classroom Assistant		
	Building change		
Lisa Workman	To: Franklin Cub Academy - Developmental Preschool Assistant	8/5/2026	
	From: Creekside - Developmental Preschool Assistant		
	Building change		
Resignation/Termination			
Kailee Bennett	FCHS - Stage Technician	6/16/2026	
	Quit		
Cash Burke	FCHS - Stage Technician	6/16/2026	
	Quit		
Annabeth Cain	FCHS - Stage Technician	6/16/2026	
	Quit		
Heather Crouch	District-wide - Clinic Assistant	5/21/2026	
	Resignation		
Kathryn Crump	FCHS - Essential Skills Assistant	6/16/2026	
	Resignation		
Austin Eads	FCHS - Stage Technician	6/16/2026	
	Quit		
Heather Eads	FCHS - Stage Technician	6/16/2026	
	Quit		
Cassandra Harshey	CBIS - Careers Assistant	7/5/2026	
	Resignation		
Justin Haun	Transportation - Non-CDL Driver	6/23/2026	
	Resignation		
Daniel McSinii	FCMS - 2nd Shift Custodian	6/26/2026	
	Resignation		
Arianna Pyrtle	FCHS - 2nd Shift Custodian	6/22/2026	
	Resignation		
Keegan Rivera	FCHS - Stage Technician	6/16/2026	
	Quit		
Alisha Roark	Needham - Special Education Assistant	7/8/2026	
	Resignation		

Personnel Report 7/13/2026
Changes since 6/8/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Grace Shepherd	Needham - Behavior Interventionist	5/21/2026	
	Resignation		
Chad Whiteman	Transportation - Sub Bus Driver	6/29/2026	
	Resignation		
Juanita Whiteman	Transportation - Sub Bus Driver	6/29/2026	
	Resignation		
Retirement			
none			
Leave of Absence			
none			
ECA			
New Hires			
Ella Burgett	FCHS- Winter Cheerleading Assistant Coach	8/3/2026	ECA Stipend
	Replacing Brooklynne Elrod resignation		
Shanna Gaunt	FCMS- Team Lead	8/3/2026	ECA Stipend
	Replacing Casey McBrier resignation		
Nermina Hurtic	CBIS- Daily Grizz	8/3/2026	ECA Stipend
	Replacing Bethany Chandler resignation		
Lauren Klem	FCMs-8th Grade Girls Basketball Head Coach	8/3/2026	ECA Stipend
	Replacing Jason Dockery resignation		
Justin Lebata	FCHS- Boys Soccer Assistant Coach	8/3/2026	ECA Stipend
	Replacing Jackson Henderson resignation		
Dawn Janelle Phelps	FCHS- Flag Football Assistant Coach	8/3/2026	ECA Stipend
	Replacing Ashley Jennings resignation		
Jenny Pieper	FCHS- Girls Basketball Assistant Coach	8/3/2026	ECA Stipend
	Replacing Brian Klem position change		
Lindsay Rynerson	FCHS- Girls Basketball Assisatnt Coach	8/3/2026	ECA Stipend
	Replacing Howard Ely resignation		
Daniel Silverman	FCHS- Boys Soccer Assistant Coach	8/3/2026	ECA Stipend
	Replacing John Boardman resignation		
Benjamin Yoder	FCMS- Team Lead	8/3/2026	ECA Stipend
	Replacing Lauren Pfister position change		
Staff Changes			
none			
Resignation/Termination			
Bethany Chandler	CBIS- Club Sponsor	6/8/2026	
	Resignation		
Bethany Chandler	CBIS- Club Sponsor	6/8/2026	
	Resignation		

Personnel Report 7/13/2026
Changes since 6/8/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Bethany Chandler	CBIS- Daily Grizz	6/8/2026	
	Resignation		
Abigail Fleck	FCMS- Band Director	5/22/2026	
	Position change		
Jackson Henderson	FCHS- Boys Soccer Assistant Coach	6/22/2026	
	Resignation		
Ashley Jennings	FCHS- Flag Football Assistant Coach	6/30/2026	
	Resignation		
Casey McBrier	FCMS- Team Lead	5/22/2026	
	Resignation		
Melissa Moore	Needham- PLC Leader	5/22/2026	
	Resignation		
Jason Peace	FCHS- Boys Track Assistant Coach	6/23/2026	
	Resignation		
Grace Perkins	FCMS- Team Lead	5/22/2026	
	Position change		
Laura Perry	FCHS- Girls Soccer Assistant Coach	6/22/2026	
	Resignation		
Lauren Pfister	FCMS- Team Lead	5/22/2026	
	Position change		
Shannon Wentzell	FCHS- Girls Basketball Freshman Coach	6/30/2026	
	Resignation		
Acronym Key Guide			

Quit: No notice was given by the employee - quit either by phone or in person effective immediately
Resignation: Received letter from employee stating termination of employment with FCSC
LTS = Long Term Substitute
SWP= Suspension With Pay
SWOP = Suspension With Out Pay
FML = Family Medical Leave
FTE = Full Time Equivalent
LOA = Leave of Absence

PowerSchool

Sales Quote - This Is Not An Invoice

PowerSchool Group LLC
150 Parkshore Dr.
Folsom CA 95630

Quote #: Q-234689-2

Prepared By:	Melissa Hennig	Customer Contact:	Jennifer Scott
Customer Name:	Franklin Community School Corporation	Title:	Executive Director of Student Support and Accessibility
		Address:	998 Grizzly Cub Dr
Contract Term:	12 Months	City:	Franklin
Billing Frequency:	Custom		
Start Date:	October 21, 2026	State/Province:	Indiana
End Date:	October 20, 2027	Zip Code:	46131
Payment Terms:	Net 30	Phone #	317-346-8683
Pricing Vehicle:		Pricing Vehicle Contract #:	

Contract Term : October 21, 2026 to October 20, 2027

Quote Summary

License and Subscription Period(s)	License and Subscription	Total
Subscription Period 1: October 21, 2026 to October 20, 2027	USD 2,627.92	USD 2,627.92
Total Contract : October 21, 2026 to October 20, 2027	USD 2,627.92	USD 2,627.92

License and Subscription Fees

Subscription Period 1 License and Subscription Fees

Product Description	Quantity	Unit	Price
Special Programs - 504 - Federal Model - Add-On - Hosted	4,912.00	Students	USD 2,627.92
Subscription Period 1 License and Subscription Fees TOTAL:			USD 2,627.92
Total License and Subscription Fees :			**USD 2,627.92**

Subscription Start and End Dates shall be as set forth above. The Start Date may be delayed based upon the date that PowerSchool receives this executed quote or Customer's purchase order if one is needed. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then-current rates and enrollment per existing terms of the executed agreement between Customer and PowerSchool. Any applicable sales or other tax has not been added to this quote. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or executed agreement between the parties (e.g., services billed on time and material basis will be invoiced when such services are incurred).

All purchase orders must include the exact quote number of this quote. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions of this quote or any agreement executed between the parties. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will expire after 12 months.

If Customer pays in advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed in writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used within such twelve (12) month period will be forfeited.

This quote incorporates any statement of work attached hereto. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: https://www.powerschool.com/MSA_2024

By either (i) executing this quote or (ii) accessing the services described on this quote, Customer agrees that after the contract term of this quote, the subscription for such services will continue for successive twelve (12) month subscription periods on the same terms and conditions as set forth herein, subject to a standard annual price uplift, unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the applicable current contract term.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:

Printed Name: Jon Scrimshaw

Title: Chief Accounting Officer

Date: 11-MAR-2026

PO Number: _____

Franklin Community School Corporation

Signature:

Printed Name: Debbie Gill

Title: Board of School Trustee, President

Date: July 13, 2026

FRANKLIN COMMUNITY SCHOOLS
Student-Centered • Innovative

July 2026
Recycling

iPads	6
Chromebook recycle	21 boxes
Security camera misc.	3 boxes

SHOULDER PAD - DISPOSAL INVENTORY (Post-Season '25)

		Make	Level	Model	ID	SzN	SzM	Man	Status	Pos	Note	Player	Gr
CYCLED OUT / STORAGE / DISPOSED OF													
1	1	Riddell	JV/Var	EV	68	XL	20-21 48-50	2010					
2	2	Riddell	JV/Var	EV	68	XL	20-21 48-50	2010					
3	3	Riddell	JV/Var	EV	68	XL	20-21 48-50	2010					
4	4	Riddell	JV/Var	EV	68	L	19-20 46-48	2011					
5	5	Riddell	JV/Var	EV	68	L	19-20 46-48	2011					
6	6	Riddell	JV/Var	EV	68	L	19-20 46-48	2010					
7	1	Riddell	JV/Var	EV	57	XL	20-21 48-50	2010					
8	2	Riddell	JV/Var	EV	57	XL	20-21 48-50	2010					
9	3	Riddell	JV/Var	EV	57	XL	20-21 48-50	2010					
10	4	Riddell	JV/Var	EV	57	XL	20-21 48-50	2010					
11	5	Riddell	JV/Var	EV	57	L	19-20 46-48	2011					
12	6	Riddell	JV/Var	EV	57	L	19-20 46-48	2011					
13	7	Riddell	JV/Var	EV	57	L	19-20 46-48	2011					
14	1	Riddell	JV/Var	EV	45	L	19-20 46-48	2011					
15	2	Riddell	JV/Var	EV	45	L	19-20 46-48	2011					
16	3	Riddell	JV/Var	EV	45	M	18-19 42-44	2012			* Black Shell		
17	4	Riddell	JV/Var	EV	45	M	18-19 42-44	2012			* Black Shell		
18	5	Riddell	JV/Var	EV	45	M	18-19 42-44	2011					
19	6	Riddell	JV/Var	EV	45	M	18-19 42-44	2011					
20	7	Riddell	JV/Var	EV	45	M	18-19 42-44	2011					
21	8	Riddell	JV/Var	EV	45C	M	18-19 42-44	2008					
22	9	Riddell	JV/Var	EV	45	S	17-18 38-40	2011					
23	10	Riddell	JV/Var	EV	45	S	17-18 38-40	2011					
24	11	Riddell	JV/Var	EV	45	S	17-18 38-40	2011					
25	12	Riddell	JV/Var	EV	45	S	17-18 38-40	2011					
26	1	Riddell	JV/Var	EV	18	L	19-20 46-48	2011					
27	1	Douglas	JV/Var	Destroyer	Mr D	S	17-18						
28	2	Douglas	JV/Var	Destroyer	Mr D	S	17-18						
29	3	Douglas	JV/Var	Destroyer	Mr D	S	17-18						
30	4	Douglas	JV/Var	Destroyer	Mr D	S	17-18						
31	1	Douglas	JV/Var	Destroyer	56	M	18-19						
32	2	Douglas	JV/Var	Destroyer	56	S	17-18						

SHOULDER PAD - DISPOSAL INVENTORY (Post-Season '25)

		Make	Level	Model	ID	SzN	SzM	Man	Status	Pos	Note	Player	Gr
33	3	Douglas	JV/Var	Destroyer	56	S	17-18						
34	4	Douglas	JV/Var	Destroyer	56	S	17-18						
35	1	Douglas	JV/Var	Destroyer	40	L	19-20						
36	1	Douglas	JV/Var	Destroyer	QB	M	18-19						
37	2	Douglas	JV/Var	Destroyer	QB	S	17-18						
38	3	Douglas	JV/Var	Destroyer	QB	S	17-18						
39	4	Douglas	JV/Var	Destroyer	QB	S	17-18						
40	1	Gear 2000	JV	Z Cool	OL	XXL	20-21						
41	2	Gear 2000	JV	Z Cool	OL	XL	19-20						
42	1	Gear 2000	JV	Z Cool	DL/TE/DE	XXL	20-21						
43	2	Gear 2000	JV	Z Cool	DL/TE/DE	XXL	20-21						
44	3	Gear 2000	JV	Z Cool	DL/TE/DE	L	18-19						
45	1	Gear 2000	JV	Z Cool	RB/LB/DE	M	17-18						
46	2	Gear 2000	JV	Z Cool	QB/DB/WR	XL	19-20						
47	3	Gear 2000	JV	Z Cool	QB/DB/WR	L	18-19						
48	4	Gear 2000	JV	Z Cool	QB/DB/WR	L	18-19						
LOST / REJECTS FROM WINTER RECONDITIONING SPRING '24													
1	1												
2	2												
3	3												
4	4												
5	5												

July 2026 Board Meeting

"September 2026" Software Renewals

- **Final Forms**
  - **$20,733.70**
- **CDW (Amplified IT, Gopher Pack)**
  - **$2,820.00**
- **CDW (Veeam)backup software for servers**
  - **$9,750.00**
- **Safe Visitor**
  - **$5,455.00**
- **CDW (Amplified IT, Google Workplace)**
  - **$18,970.20**

FRANKLIN COMMUNITY SCHOOL CORPORATION

SALARY SCHEDULE FOR CLASSIFIED/SUPPORT STAFF

This schedule is used one time only to establish an employee's starting salary based on experience and education. Placement of any new hire beyond the listed range must receive prior approval from the Superintendent and the Chief Financial Officer. Annual salary increases are awarded to Highly Effective and Effective employees based on available funds

	SALARY SCHEDULE	POSITION	BENEFIT SCHEDULE	DAYS PER YEAR	HOURS PER DAY	NEW STARTING RANGE	BOARD APPROVED	NOTES
CURRENT	**80**	**School Resource Officer**	38	224	8	$60,928.00 - $65,636.76 annually	12/9/2024	
PROPOSED	**80**	**School Resource Officer**	38	220	8	$63,825.00 - $67,200.00 annually		**With Acacademy Completed

Surplus
July 2026

JLG Life (40 ft boom lift) – Model E400AJPN

CBIS Handbook Proposed Changes

Changes marked by yellow highlighting

2025-2026 Original Version	2026-2027 Updated August
Dean Brian Harbin	Assistant Principal Laura Mattox (5th Grade) Assistant Principal Tammy Schneider (6th Grade)
Mrs. Tina Gross Executive Director of Finance Mr. Matt Sprout Director of Technology Mrs. Becky Nelson President Mrs. Debbie Gill Vice-President Ms. Jennifer Mann Secretary Mr. Bret Jones Member Mr. David Yount Member	Mr. Steve Ahaus-Chief Financial Officer Mr. Doug Kirby- Executive Director of Technology Mrs. Debbie Gill President Mr. David Yount Vice-President Ms. Jennifer Mann Secretary Mr. Brett Jones Member Mrs. Becky Nelson Member
	STUDENTS WITH DISABILITIES All students, including those with disabilities, are expected to follow the rules, policies, and procedures outlined in this handbook, except where otherwise specified in an Individualized Education Program (IEP) or Section 504 Plan. The Corporation will comply with all applicable federal and state laws concerning students with disabilities and will engage in an interactive process with students and their families to identify and provide appropriate reasonable accommodations. Disciplinary actions involving special education students will be conducted in accordance with the requirements set forth in 20 U.S.C. § 1415 et seq. and 511 I.A.C. 7-1-1 et seq.
	FRANKLIN COMMUNITY SCHOOLS CUB ACADEMY PRESCHOOL Franklin Community Schools offers a paid preschool program at Franklin Cub Academy located at 1049 Sloan Drive. Our preschool program is called Franklin Cub Academy and offers a full day option with daycare. Please visit www.franklinschools.org or call Mrs. Katie Smith at 317-346-8880 for more information. You can also email Mrs. Smith at

	smithk@franklinschools.org.
CELL PHONE/ELECTRONIC DEVICE USE DURING THE SCHOOL DAY Students may use their cell phone or electronic device ONLY under the following conditions: ● Before or after school hours. ● Student cell phones are expected to be OFF, not in use for any reason, and out of sight during the school day. Use in the classroom or office is ONLY approved when given direct permission by a faculty member. **Students may NOT use their cell phone or electronic device:** ● In any areas that are considered private, including restrooms, locker rooms, health clinic and while in the main office or guidance office. ● For use in recording video or taking pictures, unless directed by a staff member. ● For making phone calls, unless permitted by a staff member. ****Use of electronic devices is a privilege and may be revoked at any time.* **Students must immediately give a staff member the entire electronic device upon request including all components. Failure to provide a staff member with the electronic device immediately may result in suspension**	**CELL PHONE/ELECTRONIC DEVICE USE DURING THE SCHOOL DAY** All personal electronic devices including cellphones, connected smartwatches, or gaming divides must be powered off and kept securely inaccessible per Senate "Bell to Bell" Bill 78. Students may use their cell phone or electronic device ONLY under the following conditions: ● Before or after school hours. **Students may NOT use any electronic device:** ● In any areas that are considered private, including restrooms, locker rooms, health clinic and while in the main office or guidance office. ● For use in recording video or taking pictures, unless directed by a staff member. ****Use of electronic devices is a privilege and may be revoked at any time.* **Students must immediately give a staff member the entire electronic device upon request including all components. Failure to provide a staff member with the electronic device immediately may result in suspension**
	ELECTRONICS AT SCHOOL Personal electronic devices can only be utilized by the following directives: 1. Medical Necessity 2. Teacher-Directed 3. IEP 4. Emergency
	BAND/CHOIR DROP/ADD PROCEDURE Band and choir are considered full year classes, however, there may be special circumstances that require the student to change mid-year. If a student needs to drop their band or choir class, the student must pick up a change slip from the band or choir director. They must then have the slip signed by a parent and their band/choir teacher. Finally, the slip must be given to the counseling office before the last day of the semester. If these steps are not followed, the student will remain in the band or choir class for the following semester.

Custer Baker Intermediate School
STUDENT HANDBOOK 2025-2026

101 W. SR 44; Franklin, IN 46131
Telephone 346-8600; Fax 346-8611
www.franklinschools.org

Administration & Front Office Staff

Principal	Cheryl Moran
Assistant Principal	Laura Mattox (5th Grade)
Assistant Principal	Tammy Schneider (6th Grade)
Counselors	Melissa Bryant, Jason Dockery and Tricia Bender
Mental Health Support	Brooke Buckner
Counseling Secretary	Chris Cannon
Office Secretaries	Ashley Sargent and Devin Baird
Treasurer	Nermina Hurtic
School Nurse	Ellen Dukate

Franklin Community Schools
Administrative Office 738-5800

Dr. David Clendening	Superintendent
Dr. Brooke Worland	Assistant Superintendent
Mr. Steve Ahaus	Chief FInancial Officer
Mr. Doug Kirby	Executive Director of Technology
Mr. Benji Betts	Director of Operations
Mrs. Jennifer Scott	Executive Director of Student Support and Accessibility
Mr. Joe Hougland	Director of Transportation

Board of School Trustees

Mrs. Debbie Gill	President
Mr. David Yount	Vice President
Ms. Jennifer Mann	Secretary
Mr. Brett Jones	Member
Mr. Becky Nelson	Member

FCS Mission Statement: *Together, we empower greatness in all learners through collaboration, dynamic partnerships, and rich experiences that develop a world-class learning environment.*

FCS Vision: *Franklin Community Schools - where education is student-centered and innovative, and learners are inspired to become great.*

Beliefs: *In a safe and nurturing environment, students: Learn at different rates / Learn more effectively while actively engaged /Develop positive relationships with adults and peers.*

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GENERAL INFORMATION

INFORMATION

News, rules, information and a wide variety of student/parent resources can be found at www.franklinschools.org. You will find links to our school at this site. Please contact us if you need a paper copy of the rules, practices, and procedures.

EQUAL OPPORTUNITY

The Franklin Community School Corporation practices equal opportunity in education and employment. It does not discriminate on the basis of age, race, color, religion, sex, national origin, or disability. Educational services, programs, courses, instruction, and facilities will not be denied to anyone in the Franklin Community School Corporation because of his or her age, race, color, religion, sex, national origin, or disability.

TITLE IX - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The School Board of the Franklin Community School Corporation (hereinafter referred to as "the Board" or "the Corporation") does not discriminate or tolerate harassment on the basis of sex in its education programs or activities which it operates or the employment therein or admission thereto, as required by Title IX of the Education Amendments of 1972 and its implementing regulations. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment. When the Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the Corporation Community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in Sexual Harassment also are subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment supportive measures/ongoing remedies as reasonably necessary to restore or preserve access to the Corporation's education programs and activities.

(full Title IX policy on pages 32-39 of this handbook)

TITLE IX (STUDENT) SEXUAL HARASSMENT ALLEGATION PROCEDURE

General Policy Statement and Scope

Complaints that fall under this section are sexual harassment complaints in which a student is either the Complainant (alleged victim) or Respondent (alleged harasser).

The term "sexual harassment" as used in this procedure shall mean conduct on the basis of sex, including, but not limited to failure to conform to stereotypical notions of masculine or feminine traits such as:

A. a Corporation employee conditioning the provision of an aid, benefit, or service of the Corporation on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);

B. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Corporation's education program or activity; or

C. "sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

    a. *Rape* is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where

the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.

b. Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

c. Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

d. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

e. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.

f. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by State law.

g. Consent refers to words, actions, inactions, or any other conduct that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.

h. Incapacitated refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:

a. a current or former spouse or intimate partner of the victim;

b. a person with whom the victim shares a child in common;

c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or

e. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

The term "consent" as applicable to this procedure shall mean an individual voluntarily agreeing, by words or actions, to the proposal of another individual. An individual may be incapable of consent due to mental or physical incapacitation. The vast majority of Corporation students are incapable of giving consent to sexual contact, because Indiana law generally establishes the age of consent as 16.

The Corporation is committed to promptly responding to reports of sexual harassment. All reference to "days" within these procedures shall mean instructional days. The procedures described below may be subject to temporary delays based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, translation or accommodation needs) with written notice to both parties explaining the reason for the delay.

Title IX Coordinator(s) The Board designates and authorizes the following individual(s) to oversee and coordinate the Corporation's Title IX compliance. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator.

Title IX Coordinator
998 Grizzly Cub Drive, Franklin, IN 46131
317-346-8700
titleix@franklinschools.org

The Title IX Coordinator is responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The Title IX Coordinator shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board of School Trustees. Questions about this policy should be directed to the Title IX Coordinator.

Grievance Process

. The Corporation's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent. All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will receive training regarding topics related to this process, including: the definition of sexual harassment, the scope of the Corporation's education program and activity, and how to conduct these grievance procedures.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will objectively evaluate all relevant evidence – both inculpatory and exculpatory. Further, no credibility determination will be based on a person's status as a Complainant, Respondent, or witness.

Consistent with the law, the Corporation will presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. **The Corporation will utilize the preponderance of the evidence standard when determining responsibility.** The Corporation will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Further, questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than Respondent committed the conduct alleged by the Complainant or to prove consent.

Report of Sexual Discrimination/Harassment

Anyone who believes that a student or staff member has possibly been the target of sexual harassment should immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or the Title IX Coordinator. Any person may report sex discrimination, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using thecontact information for the Title IX Coordinator. **Any employee who has reason to believe that a student or staff member has been the target of sexual harassment must report the behavior to their building level leader, such as a principal.** If a Corporation employee fails to report an incident of Sexual Harassment of which the Corporation employee is aware, the Corporation employee may be subject to disciplinary action, up to and including termination.

The Corporation accepts anonymous reports submitted using the STOPit website. However, anonymous reports may hamper the Corporation's ability to respond to allegations of sexual harassment.

The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given Third-Party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any Third Party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook.

Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies and/or administrative guidelines, the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

Response to a Report and Supportive Measures

Upon receipt of a report, the Title IX Coordinator must promptly, usually within two (2) days, contact the Complainant to discuss the availability of supportive measures.

Supportive measures are non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Such measures are designed to restore or preserve equal access to the Corporation's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Corporation's educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence in the case of employees, increased security and monitoring of certain areas of the campus, and other similar measures.

In addition to discussing the availability of supportive measures, the Title IX Coordinator will also consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator will make contact with the Complainant in person, via phone, or via a virtual meeting in order for the Complainant to ask questions. If the Complainant is a student under the age of eighteen, the student's parent will be contacted simultaneously.

A "formal complaint" is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the Corporation investigate the allegation(s) of sexual harassment.

Even in instances where a Complainant chooses not to file a formal complaint, supportive measures may continue at the discretion of the Title IX Coordinator.

The Title IX Coordinator may decide to sign a formal complaint to investigate the allegation(s) of sexual harassment against the wishes of the Complainant where moving forward without an investigation would be unreasonable. Such circumstances may include, but are not limited to, reports that indicate multiple Respondents, the involvement of a Corporation employee, and/or continued sexual harassment of the Complainant and others.

While there is on deadline by which a Complainant must file a formal complaint, the Corporation encourages Complainants to submit a formal complaint within ten (10) days of meeting with the Title IX Coordinator. In instances where enough time has passed that the Corporation cannot gather evidence, the Corporation may not be able to investigate.

The Corporation will offer supportive measures to a Complainant who is the subject of an anonymous report. However, should a Complainant desire to initiate the grievance process, the Complainant cannot remain anonymous or prevent the Complainant's identity from being disclosed to the Respondent.

Emergency Removal

Subject to limitations and/or procedures imposed by State and/or Federal law, the Corporation may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purpose of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any individual (including self) before or at any time during the proceedings described herein, that justifies removal. If the Corporation determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy Policy 5605 – Suspension and Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion of Students, Policy 5611 – Due Process Rights, and Policy 5620 – Court Assisted Resolution of Suspension and Expulsion.

An emergency removal does not affect or modify any rights a student receiving special education may have under the IDEA, Section 504, or the ADA.

If the Respondent is a non-student employee, the Corporation may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the Corporation Community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Notice

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties (to the extent known) containing the following information:

A. notice of the Board's grievance process, including any informal resolution processes;

B. notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include: the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:

1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence;

3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, additional allegations are uncovered and therefore investigated, the Corporation will provide a supplemental notice of the additional allegations to the parties whose identities are known.

Dismissal and Consolidation

In certain instances, the Corporation may dismiss or consolidate formal complaints. Such instances of dismissal include, but are not limited to, when the alleged conduct, even if true, would not constitute sexual harassment, when the Respondent is a non-student or non-employee of the Corporation, or when a Complainant notifies the Title IX Coordinator they would like to withdraw the formal complaint. A dismissal does not preclude the Corporation from taking action under another provision of the applicable code of conduct, board policy, and/or employee handbook. If a formal complaint is dismissed, the Corporation will promptly inform the parties of the reason for dismissal and the right to appeal.

Further, the Corporation may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

Informal Resolution Process

Upon receipt of a formal complaint and after providing sufficient notice to the parties, the Corporation may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the allegations. The Corporation may not require the parties to participate in the informal process, but instead must obtain the parties' voluntary, written consent to participate.

The informal process is not available to resolve allegations that an employee sexually harassed a student. Further, at any time during the informal process any of the parties may end the informal process and initiate the investigation and determination process.

Investigation of a Formal Complaint of Sexual Harassment

Unless the Corporation dismisses a formal complaint or the parties resolve a formal complaint through the informal process, the Corporation will investigate the allegations of sexual harassment and make a determination regarding responsibility.

The burden of proof and collection of evidence rests with the Corporation. To that end, the Title IX Coordinator, in conjunction with a designated building-level leader, will conduct an investigation.

The means of investigating a formal complaint include, but are not limited to, Complainant, Respondent, and witness interviews and review of documentation. The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Corporation will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Evidence or information related to the allegations under investigation may not be discussed by the parties, except with their chosen advisors. The parties may not substantially disrupt the educational environment. Absent extenuating circumstances, the collection of evidence for an investigation should conclude within thirty (30) days.

The parties may be accompanied to any meeting or proceeding related to the investigation by an advisor of their choice, who may be, but is not required to be an attorney. Apart from a union representative accompanying an employee who is a party, employees are discouraged from serving as advisors to students.

Advisors may not be present on behalf of the party they accompany and should request or wait for a break in the meeting if they wish to interact with the Title IX Coordinator or building level leader. Advisors may confer quietly with parties as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the party and their advisors should ask for a break or step out of the meeting. An advisor who disrupts the process will receive one warning, after which if continued disruption occurs the advisor will be removed from the meeting/proceeding. In such an event, the parties will be given the opportunity to reschedule and be accompanied by another advisor.

When the Title IX Coordinator and building level leader have completed their collection of evidence, they will provide both parties with an equal opportunity to inspect and review any evidence obtained that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

The parties and any advisors must execute the provided non-disclosure agreement before they may receive the evidence for review. Following execution of the non-disclosure agreement, the Title IX Coordinator and/or building level leader will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) calendar days to submit a written response, which the Title IX Coordinator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the Title IX Coordinator and building level leader shall create an investigative report that fairly summarizes relevant evidence. At least ten (10) days prior to the time of determination, the Title IX Coordinator and building level leader will send the report in an electronic format or a hard copy to each party and the party's advisor, if any, for their review and written response.

Determination of Responsibility

Generally, the [SCHOOL OFFICIAL TITLE] shall serve as the decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigative report has been sent to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, each party will be afforded the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The process of written questions and follow-up questions should generally take thirty (30) days or less. Within a reasonable time period following the written questions, the decision-maker will issue a written determination regarding responsibility applying the preponderance of evidence standard.

The written determination will include the following content:

A. identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;
B. a description of the procedural steps taken;
C. findings of fact supporting the determination;
D. conclusions regarding the application of the applicable code of conduct to the facts;
E. a statement of, and rationale for, the result as to each allegation, and
F. the procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The decision-maker will provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

Remedies

Where, following the formal or informal process, the Corporation determines a Respondent responsible for sexual harassment, the Corporation shall provide remedies designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures and/or discipline up to and including expulsion. The Corporation's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent (or the Title IX Officer if the Superintendent is the Respondent) may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

Appeal

Following the decision-maker's determination regarding responsibility, either party may appeal to the designated governing body representative. An appeal should be submitted in writing within ten (10) days of the party's receipt of the determination. Note, appeals will only be considered if based on one of the following:

A. procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);

B. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or

C. the Title IX Officer, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter. and

Both parties shall have five (5) days after the submission of an appeal to submit a written statement in support of, or challenging the decision-maker's determination. The governing body representative will issue a written decision describing the result of the appeal and the rationale for the result within forty-five (45) days. The governing body representative's decision will be provided simultaneously to the parties.

Nothing herein shall prevent the Superintendent (or the Board when the Superintendent is the Respondent) from imposing any remedy, including disciplinary sanction, while the appeal is pending.

Retaliation

The Corporation prohibits retaliation against persons who report, testify, assist, or participate or refuse to participate in any manner in an investigation, proceeding, or hearing. Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX..

Complaints alleging retaliation may be filed according to the grievance process set forth above.

Confidentiality

The Corporation will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA's regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the Corporation's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Record-keeping

The Corporation will maintain records from an investigation, determination, appeal, and informal resolution for seven (7) years.

Reports otherwise required by Law

These procedures do not affect or alleviate mandatory reporting required by state or federal law- for example, reporting of suspected child abuse or neglect to law enforcement or Department of Child Services.

Legal
I.C. 31-33-5-1
I.C. 20-33-8
20 U.S.C. 1092(F)(6)(A)(v)
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Act of 2004 (IDEA), as amended
20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
34 C.F.R. Part 106

34 U.S.C. 12291(a)(10)
34 U.S.C. 12291(a)(8)
34 U.S.C. 12291(a)(30)
42 U.S.C. 1983
42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
OCR's Revised Sexual Harassment Guidance (2001)

IMPORTANT PHONE NUMBERS

School: (317) 346-8600 School Fax (317) 346-8611 Transportation (317) 346-8770 Attendance Line (317) 346-8601

DAILY SCHEDULE

Students may enter the building at 8:05 A.M. The school day begins at 8:20 a.m. and ends at 3:00 p.m. (Monday, Tuesday, Thursday and Friday.) Wednesday dismissal will be at 2:20. Students not involved in a planned, scheduled activity supervised by a school official are not allowed on school grounds without parent supervision.

VISITORS

ALL VISITORS MUST REPORT TO THE OFFICE BEFORE GOING TO ANY AREA IN THE BUILDING. Each time a person visits a school for a reason that has the person proceed past the main office and into the school, it is necessary to provide a driver's license or valid state identification to follow our check-in procedures and background check procedures in our main offices. Some school business can be accomplished by leaving items in our secure vestibules for us to pick-up later as well. The school offices will determine how and when to admit guests into our schools' offices and into our schools.

PARENT VOLUNTEERS

In Franklin Community Schools we love having parents and guardians volunteer at school, chaperone on field trips, or visit for lunch. Any person who wishes to chaperone a field trip must follow the classroom teacher's process for signing up to chaperone and paying for the entrance fee (if there is one) to the field trip, and complete a criminal history background check. Background checks must be completed online no later than two weeks prior to the event in which you plan to participate. If you are selected as a volunteer candidate, the school will provide instructions for completing the background check. Chaperones for field trips may NOT bring younger siblings/children on field trips. Not every field trip will require parent chaperones, and often we need to limit the number of chaperones based on the type of field trip.

LOST AND FOUND

Students are responsible for their own textbooks, library books, Chromebooks, personal devices and other personal belongings. STUDENTS ARE NOT TO LEAVE MONEY OR ITEMS OF VALUE UNATTENDED. Students are advised to put their names in books, coats, gym clothing, and other personal items. There is a LOST AND FOUND location in the building. All unclaimed items will be donated at the end of each semester.

PARENT SQUARE

Franklin Community Schools uses ParentSquare for school communication, primarily with email, text, and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified. ParentSquare is located under the ParentsSquare tab at http://franklinschools.org.

PARENT/TEACHER CONFERENCING

We encourage parent involvement and communication with our school. If you need to conference with your child's teacher, please call ahead to schedule a time that is best for both of you. The teacher should be the first point of contact. Student led conferences will be held in the fall each school year.

PARENT TEACHER ORGANIZATION

Our P.T.O. has been formed to help assist with many of the fun activities we put on each year for our students and staff. We welcome any parent who would want to donate time and energy toward providing fun events for CBIS. Watch the calendar for meeting dates and events. All parents are encouraged to come and be a part of their child's middle school experience.

BEFORE AND AFTER SCHOOL CARE

Franklin Community Schools, in partnership with The Boys and Girls Clubs of Johnson County, also offers an affordable before and after school care option for parents called Cub Care. This program is offered at all five elementary schools and for CBIS students. Cub Care is available from 6 AM until school starts, and also from school dismissal until 6:00 PM each school day. For more information on this program, you can contact Cub Care at 317-739-7546 or via email at ssahm@bgcf.net

FRANKLIN COMMUNITY SCHOOLS CUB ACADEMY PRESCHOOL

Franklin Community Schools offers a paid preschool program at Franklin Cub Academy located at 1049 Sloan Drive. Our preschool program is called Franklin Cub Academy and offers a full day option with daycare. Please visit www.franklinschools.org or call Mrs. Katie Smith at 317-346-8880 for more information. You can also email Mrs. Smith at smithk@franklinschools.org.

SCHOOL COUNSELING SERVICES

CBIS offers full-time school counseling services. The door is open to all students and parents. Students should feel free to talk with one of the school counselors. Any conversations that students have with the school counselors are private and confidential. Human Skills services are delivered through individual, group experiences and classroom lessons.

STUDENT CLUBS AND ORGANIZATIONS

We encourage students to find a way to "plug in" during their time at CBIS - clubs are a great way to do that! Opportunities for students change from year to year based on student interest and club sponsorship.

NO SMOKING POLICY

Franklin Community Schools are committed to the health of its students and employees. In order to provide a healthy learning and working environment and to fulfill the responsibility as an educational facility, the Board of School Trustees has adopted the following policy, revised 7/06 SMOKING WILL NOT BE PERMITTED ON ANY PROPERTY OF THE FRANKLIN COMMUNITY SCHOOLS This policy also applies to e-cigarettes and vaping products of any kind.

CONFEDERATE FLAG

In keeping with the Franklin Community Schools Guiding Principles, the Confederate flag is prohibited in and around all school buildings and grounds. Approved by the FCS School Board of Trustees on August 10, 2020

CLASSROOM PARTY OR BIRTHDAY TREATS

Parents should check with the classroom teacher ahead of time to organize any snacks or classroom parties. The classroom teacher will decide if and how to have a snack daily, as well as how and when to have classroom parties such as birthday parties. For classroom parties or snacks, all food should be store-purchased and still be sealed when provided to the classroom teacher, and all ingredients need to be listed on the package. We do not accept deliveries such as balloons and/or flowers to students during school hours. These items are not permitted on the bus.

OUTDOOR RECESS POLICY It is always best for our students to enjoy as much physical activity during the school day as possible. Following our weather guidelines, students will spend time outside daily. Our schools use the following guidelines to make a determination about going outside to recess during the winter months: If the weather "feels like" 25 degrees and above (considers wind chill factor), then we will have outdoor recess. Students should wear appropriate winter coats, gloves/mittens, hats, and/or scarves will be expected. Medical conditions must have appropriate documentation from the doctor to deviate from the normal recess plan. Also, rain, lightning, slick conditions, or other outdoor hazards could cancel outdoor recess as well.

PETS AT SCHOOL

Due to allergies, health issues, and liability, no pets are allowed at school. Individual classrooms may have classroom pets as approved by the principal. The only outside animals allowed in the classrooms are service animals such as a seeing-eye dog, therapy dog, or police K9. The school board policy on this issue will be followed.

EMERGENCY DRILLS

Fire drills: Once a month, in accordance with Indiana Code, our elementary schools will hold a fire drill. We do this to practice and remind ourselves of the proper procedures that must be followed in the event of a real fire. These procedures are in place to assure for the maximum amount of safety. The teachers will go over specifics of the procedures, but two rules are for everyone: walk at all times and no talking. Disaster drills: at least 4 times during the school year we will be practicing tornado and earthquake drills. Both can be a fact of life here in the Midwest. We have not had an earthquake in many years, but we will be prepared in the event of one. Severe

weather is always a threat, especially in the spring. Again, the teachers will go over the specifics, but the same two rules apply. Lockdown drills: we will have lockdown drills at least twice during the school year.

ACADEMICS AND ACCOUNTABILITY

COURSE OFFERINGS

The curriculum is designed to provide students with a good background in the areas of language arts, math, science, and social studies. Additionally, students are provided numerous elective courses during their time at CBIS including: Band, Choir, General Music, Art, STEM, World Cultures and Physical Education.

CHROMEBOOK INFORMATION

Each student will receive a Chromebook for their use during the school year. Students are responsible to maintain their chromebook in good condition. This device is the medium by which all students will receive assignments and curriculum. Responsible chromebook use is monitored by individual teacher classroom policy and GoGuardian software.

General Rules:

- Chromebooks must remain in the school-issued case at all times.
- Chromebooks should be brought to school charged each day.
- No food or drink near the Chromebook
- Cords, cables, earbuds, and removable storage devices must be inserted carefully into Chromebook, and must be removed completely before closing the case.
- Never close the Chromebook with anything left between the keyboard and the screen.
- Chromebooks and chargers are the student's responsibility at all times, and should never be shared, swapped or loaned to another person.
- Chromebooks are not to be used in the cafeteria during lunch.
- Never leave your Chromebook unattended.
- Immediately report any problems or damage to the IMC to be assessed for repair.
- School issued Chromebooks are to be used for educational purposes first and foremost.
- Students are to adhere to the Acceptable Use Policy as detailed in the student handbook at all times. Not doing so will result in restrictions and/or discipline consequences.

ELECTRONICS AT SCHOOL

Personal electronic devices can only be utilized by the following directives:

1. Medical Necessity
2. Teacher-Directed
3. IEP
4. Emergency

FRANKLIN COMMUNITY SCHOOL CORPORATION
ACCEPTABLE USE POLICY (AUP) AND GUIDELINES

Rules and Codes of Ethics Relating to School Computer Users
Available Franklin Community School Corporation website: http://franklinschools.org

The Franklin Community Board of School Trustees and the Franklin Community School Corporation (FCSC) are committed to the effective use of technology to enhance the quality of student learning and the efficiency of FCSC operations. It also recognizes that safeguards have to be established to ensure that FCSC's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. The goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation and communication. The educational value of the Internet is the joint responsibility of students, parents and FCSC employees.

This policy is established not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. This policy is issued to students annually in the student handbook. Students of appropriate age are required to sign that they have read the student handbook. In addition, the AUP is available in every building in the district, on the network and on the FCSC web site. A copy of the AUP will be provided to all new employees.

The provisions of this policy are subordinate to local, state and federal law. Students who do not abide by the AUP may suffer disciplinary action. Employees who do not abide by the AUP may also suffer disciplinary action, including, but not limited to, termination of their employment.

Acceptable Use Policy Administrative Guidelines

Telecommunications

Today's accessibility to computers and people all over the world bring with it the availability of material that may not be considered to be of educational value. On a global network it is impossible to control all materials and information. Eventually users may discover some information to be controversial, vulgar or otherwise inappropriate. Although FCSC has incorporated Internet filtering software, there are no guarantees the user cannot access inappropriate sites. The educational benefits of the Internet far outweigh the negative possibilities.

Children's Internet Protection Act (CIPA)
FCSC complies with the Children's Internet Protection Act by using filtering, tracking, and firewall technologies to monitor Internet activity**.**

Terms and Conditions
The Information Services Department (ISD) will provide technology components including hardware, software, access to the network and the Internet.

ISD has the responsibility to monitor and maintain security on all technology. All computers, telephone systems, electronic systems and voicemail systems are the property of FCSC. FCSC retains the right to access and review all components of these systems. Students and employees should have no expectation that any information contained on or in any of these systems is confidential or private. Information may be reviewed with or without student or employee knowledge or permission. The use of passwords does not guarantee confidentiality and FCSC retains the right to access information in spite of the existence of a password. When accessing the Internet via a FCSC networked computer, every site visited and the duration of time spent at each site is logged and tracked based on the user's login and the computer that is being used.

Review of any logs, technologies and systems will only be done in the ordinary course of business for a legitimate reason. Searching for inappropriate use is a legitimate reason to review any logs, technologies, systems, computers or voicemails. Any information discovered would be limited to those who have a specific need to know that information. Administrators and supervisory staff authorized by the Superintendent have the authority to search and access information electronically.

1. Account Use:

Each technology user in FCSC will be provided all necessary accounts. Accounts will be maintained and monitored by ISD. A. Users are responsible for their accounts and should take appropriate measures to prevent unauthorized access to their account(s) and equipment.

B. Use of another user's account(s) is prohibited.

C. Account passwords are to be distributed only to the individual account user.

D. Copying, changing, reading or using files of another user without their consent is prohibited.

E. Unauthorized access to system programs or computer equipment is prohibited.

F. A student must have permission to use computer equipment and software.

G. Students are not to use adult workstations without prior permission.

H. Mass storage devices (CD, DVD, USB, etc.) may be used for personal and professional purposes. However, they are never to be used for storage, transfer, or use of materials that are inappropriate, illegal or in violation of copyright laws. The users creating or in possession of mass storage devices containing such material will be responsible for it.

2. Privileges:

The use of FCSC technological systems is a privilege, not a right, and is subject to regulation, inspection, denial and discipline for misuse. The individual user accepts the responsibility for the ramifications and consequences of any inappropriate use of the account, and further accepts that the attitudes and perceptions of others can determine appropriateness.

3. Acceptable Use:

Use of network accounts should pertain to educational research or communications consistent with FCSC educational objectives and policies. Therefore, Internet access will be limited to educationally appropriate sites during all assigned instructional or supervisory times. Personal use of accounts within the confines of the AUP may occur before 8:00am and after 3:00pm on school days and during any duty free time or on days school is not in session. The user, with the understanding that he or she may need to justify the site(s) to a peer, administrator, parent or the general public, determines educationally appropriate sites. Transmission of any material in violation of any U.S. or state regulation is prohibited at all times. Furthermore, students and employees are strictly prohibited from transmitting material that is copyrighted, threatening or obscene, or may be construed as political lobbying. At no time are FCSC accounts to be used to receive or transmit any form of digital, electronic, tape or wireless transmission of material containing obscene, vulgar, threatening or inappropriate material.

4. Software Policies:

Software installation is the loading of a computer program(s) on workstations or network.

A. Software Programs:

1. ISD must be notified and grant permission prior to the loading of programs onto school owned computers. FCSC is not responsible for programs not approved by ISD or any problems caused by or related to such programs. ISD reserves the right to delete any programs or files.
2. Unless otherwise stated in the software's license agreement, users cannot legally load software on more than one computer or onto the network.
3. Users may not load software on any FCSC computer. The building TR/RA will install any software on any FCSC computer. The software documentation must be accessible to the TR/RA at any time.

B. Purchasing Policies:

1. ISD must be informed of and approve all potential software purchases intended for any FCSC workstation or network installation.
2. Corporation wide software is purchased with corporation funds via ISD and in most cases will be networked or Internet accessible.

5. Web Page Policies:

After receiving adequate training, FCSC employees may create web pages. Each web page must have ISD approval. The creation of web sites by students must be done under supervision of an appropriate staff member. All web sites must reflect the professional image of FCSC.

After receiving adequate training, FCSC employees may create web pages. Each web page must have ISD approval. The creation of web sites by students must be done under supervision of an appropriate staff member. All web sites must reflect the professional image of FCSC.

A. Educate:

Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and FCSC's objectives as listed in the Corporation's Strategic Plan.

B. Inform:

Content may inform the community about the school, teachers, or departments, including information about curriculum, events, class projects, student activities and departmental policies and other FCSC related events and activities.

C. Communicate:

Content may provide an avenue to communicate with the community. The information contained on the web site should reflect and support FCSC's Mission Statement, Education Philosophy and the Academic Improvement Process. All links included on the pages must also meet the above criteria and comply with State and federal law (e.g. copyright laws, FERPA and CIPA). Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Web pages should reflect an understanding that both internal and external audiences will view the information.

D. Group Pictures:

Group photographs of a general nature may be used on the Internet for legitimate school purposes. A group picture is two or more people without any individual identifying description**.**

E. Student and Employee Information:

Web site(s) are not to provide personal information about students without written permission from the student's parent or guardian. Employees may provide personal information about themselves at their own discretion

6. Network Etiquette:

Users are expected to abide by the generally accepted rules of network etiquette. It is expected that staff members will provide guidance and instruction to students in the appropriate use of the Internet. These include, but are not limited to, the following:

A. Any speech transmitted by the use of a school computer does not constitute speech in a "Public Forum" and is subject to regulation by the administration.

B. Students and employees must use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism,

violence, threats or hate. All communications (i.e. list serves, e-mail, instant messaging, etc.) containing any material listed above is prohibited.

C. Students are prohibited from broadcasting, instant messaging or chatting with other users inside or outside of the FCSC network unless given explicit permission by an appropriate staff member.

D. It is prohibited to access, upload, download or distribute violent, threatening, pornographic, obscene, sexually explicit or inappropriate materials. Circumventing the CIPA filter by use of a proxy or other means is strictly prohibited.

E. Students shall not reveal personal information about themselves or others. If it is deemed necessary for employees or students to reveal student personal information, written permission from the student's parent or guardian must be obtained.

F. Employees may provide personal information about themselves at their own discretion. Employees are not to provide protected information about other employees without permission from that employee. Public information about employees that may be provided by other employees includes name, position, grade or subject taught, e-mail address, phone number of school/building,/office/classroom, extra-curricular responsibilities and verification of employment.

G. E-mail is not private and can be examined by the System Administrator when necessary. E-mail relating to or in support of illegal activities shall be reported to the authorities. The forwarding of chain letters is prohibited without the consent of the recipient(s). E-mail is accessible to students K-8 students on a limited basis under teacher supervision. High school students have individual e-mail accounts. High school students shall not mass e-mail without the approval of high school administration. Mass e-mail is defined as any unsolicited mailing in which the message is sent to a subset of Franklin Community School Corporation addresses**.**

H. **The network shall not be used in such a way as to disrupt its use by others.** Outside of ISD personnel, installing any technology onto the network is forbidden. **Communications and information accessible via the network is the property of FCSC and is not the private property of any individual.**

I. Copying, downloading, etc., without the implied or direct permission of the provider or in violation of any state or federal law, including copyright laws, is prohibited and may result in disciplinary action.

J. Although users are encouraged to use shared drives established by ISD (i.e. "Q") for cooperative work, the process of enabling file sharing via the network is prohibited. This includes web-based software such as Imesh, Napster or the like.

7. Warranties and Responsibilities:

FCSC makes no warranties of any kind, whether expressed or implied, for the services it provides. FCSC will not be responsible for any damages suffered for any reason, including loss of data for any reason. Use of any information obtained via the network is at the users own risk. FCSC is not responsible for the accuracy or quality of information obtained through this service.

8. Vandalism:

Vandalism is defined as any attempt to harm or destroy data or equipment. This includes, but is not limited to: the creating or transferring of computer viruses, changing of system defaults or passwords, destroying network data or damaging computer equipment. Anyone responsible for vandalism is subject to denial of privileges, discipline, and repair or replacement cost.

9. Unsolicited On-Line Contact:

Students of FCSC are prohibited from responding to any unsolicited on-line contact. It is the student's responsibility to notify an instructor of any such instance. The instructor will then notify ISD. Although Internet filtering is used by FCSC, some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, violent, sexually explicit, or potentially offensive to some people.

10. Commercial Use by Students:

Goods and services purchased by students via the Internet could result in unwanted financial obligations for which students and their parents or guardians may be liable.

11. Indemnification:

In consideration of FCSC providing the user with access to computer equipment, software, and the network, employees, students and student's parents and guardians agree to hold FCSC harmless. All parties involved agree to indemnify FCSC from any and all liability; loss or damages FCSC may suffer as a result of claims, demands, attorney's fees, costs or judgments against FCSC arising out of the user's violation of this policy.

12. Consequences:

Violations of this policy may result in disciplinary action by FCSC. It is a criminal act under Indiana law to access a computer system and/or damage or alter a computer program, data, or hardware without the consent of the computer owner. Indiana Code § 35-43-1-4 defines computer tampering, a Class D felony, as the knowing or intentional alteration or damage to a computer program without the consent of the owner. Indiana Code § 35-43-2-3 defines computer trespass, a Class A Misdemeanor, as a knowing or intentional access to a computer system network or a part thereof without the consent of the owner. Additionally, there are other criminal offenses dealing with theft and criminal mischief with similar or greater penalties of imprisonment.

FCSC Board approved 6/12/95, 1/16/96, 3/11/96, 6/12/00, 7/10/00, 4/9/01, 3/11/02, 5/10/04, 6/11/07

FCSC SEARCH POLICY

LOCKERS & LOCKER INSPECTIONS

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and art classrooms, 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 education function, or which are forbidden by State Law or School Rules. A student may not expect to have privacy in a locker or its contents.

The student's use of the locker does not diminish the School Corporation's ownership or control of the locker. The School Corporation 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 and 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, paraphernalia, or alcohol.

The School provides lockers as a convenience to students. Combinations are changed when a new student is assigned to a locker, and it is the student's responsibility to keep the combination to himself and the locker locked at all times. The School cannot accept responsibility for any items missing from a student's locker.

SEARCHES

The following policies apply to searches:

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of all lockers may be conducted by school authorities for any reason, at any time, without notice and/or student consent.

Except in the case of a general inspection of all lockers, searches of an individual student's locker must be based upon reasonable suspicion of the principal or designee that the locker is being used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or that the locker contains items which are forbidden by State Law or School Rules. If practical, the student assigned to the locker being searched upon reasonable suspicion should be present during the search. Searches shall be conducted by the principal or a member of the administrative staff designated in writing by the principal and acting at the direction of the principal.

PERSONAL SEARCH

The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during any school activity if the principal has reasonable suspicion to believe that the student has on or about his or her person items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or items which are forbidden by State Law or School Rules. Searches of the person of a student shall be limited to:

- searches of the pockets of the student
- any object in the possession of the student such as a purse, back pack, briefcase, or gym bag, and/or,
- a "pat down" of the exterior of the student's clothing

Searches of the person of a student which require removal of clothing other than a coat, jacket, or shoes shall be referred to a law enforcement officer in accordance with this policy. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional school employee of the same sex as the student, designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible, but prior notification to and consent by the parent or guardian is not required prior to conducting a search based upon reasonable suspicion.

ASSISTANCE OF LAW ENFORCEMENT

The principal or a member of the administrative staff designated in writing by the principal may request the assistance of a law enforcement officer to search any area of the school premises, any student, or any motor vehicle on school premises, if the principal or another member of the administrative staff designated in writing by the principal, has reasonable suspicion to believe that the person or area to be searched possesses or contains 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. Where the law enforcement officers respond to such request, no school employee shall assist or otherwise participate in any search conducted.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Franklin Community Schools ("School") receives a request for access.

   Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make 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 should write to the school principal [or appropriate school official], 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 record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

   Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Franklin Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Franklin Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Franklin Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- School publications or promotions, both in print and online
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Franklin Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23rd, 2017. Franklin Community Schools has designated the following information as directory information:

-Student's name
-Address
-Telephone listing
-Electronic mail address
-Photograph
-Date and place of birth
-Major field of study
-Dates of institution attended
-Grade level
-Participation in officially recognized activities and sports
-Weight and height of members of athletic teams
-Degrees, honors, and awards
-The most recent educational agency or
-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure.

Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)

  Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11)

2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

Introduction

The School Board of the Franklin Community School Corporation (hereinafter referred to as "the Board" or "the Corporation") does not discriminate or tolerate harassment on the basis of sex in its education programs or activities which it operates or the employment therein or admission thereto, as required by Title IX of the Education Amendments of 1972 and its implementing regulations.. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment. When the Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the Corporation Community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in Sexual Harassment also are subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment supportive measures/ongoing remedies as reasonably necessary to restore or preserve access to the Corporation's education programs and activities.

Coverage

This policy applies to all Corporation operations, programs, and activities.. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at any other off-campus locations, such as school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

Except as provided above, this policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the Corporation's education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws, and/or Employee/Administrator Handbook(s) if committed by a Corporation employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the Corporation's education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student or by Board policies and administrative

guidelines, applicable State and/or Federal laws, and/or Employee/Administrator Handbook(s) if committed by a Corporation employee.

INDIVIDUALS WITH DISABILITIES STATEMENT

The practice of CBIS is that no person with a disability should be excluded from participation, access to, or benefits of any program or activity sponsored by Franklin Community Middle School by reason of his/her disability. Inquiries regarding this policy should be directed to the school's principal, assistant principal, or guidance counselor. All activity sites are fully accessible. Any person requiring further accommodations should contact the Superintendent at the corporation's central office.

Pesticide Use at Schools Rule – 357 IAC 1-16

The purpose of Rule *357 IAC 1-16* is to minimize the potential for pesticide exposure to students at schools. This rule is put in place to establish requirements for those who apply pesticides at schools, to establish restrictions on the use and storage of pesticides at schools, to establish a record keeping requirement for pesticides applied at schools, and to establish a parent, guardian, and staff registry and notification requirement for pesticides applied at schools.

Typical facility maintenance requires the use of pesticides from time to time. Effective pest management and appropriate landscaping maintenance and turf care involve the use of pesticides. Although we are not able to eliminate the use of pesticides completely, we will make every effort possible to apply these types of products during the summer months and/or during other extended break periods.

FCSC is committed to the safety of all students and staff. As part of the rule, FCSC must provide 48 hours advance notice before applying pesticides. FCSC will notify all registered parents, guardians, and staff members of these applications. To request notification you must register in the office at your school building. The registry will ask for your name, phone number, and email address. You may request to be added to the registry at any time during the year. For more information please contact Bill Doty, FCSC Facility Manager, at 346-8741 or by email at dotyw@franklinschools.org

Annual AHERA Notification

Under the Asbestos Hazard Emergency Response Act (AHERA), Franklin Community School Corporation is required to notify, in writing, all parents, guardians, and staff, on an annual basis, each school year, and file a copy of the notice in the management plan. The notice must advise that the management plan is available for inspection, without cost or restriction during normal business hours.

Notification of Asbestos Removal Projects:

1. No removal projects are planned for the 2017-18 school year.
2. Cost estimates have been acquired for the removal of all remaining asbestos containing materials. FCS will plan future budgets to complete abatement projects.

Operations & Maintenance:

1. 6-month surveillance inspections for all buildings containing asbestos materials.
    - Union Elementary – Boiler Room, Pipe Insulation
    - Webb Elementary – Boiler Room, Floor Tile
2. Inspections were completed by Astesco Laboratory, Inc. insuring the asbestos contained in the above listed buildings remains in safe condition for the occupants of such buildings.

A look ahead: FCSC will continue diligent efforts to manage and control existing asbestos containing materials. If further information is needed, contact Jeff Sewell, Director of Operations. sewellj@franklinschools.org

TEXTBOOK/CHROMEBOOK FEES

Student Chromebooks as well as any textbooks or workbooks are issued on a rental-free basis. Any damage or marks found will be considered destruction and will have to be paid for by the student. Students will be responsible for paying for lost or damaged devices or books. If a device or book is lost, stolen, or damaged, it must be paid for in the office. Students will pay the full replacement price for lost devices or books. When a student pays for a device or book and the lost item is found and returned in good condition, the money will be refunded.

Chromebooks are expected to be transported in the provided case.

BAND/CHOIR DROP/ADD PROCEDURE

Band and choir are considered full year classes, however, there may be special circumstances that require the student to change mid-year. If a student needs to drop their band or choir class, the student must pick up a change slip from the band or choir director. They must then have the slip signed by a parent and their band/choir teacher. Finally, the slip must be given to the counseling office before the last day of the semester. If these steps are not followed, the student will remain in the band or choir class for the following semester.

GRADING SCALE

A+	100%
A	92%-99%
A-	90-91%
B+	88-89%

B	82-87%
B-	80-81%
C+	78-79%
C	72-77%
C-	70-77%
D+	68-69%
D	62-67%
D-	60-61%
F	0-59

ASSIGNMENTS & HOMEWORK

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, or at home. Homework is one of the criteria used for student assessment. It is the student's responsibility to return all work completed to the teacher by the date requested. If there is concern regarding homework, please communicate this concern to your child's teacher.

Most teachers have a Google Classroom site where daily assignments and other information are posted. Parents are encouraged to keep and use their student's login and password to check homework. Parents are also encouraged to use the login and password to consistently monitor Google Classrooms to stay up to date with class activities. Chromebooks are educational devices that parents should monitor in coordination with students to track progress in the classroom. It is expected that ALL students fill out their assignment notebook on a daily basis.

All assignments, quizzes, tests, papers, and other graded work are to be the product of the individual student being evaluated unless the teacher has specifically stated otherwise. If in the judgment of the instructor, a student uses artificial intelligence (AI) and/or another person's work and presents it as the student's own, the student will be given a failing grade for the specific assignment. Similarly, students who allow another student to copy their work for purposes of deception will be given a failing grade for the work."

PowerSchool

PowerSchool is a computer program designed to link parents and schools together via the Internet. It enables parents to access their children's school records including such information as grades and attendance.

How to Register
Go to http://franklinschools.org. Under the parent tab, you will find a "PowerSchool Parent Account Creation" link providing detailed instructions. We are striving for 100% participation with **PowerSchool**.

REPORT CARDS & MIDTERMS

Midterm reports will be sent home with those students at mid-semester (9 weeks) to those students earning D's and F's. Report cards will not be distributed at the end of each 9 weeks. Parents/students should check daily or weekly for grades on PowerSchool. Please contact a student's teacher or call the CBIS counseling office if you have questions concerning a grade or need your PowerSchool password.

HONOR ROLL

Academic recognitions are designed to honor students who excel in their classes. The criterion for selection is as follows: To qualify for the AB Honor Roll, a student may not receive any grade lower than a B- for a semester. A student qualifying for Straight A Honor Roll may not receive any grade lower than an A- for a semester. All A's for the entire year will be recognized at the end of year awards program. All A/B's for the year will also be recognized.

STUDENT ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that presence in the classroom enables the student to participate in instruction, class discussions, peer interaction, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for students to excel. Parents/Guardians are required to ensure their child's regular attendance (I.C. 20-33-2-77).

ARRIVAL TO SCHOOL

8:00 a.m. - Doors open for students to enter the building
8:20 a.m. - 1st Period Begins

ARRIVING LATE TO SCHOOL

Students arriving to school after 8:20 a.m. will be considered tardy to school and must enter through the main office. Any students who is late to school will need to sign in with the attendance secretary and get a pass from the office in order to be admitted to 1st period.

DEPARTURE FROM SCHOOL

Students are dismissed from last period at 3:00 p.m./2:20 p.m. on early release day. Once students have exited the building they are to immediately leave school property and head to their car, bus, or home if walking. No student should be at CBIS unsupervised after school hours. Parents need to have a contingency plan in the event their child misses the school bus home. Students may use the phone in the front office with permission from the secretary.

EARLY DEPARTURE FROM SCHOOL/PROFESSIONAL APPOINTMENTS DURING THE SCHOOL DAY

When a student has an appointment during school hours, a parent/guardian should communicate with the front office the appointment time within 10-15 minutes upon pick-up of the student. Parents/Guardians must sign their student out using the chrome book located in the vestibule outside of the main office. For security purposes a photo I.D. may be required. If someone other than parent/legal guardian is signing out a student, the person's name must be listed on emergency contact information within PowerSchool. Any changes/updates to emergency contact information must be communicated to the office. Upon returning to school, the student should provide the secretaries with an excused note with the following information: name, date of appointment, expected return date to school, and any limitations the student has and the duration student has said limitations.

EMERGENCY CLOSING INFORMATION

All of the schools in the Franklin Community Schools will be open on all regularly scheduled days unless closed by the Superintendent of Schools because of an emergency. When the schools are confronted with an emergency, such as extreme road conditions, mechanical failures, energy shortages, or other unforeseen difficulties which may necessitate the closing of school for an entire day, an announcement will be given to radio and television stations prior to 6:15 AM and repeated at regular intervals thereafter. Also, the school corporation will utilize its automated parent contact system, Facebook, website, and Twitter to rapidly contact families. Please make sure your contact information is up-to-date with your child's school so that you receive this information. Please also "like" your school's and the district's Facebook pages.

ATTENDANCE

The Board requires all students enrolled in the schools and programs it offers to attend school regularly in accordance with the laws of the State. The Board's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Research shows that regular attendance correlates with high achievement; for this reason, FCS has determined that students

may incur no more than 10 absences (per class at FCHS). All absences, excused or unexcused, count toward this limit. Exempted absences are not included in this limit.

“Attendance” as used in this guideline shall mean to be physically present in a school or at another location where the Board’s educational program being offered at the times established by the Board and teacher is being conducted.

EXCUSABLE REASONS: MUST BE REPORTED WITHIN 24 HOURS

The Corporation accepts only the following as excusable reasons for absence from school.

An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

A. Professional Appointments (i.e. doctor, dentist, therapist)

Proper documentation as outlined in this policy will be required.

B. Personal Illness

The principal may require a doctor's confirmation if s/he deems it advisable, such as after 2 consecutive absences.

C. Out-of-School Suspension

D. Death in the Immediate Family

E. Required Court Attendance

F. Observance of a Bona-Fide Religious Holiday

G. Military connected families' absences related to deployment and return

H. Recovery from a documented accident

I. Maternity Leave

J. Such other good cause as determined by law (I.C. 20-8.1-3-18 and Policy #C175).

PROFESSIONAL APPOINTMENT REQUIREMENTS

Notice of appointment will be required upon return to school. The documentation must contain the following to be considered an acceptable absence:

A. Name of Student

B. Date and Time of Appointment

C. Return date to School

D. Any limitations and their duration

Failure to produce documentation within three (3) days may result in a violation of this policy. Absences that do **not** accumulate against this guideline include field trips and/or college visits.

UNACCEPTABLE REASONS FOR ABSENCES

Any absence from school not authorized or in violation of this policy is considered unacceptable.

Elementary (K-6)

A. All absences must be reported to the school office. A parent/guardian must call the school to report the absence by 9:00 a.m.

B. Upon the **fifth unexcused** absence within a 10-week period, a parent/guardian will receive an attendance letter informing him/her of the number of unexcused absences from school. Per Senate Bill 282, families are required to conference with school administrators within ten instructional days of the fifth unexcused absence. At this meeting, an attendance plan will be developed and should be followed. Schools will work with families to schedule the conference at a convenient time. A school administrator, teacher, counselor, and parent/guardian should attend the conference. The parent/guardian may bring a representative if notice is provided to the school at least 48 hours before the conference.

C. Upon the **tenth** absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the tenth absence, a letter is issued from the school as verification of the student's attendance at school. All absences, **excused or unexcused**, count toward this 10-day limit. Per Senate Bill 282, an affidavit will be filed with the prosecutor's office for students accumulating **10 unexcused** absences.

D. Upon the **fifteenth** absence, **excused or unexcused**, the school will send a notice to Johnson County Community Corrections and DCS for further action. A letter will be sent to parents/guardians as well.

TARDINESS

The prompt arrival of students prepares them for success the entire day. Students who report late to school must check-in at the main office to obtain admittance to the building.

PRE-ARRANGED ABSENCES

Pre-arranged absences may be considered an unacceptable absence and subject to the ten (10) day rule in all three (3) school levels. Prior to the absence, parents are expected to notify the school of the absence.

TRUANCY

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location without parental knowledge. **Absence** is defined as non-present in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within thirty (30) minutes after the official start of the school day.

REPORTING ABSENCES

When a student is absent, his/her parent or guardian must call the CBIS attendance line by 9:00 a.m. each day of the absence: 317-346-8601. For convenience it is available 24 hours a day.

STUDENTS LEAVING DURING THE SCHOOL DAY

A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building principal.

CERTIFICATE OF INCAPACITY

If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of incapacity for an attendance officer within (6) days after it is demanded. The certificate required under this requirement shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

MAKEUP WORK

Students are expected to make up work missed during an absence. Upon returning from an absence, students will have the same number of days to complete missed work as they were absent (for example if the student missed 3 days, they will have 3 additional school days to complete the missing work). However, assignments, including tests, which have been made prior to the absence and that were due on or before the day the student returns, will be due on the date the student returns to school or as arranged by the teacher. It is the responsibility of the student to make arrangements with his/her teachers to make up missed work. Direct contact with the teacher via email is the best way for a student to receive instructions and directions when completing work missed during an absence. Parents/Students can also check the teachers' Google Classroom to find assignments. (Varies per team.)

HEALTH SERVICES

The school health program is a cooperative one involving the entire school staff and the parents. A school nurse is assigned to our building. The clinic provides first aid service and emergency care for the sick and injured.

EMERGENCIES

The nurse will see a student if he or she becomes ill during the school day. If the illness is so severe that the student must leave school before the completion of the school day, a parent or guardian (or their designee) will be the only person who can take the student home. Injuries resulting from accidents at school shall be given first aid treatment only. If necessary, the parents will be contacted. It is the responsibility of the student to report any injury to the teacher in charge. If it is impossible to reach a parent, an administrator may request additional aid for the student.

DISPENSING MEDICINE

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child requires medication to benefit from his/her educational program.

Before any medication or treatment may be administered by school personnel to any student during school hours, the Board shall require the written prescription from the child's physician for all prescription drugs accompanied by the written authorization of the parent. In the case of nonprescription drugs, preparations, or remedies, a written authorization from the parent must be on file in the office of the principal.

All medications must be brought to the school nurse's office by a parent or guardian. Only prescription medication in its original container; labeled with the students name, date, and exact dosage will be administered. Parents may administer medication to their child in the presence of Health Services personnel or designee once the above criteria are met. Parents must give written authorization for medication to be administered to their child by Health Services personnel or designee during school hours.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication; or
3. The student, if the student's parent provides written permission for the student to receive the medication.

If there are questions, please see the school nurse.

IMMUNIZATION

Indiana State law requires that parents or guardians of school age children enrolling in a school system submit one of the following types of information:

1. Documentation that the child is fully immunized.
2. Documentation that immunizations have been started with a schedule for completion.
3. An authorization for the new school to receive medical records from a prior school.
4. A written objection to immunizations due to religious or medical reasons.

Please be advised that your child cannot be permanently enrolled and may be denied the opportunity to attend school unless written information of the type listed above has been provided to the school on or before the first day of school in accordance with Indiana state law.

INFORMATION ON MENINGOCOCCAL DISEASE

Indiana law requires each year that parents/guardians be informed about "meningococcal disease and its vaccines" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention (CDC) recommends routine meningococcal immunizations at 11 to 12 years of age. This immunization is commonly called Menactra. Johnson County Health Department has this immunization available for free to those individuals who are eleven to eighteen years old and do not have health insurance that provides coverage for immunizations. To obtain this immunization, please call the Johnson County Health Department for an appointment at 346-4368, or speak with your healthcare provider.

Health Clinic Guidelines for School Exclusion

1. Students with a temperature of 100.4*F or more will be sent home. The student must be fever free and fever reducing medicine free for 24 hours. If the fever persists for 2 days, even without other symptoms, a physician should be consulted. 2. Conjunctivitis (pink eye) - If pink eye is suspected, students should be examined by a health care provider and approved for readmission to school, or remain home until the affected eye is clear and free of purulent drainage. With bacterial conjunctivitis, exclusion is recommended until 24 hours after starting topical antibiotic therapy.
3. Impetigo – Impetigo is a bacterial skin infection characterized by pus filled red bumps that form on the face (particularly around the nose and mouth) or on the extremities. Diagnosis and treatment is required by a physician. Students should be kept home until 24 hrs after initiating antibiotic therapy. Draining lesions should be adequately covered at all times with a dry dressing.
4. Scabies - Diagnosis and treatment is required by a physician. Students may return the day after treatment. 5. Students found with head lice will need to be picked up immediately from school. After treatment and upon returning to school, the student will be examined by the school nurse. If no live lice are found students may return to school. 6. Active Vomiting or Diarrhea - Students should be symptom free for 24 hrs. before returning to school 7. Undiagnosed rash, if fever is present Diagnosis and treatment from a physician is recommended. Student should be symptom free for 24 hrs before returning to school.
8. Chicken Pox (Varicella) - Students must be excluded from school until all vesicles become dry or lesions have faded..
9. Shingles - Students may remain at school only if the site of outbreak can be kept covered and dry.
10. Strep throat - If a strep culture is positive, the student may return to school 24hrs after antibiotic therapy is initiated and is fever free.
11. Pertussis (Whooping Cough) - Diagnosis and treatment is required by a physician. Students may return to school after the first 5 days of antibiotic therapy have been completed.
12. MRSA - MRSA skin infections require diagnosis and treatment by a physician. Students with an abscess, boil, sore or skin lesion that is draining may remain at school only if the area can be kept covered and dry with a bandage. Any student with a draining skin eruption that cannot be contained and kept dry with a bandage will be excluded from school until cleared by a physician.

STUDENT RESPONSIBILITIES AND BEHAVIOR CODE

DUE PROCESS

Students have a constitutional right to a public education. Custer Baker Intermediate will afford due process rights to each student when disciplinary action against the student is contemplated. The Student Due Process law mandates and prescribes certain procedures to guarantee that students in the schools of Indiana receive fair play in disciplinary matters at the hands of school officials. The law requires that all students be fully informed of school rules in writing.

Public Law 218 clarifies the position of many school employees in relationship to the students. Student teachers, teacher assistants, bus drivers, and other school corporation employees have the same authority as teachers to those under their supervision. The law defines and provides for several types of disciplinary options including suspension or expulsion. Suspension refers to the prohibition of attendance for ten school days or less. Expulsion refers to the prohibition of school attendance for more than ten days, for the balance of a semester or a year, or any action that prevents a student from completing their program of studies in a normal period of time.

DUTY TO INFORM

Maintaining a safe school environment is the duty of the entire school community including students. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans may result in disciplinary action up to expulsion from school. (Indiana Code 20-8.1 – 5.1-8, 9, 10) If a student is not sure the information they have is important (including rumors), valid, real, or truthful the information should still be reported to faculty, staff, or administration so that an appropriate investigation can occur. A student may use the STOPit anonymous reporting app or website available on the Franklin Community Schools website to make reports. Reports submitted anonymously must include enough information to facilitate an investigation.

REPORTING TO THE INDIANA DEPARTMENT OF CHILD SERVICES (DCS)

Indiana Code, and also our school board policy, dictates that all school employees are mandatory reporters of any suspected child abuse or neglect to the DCS hotline immediately, or be in violation of Indiana Code and school board policy. Indiana DCS will then follow their processes and procedures on each report. Should DCS choose to investigate the report, they may decide to talk with the child at school. We will follow our school board policy if that occurs, which includes offering to call parents and offering to stay in the room with the child. DCS can decide, using their process, if parents are notified first and if they would like a school representative in the room during the interview. All aspects of DCS's work are confidential and often the school does not learn of the outcome or findings of any DCS report.

CELL PHONE/ELECTRONIC DEVICE USE DURING THE SCHOOL DAY

All personal electronic devices including cellphones, connected smartwatches, or gaming divides must be powered off and kept securely inaccessible per Senate "Bell to Bell" Bill 78.

Students may use their cell phone or electronic device ONLY under the following conditions:

- Before or after school hours.

Students may NOT use any electronic device:

- In any areas that are considered private, including restrooms, locker rooms, health clinic and while in the main office or guidance office.
- For use in recording video or taking pictures, unless directed by a staff member.

****Use of electronic devices is a privilege and may be revoked at any time.*

Students must immediately give a staff member the entire electronic device upon request including all components. Failure to provide a staff member with the electronic device immediately may result in suspension.

STUDENT FOLDER AND/OR AGENDA

Each student will receive a student folder at the beginning of the year. This folder is considered an essential school supply.. The folder is expected to be used by each student on a daily basis. The agenda must be with students at all times.

ALL-SCHOOL GUIDELINES

It is impossible to cover all types of situations that may occur throughout the school year. Therefore, verbal announcements may be made concerning items not listed in this handbook. Students may be disciplined for items or situations even though they are not specifically covered. Each teacher and team communicates classroom rules that students must follow. These rules are in addition to the rules listed in the handbook.

1. Students must respect the rights of all adults and students by being courteous, respectful and showing appropriate behavior and language at all times. Students must follow instructions of school personnel.
2. Students should not use profane, vulgar or explicit language, nor any remarks defamatory in nature (racial, sexual, religious or otherwise) - regardless of their intent.
3. Earbuds should only be used during the school day for academic purposes. Earbuds are not to be worn in the hallway at any time.
4. Students may not have food or drinks at CBIS unless the items are brought from home for lunch to be eaten in the cafeteria or the items are provided by the teacher and are eaten in a designated area. Energy drinks and soft drinks are not permitted. Students are permitted to have a water bottle.

5. Students should not bring items to school that could interfere with learning. This includes, but is not limited to, such items as electronic games, lasers, and skateboards. All personal electronic devices shall be in the off position and stored out of site or in teacher designated location. This includes phones, smart watches used as a communication device and personal or school-issued computers. These devices can only be utilized by the following directives:
    1. Medical Necessity
    2. Teacher-Directed
    3. IEP
    4. Emergency
6. There is to be no hand holding, kissing, or other types of similar body contact during school hours or at extracurricular activities.
7. Students shall not bring aerosol cans, body sprays, or perfumes to school or on the bus.
8. Pushing, name-calling and horseplay are prohibited
9. Encouraging students to fight either on or off school grounds is prohibited. Photographing or videotaping students fighting is prohibited.
10. Spreading rumors is prohibited.
11. Cheating and lying are strictly prohibited.
12. When staying after school for any reason, students are to remain with their supervisor at all times.
13. Students may not receive flower /balloon deliveries at school.
14. Electronic devices such as Kindles, MP3s, IPODs, Digital Cameras, phones, Apple Watches and similar devices can only be used during designated times and in designated areas during the school day - this includes the use of earbuds, headphones and airpods.
15. The wearing of gang-related clothing or jewelry is strictly prohibited; the possession of, writing of, or use of gang-related symbols/signs is prohibited.
16. Students who see or hear of weapons, drugs, alcohol, or other illegal items at school; hear about a student threatening to bring a weapon, or threatening to inflict life threatening injuries are required to report this information to a teacher or administrator.
17. Use of another student's ID lunch/library account numbers will be considered theft.
18. Students shall not be in the halls without a hall pass.
19. Students must have their school designated folder with them at all times, with the exception of lunch.
20. Students must follow instruction of school personnel.
21. Students must not carry book bags to their classes if a locker is provided by the team.
22. Students may only use Chromebooks, computers, or other electronic devices for approved academic purposes.
23. Taking photographs, recording video or audio of other students or staff members is prohibited at school or on a bus.
24. Students must make a legitimate effort to complete work.

CONTINUALLY AND HABITUALLY VIOLATING SCHOOL RULES AND DISRUPTING THE EDUCATIONAL ENVIRONMENT FOR THEMSELVES AND OTHERS IS CONSIDERED A SERIOUS BEHAVIOR AND MAY RESULT IN CONSEQUENCES UP TO AND INCLUDING SUSPENSION OR EXPULSION.

DRESS CODE

Due to varying clothing styles and fashion trends, it is not possible to create a comprehensive list of everything that is or is not appropriate for the school environment. CBIS administration will have the final authority to determine if a student's dress is appropriate for school. The following list is not considered comprehensive.

The following guidelines are to be used by students in terms of dress at school:

1. In keeping with the FCS Guiding principles and board policy, the Confederate flag is prohibited in and around all school buildings and grounds.
2. No bare skin showing torso to mid-thigh.Overly short dresses, skirts and shorts are not allowed.
3. Students may not wear pants with holes above mid-thigh unless there is a patch covering the hole.
4. Students may not wear baggy pants that ride low on the hips.
5. Students may not wear pajama pants.
6. Undergarments should not be exposed (sagging pants, bra straps, sheer shirts or sheer leggings).
7. Overly tight tops, tank tops, muscle shirts, low cut shirts, backless shirts and crop tops are not allowed.
8. Student dress must not distract from the educational environment.
9. Clothing or accessories with profane, obscene, or suggestive slogans/designs are not acceptable. Clothing with slogans/designs that may be interpreted as advertising or advocating the use of illegal drugs, alcoholic beverages or tobacco, is not allowed.
10. Heavy coats and hats are to be stored in lockers and may not be worn in the building or taken to class. Blankets and pajamas are not permitted unless prior approval is given.
11. Face paint, makeup and/or accessories that are determined to be disruptive to the educational environment are not permitted. (Examples, but not limited to tails, headbands with animal ears, costume wear, etc.)
12. Students may not wear hats, hoods, or bandanas during the school day unless outlined as an accommodation in an IEP, school designated Spirit Day or other administration approval.
13. Appropriate footwear must be worn at all times. House slippers are not permitted. It is highly recommended that students wear tennis shoes for Health/Wellness and/or PE classes.
14. Dress, unless it is associated with a school purpose, cannot distinguish a person as a member of a distinct group.
15. Heavy chains, spiked necklaces or bracelets are not to be worn.

Students who have questions about particular types or items of dress should talk to a counselor or principal before wearing it to school. When questions regarding appropriate dress arise, the administrator's decision is final.

Dress Code violations will result in the student receiving an office referral, and the student being required to change into appropriate clothing. If alternative clothing is not available or refused, the student may be sent home.

STUDENTS WITH DISABILITIES

All students, including those with disabilities, are expected to follow the rules, policies, and procedures outlined in this handbook, except where otherwise specified in an Individualized Education Program (IEP) or Section 504 Plan. The Corporation will comply with all applicable federal and state laws concerning students with disabilities and will engage in an interactive process with students and their families to identify and provide appropriate reasonable accommodations. Disciplinary actions involving special education students will be conducted in accordance with the requirements set forth in 20 U.S.C. § 1415 et seq. and 511 I.A.C. 7-1-1 et seq.

BICYCLE REGULATIONS

1. Students are permitted to ride bicycles to school with prior parent and administration approval.
2. The school is not responsible for lost, stolen or damaged bicycles.
3. Bicycles are to be stored in the area provided and should be locked at all times.

GROUNDS FOR SUSPENSION AND/OR EXPULSION

Public Law 162 (IC 20-8.1-5-4) states that a student may be expelled for failure to comply with school rules, policies, and conduct detrimental to the smooth operation of the school.

STOPit REPORTING APP

Students may report harassment, intimidation, bullying or other threatening or inappropriate behaviors directly to any school staff member or using the STOPit anonymous reporting app available on the Franklin Community Schools website.

FRANKLIN COMMUNITY BUS CONDUCT

TRANSPORTATION GUIDELINES

The Franklin Community Transportation Department prides itself on the safe and efficient delivery of all students to their intended destination. In order to make this possible we have outlined below the expectations for all students who have chosen to ride our buses. While bus transportation is for most students a privilege, we are pleased to host students who assist us in providing a safe and enjoyable riding experience.

BUS RULES AND PROCEDURES

All school rules apply while the student is on any FCS sponsored bus. Violation of any school rules may result in disciplinary action.

1. Will sit in a forward facing position with legs, arms, and head inside the bus and out of the aisle while the bus is in motion.

2. The students will sit in the set assigned to them by the driver. The driver reserves the right to change or adjust the student's assigned seat as he/she deems appropriate.

3. Profane language, obscene gestures or loud and boisterous language are prohibited.

4. Will not stand, swing, climb or jump on the bus seat. Also, students are not to switch seats while the bus is in motion.

5. Will not open bus windows more than halfway at any time.

6. Will not sit in the driver's seat or operate any of the school bus controls.

7. Will not eat, drink, or chew gum while on the bus.

8. Will enter and Exit only by the front door (unless otherwise instructed by the driver).

9. Will not brush their hair or use hygiene products such as hair spray, perfume, nail polish, lip stick, make-up, etc. while on the bus.

10. Will not bring glass containers on the bus such as glass jars, pop bottles, etc.

11. Will not bring skateboards, animals, insects, or plants on the bus.

12. Will keep personal items such as books, pencils, toys, etc. in their book bags.

13. Will make sure that cellphones are on vibrate while riding on the school bus.

14. Students are not allowed to leave the bus without the driver's permission at any time.

15. The students will obey the driver's instructions when crossing the road, boarding, during transport, or leaving the bus.

16. Students must board and leave the bus at the student's regular bus stop location unless given permission by the Transportation Department. The Transportation Department will direct the school to issue a bus pass when permission is granted. This is for all grades K-12.

17. Possession or use of the following are prohibited: tobacco, knives or other dangerous weapons, alcohol, illegal drugs, explosives, fireworks, matches, cigarettes or lighters.

18. Intimidation or harassment of the Driver and/or students is prohibited.

19. Transportation of Large Articles-The size of items should be such that it can be carried on the student's lap or on the floor of the bus under the seat in front on the student's seat. In either case, it will not extend beyond or above the height of the seat in front of the student (approximately 39”).

20. Will not record video or take pictures while on the school bus without driver permission. The student may use devices such as mobile phones or tablets as long as it is not a distraction to the driver or is being used in a way that is deemed inappropriate according to the FCS Acceptable Use Policy.

21. Students should arrive at their bus stop 5 minutes prior to the scheduled pick up time.

SEATBELT USAGE

If the school bus that a child is riding on has seatbelts, it is an expectation that the student properly wear the seatbelt at all times without exception. Not wearing the seatbelt can result in an immediate bus situation.

When a student is suspended from one Franklin Community School Corporation school bus, he/she is suspended from ALL Franklin Community School Corporation school buses. SCHOOL BUS TRANSPORTATION IS A PRIVILEGE AND CAN BE SUSPENDED IF THESE RULES ARE NOT FOLLOWED.

SCHOOL BUS PASSES

Permission to ride a school bus other than the student's regularly assigned bus other than the student's regularly assigned bus will ***NOT*** be granted unless an emergency exists. **Parents must call Custer Baker Intermediate no later than 2:00 p.m. to make arrangements for any exception.**

SERIOUS BEHAVIORS

Students, parents and staff share the responsibility for good behavior in our school. Working together we can provide an environment that is safe, orderly and supportive to learning. Therefore, it is necessary that students, parents and staff understand that ***any behaviors that disrupt education, threaten to or actually cause damage to people, or destroy property are forbidden.*** These behaviors have been classified as "Serious Behaviors" and will result in a significant consequence from the school.

Some of these behaviors include:

1. Harassment, intimidation, or bullying
2. Threatening behavior-either written, verbal or physical
3. Fighting/battery/assault
4. Encouraging or intentionally causing students to fight either on or off school grounds.
5. Disrespect to school personnel
6. Disruption of the educational process
7. Truancy
8. Possession of, selling, purchasing, or use of, tobacco products, electronic cigarettes, matches, or lighters
9. Possession of, selling, purchasing, or use of, illegal drugs, or look-alikes whether prescription or sold over the counter (without prescription), rolling papers, drug paraphernalia, or any substance represented to be illegal drugs
10. Possession of, selling, purchasing, or use of alcohol or intoxicant of any kind
11. Possession of, selling, purchasing, or use of fireworks or any other type of explosive
12. Possession of, selling, purchasing, or use of firearms, knives, similar weapons, or items that look like weapons
13. Causing a false fire alarm, bomb threat, or similar false emergency
14. Destruction or damage of property
15. Theft or possession of stolen items
16. Any gang activity on or off school grounds
17. Any illegal activities on or off school grounds
18. Failure to report knowledge of weapons at school
19. Failure to report any knowledge of someone planning to bring weapons to school
20. Failure to report knowledge of someone threatening to inflict serious injuries
21. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device. (See information regarding sexting below)

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes exists. This would include information found on cell phones.

"Sexting" or using a cell phone or other personal communication device to send text, photographs, images or email messages reasonably interpreted as indecent or sexually suggestive is in violation of the student conduct code. Possession of text, photographs, images or email messages of such nature is also in violation of the student conduct code. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement officials.

HARASSMENT AND INTIMIDATION OF OTHERS

It is a violation of school rules to threaten, harass or intimidate others. Students who experience such harassment or intimidation for any reason, including, but not limited to, racial or sexual harassment, should report the incident to a school counselor or school administrator immediately for investigation. Bullying is strictly prohibited. Bullying is overt, repeated acts, including physical, verbal, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or intimidate the other student. Bullying is prohibited on school grounds, the school bus, or at any school-sponsored activity.

WEAPONS AT SCHOOL

Indiana law IC 20-8.1-5.1 ec. 10 concerning the possession of weapons on school property *requires* that students identified as bringing a deadly weapon to school or on school property; or in possession of a firearm on school property; be *expelled for a period of one (1) calendar year*, with the return of the students to be at the beginning of the first school semester after the one (1) year period.

REPORTING FALSE EMERGENCIES

Students who cause a false fire signal, bomb threat, or any similar false emergency may be recommended for expulsion and assigned a $100.00 fine.

STUDENT DISCIPLINE

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

DISCIPLINE OPTIONS

The following is a brief summary of the disciplinary options that may be assigned to a student by a teacher and/or administrator.

Detention/Lunch Detention/One Period In School Suspension - If a student is a discipline problem in class, in the cafeteria or in the hallways, that student may receive a Discipline Notice from any CBIS staff member. If detention is assigned on the Discipline Notice,the staff member can assign the detention during lunch, during a class period, or before or after school. A teacher has the right to remove a student from his/her class activity for the balance of the teacher's supervision of the student that day. The student is assigned regular or additional work to be completed in another school setting. A removal by a teacher will be based upon a need to restore order to an atmosphere conducive to learning in the classroom or activity.

In-School Suspension/Alternative Supervised Instruction - In School Suspension (ISS)/Alternative Supervised Instruction, for 1-3 days, is assigned by the administration. Students who are assigned ISS are given assignments from their teachers. Students receive full credit for work completed. Students who do not cooperate in ISS/ASI may be assigned an Out of School Suspension, and may be assigned ISS/ASI in the future. ***Students are not permitted to attend or participate in extracurricular or school sponsored activities for the days assigned In-School Suspension/ASI.*** **(Unless prior authorization is given.)**

Out-of-School Suspension - Out of School Suspension (OSS), 1-10 days, is assigned by the administration. Out-of-School Suspension shall be made only after the principal has made a thorough investigation and has then determined that such suspension is necessary to prevent interference with an educational function or school purposes. At the discretion of CBIS administration, students who are assigned to Out of School Suspension have the opportunity to complete school work they missed, either during the time of suspension or upon the student's return, and can receive full credit for complete work.

Students are not permitted to attend or participate in extracurricular or school sponsored activities for the days assigned In-School Suspension.

Additional Options - Other alternative options, not limited to the following which may be used when students misbehave include: counseling with a student or group of students, conferences with a parent or group of parents, assigning students additional work, rearranging class schedules, requiring a student to remain in school after regular school hours to do additional school work or for counseling, restricting his/her extracurricular activity, behavior contracts, or referral to law enforcement for unlawful acts.

REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

- An intermediate school teacher may remove a student from the teacher's class or activity for a period of up to 5 school days [not to exceed 5 days] if the student is assigned regular or additional work to be completed in another school setting.
- If a teacher removes a student from class, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
    c. Setting fire to or damaging any school building or school property.
    d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
    e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or another person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract as defined by state law is excluded from this rule
    a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
        ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        iii. The student has been instructed in how to self-administer the prescribed medication.
        iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.

27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
    f. violation of the school corporation's acceptable use of technology policy or rules;
    g. violation of the school corporation's administration of medication policy or rules;
    h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) 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. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice to students and parents.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student commits bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator or designee] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator or designee]. This report may be made anonymously.
5. The [school administrator or designee] 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 bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based

upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

STOPit Reporting App

Students may report harassment, intimidation, bullying or other threatening or inappropriate behaviors directly to any school staff member or using the STOPit anonymous reporting app available on the Franklin Community Schools website.

C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
    - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
    - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.
    - A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
    - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
    - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES: I.C. 20-33-8 I.C. 35-31.5-2-86
I.C. 35-47.5-2-4 I.C. 35-47-1-5

SAMPLE SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should 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. a written or oral statement of the charges;
    b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
    c. the student will be provided an opportunity to explain his or her conduct.
2. 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.
3. Following the suspension, the parent or guardian of a suspended student 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 principal.

EXPULSION PROCEDURE

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    a. legal counsel
    b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (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. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

Expectations	Be Respectful	Be Responsible	Be Ready to Learn
Classroom	● I will be an active listener ● I will act and speak with kindness ● I will keep hands, feet and objects to myself	● I will ask questions when I don't understand ● I will complete assignments on time ● I will follow teacher expectations	● I will bring all needed materials to class ● I will be to class on time ● I will be an active participant in class ● I will give my personal best effort
Cafeteria	● I will talk at the appropriate level at my table ● I will respect others' property, including their lunch ● I will be silent when someone is on the microphone ● I will act and speak with kindness ● I will not touch others food or tray ● I will not place food/items on any tray other than my own	● I will remain seated unless I have permission to leave my seat ● I will purchase, eat only my own food ● I will leave my table and area clean ● I will use time wisely ● I will always walk in the cafe	● I will line up quickly and quietly at dismissal ● I will make healthy choices
Hallways/Stairs	● I will be quiet/silent when walking in the hallways ● I will walk on the right side of the hallway and stairs/bleachers	● I will always WALK in the hallways ● I will keep the hallways clean of trash ● I will use caution when on the stairs, walk on the right side behind the person in front of me	● I will keep my locker organized and clean ● I will get my materials out of my locker quickly and go immediately to class ● I will not loiter in the hallways
Restroom	● I will be at quiet/silent in restrooms ● I will use restroom appropriately and for its intended use ● I will keep my hands, feet and objects to myself	● I will keep the restrooms clean ● I will report any restroom issues to a staff member immediately ● I will wash my hands and throw away trash in trash can ● I will value others privacy while in the restroom	● I will not loiter in the restroom ● I will only use the restroom when needed
School office	● I will use a quiet voice while in the office ● I will use manners with office staff	● I will come to the office only when sent by a staff member	● I will return to class promptly after leaving the office
Recess and on the school grounds	● I will keep hands, feet and other objects to myself ● I will give other students their personal space to play ● I will not tackle, push or rough play ● I will ensure the safety of others by avoiding aggressive talk and behavior	● I will follow the directions of the supervisors ● I will stay in the designated areas ● I will report any recess issues immediately to a supervisor ● I will take care of all recess equipment	● I will line up quickly when recess has ended ● I will treat others' kindly and fairly

Minors

These behaviors are handled by the classroom teacher OR the attending adult

● Unprepared for class ● Incomplete homework ● Talking in class ● Lateness ● Pushing and or running in corridors ● Cell phones	● Inappropriate clothing ● Inappropriate footwear ● Eating or drinking in classroom/hallways ● Assembly behaviors ● Non compliance

Mids

These behaviors are handled initially by the attending adult, but are referred to the administration if they become chronic

● Inappropriate language ● Disrespecting teachers ● Disrespecting teachers personal spaces and property ● Inappropriate use of electronics (cell phones, social media, chromebooks) **A teacher/staff member may complete a misbehavior notice and assign a consequence for this level of behavior.*	● Cheating on assignments, tests, quizzes ● Lying ● Teasing ● Not signing out properly ● Physical Aggression (horseplay, body-bumping, etc.) ● Unsubstantiated reports of threats, name calling and harassment

Majors

These behaviors are immediately referred to the administration

● All bus behaviors ● Fighting ● Weapons ● Substantiated racism and other forms of discrimination ● Vandalism ● Inappropriate use of internet/print material ● Theft (serious) ● Defiance ● Verbal aggression (substantiated spoken or written threats) ● Physical aggression (intent to harm) ● In school suspension or detention violation	● Inappropriate use of emergency equipment ● Leaving school grounds without permission ● Use of or under the influence of drugs alcohol, and tobacco ● Sexual behaviors ● Sexual harassment ● Smoking on school property ● Use of matches and lighters on school property ● Inappropriate representation of school (field trips, athletics, performances, etc.) ● Bullying (confirmed by administration)

Name_____ Homeroom_____

HONOR CARD/1st 9 weeks

Step	Consequence/Misbehavior *Please provide a brief description of misbehavior*	10 Step Discipline Management Plan	Date	Teacher Name	Parent/Guardian Signature
#1	Verbal Warning	Teacher will contact the parent if the signature is not obtained. Date of Contact___			
#2	Verbal Warning	Parent Contact/Teacher Signature Required			
#3	Verbal Warning	Phone Call or Email to Parent required			
#4	Team Conference w/ Student	Team teachers and counselor meet with student during Team Time/Counselor entry with plan in PowerSchool			
#5	Lunch Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#6	Meeting with Behavior Interventionist or TOR	Teacher Scheduled/BI or TOR document on electronic honor card			
#7	After School Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#8	Meeting with Grade Level Assistant Principal	Parent Contact/Teacher Signature Required			
#9	Meeting with Principal	Parent Contact/Teacher Signature Required			
#10	Online Student Misbehavior Notice Submitted to Office	Parent Contact/Teacher Signature Required			

# of Detentions: _____ # of Honor Card Entries: _____

End of 9 Weeks Parent Signature: _____

Name_____ Homeroom_____

HONOR CARD/2nd 9 weeks

Step	Consequence/Misbehavior *Please provide a brief description of misbehavior*	10 Step Discipline Management Plan	Date	Teacher Name	Parent/Guardian Signature
#1	Verbal Warning	Teacher will contact the parent if the signature is not obtained. Date of Contact___			
#2	Verbal Warning	Parent Contact/Teacher Signature Required			
#3	Verbal Warning	Phone Call or Email to Parent required			
#4	Team Conference w/ Student	Team teachers and counselor meet with student during Team Time/Counselor entry with plan in PowerSchool			
#5	Lunch Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#6	Meeting with Behavior Interventionist or TOR	Teacher Scheduled/BI or TOR document on electronic honor card			
#7	After School Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#8	Meeting with Grade Level Assistant Principal	Parent Contact/Teacher Signature Required			
#9	Meeting with Principal	Parent Contact/Teacher Signature Required			
#10	Online Student Misbehavior Notice Submitted to Office	Parent Contact/Teacher Signature Required			

# of Detentions: _____ # of Honor Card Entries: _____

End of 9 Weeks Parent Signature: _____

Name_____ Homeroom_____

HONOR CARD/3rd 9 weeks

Step	Consequence/Misbehavior *Please provide a brief description of misbehavior*	10 Step Discipline Management Plan	Date	Teacher Name	Parent/Guardian Signature
#1	Verbal Warning	Teacher will contact the parent if the signature is not obtained. Date of Contact___			
#2	Verbal Warning	Parent Contact/Teacher Signature Required			
#3	Verbal Warning	Phone Call or Email to Parent required			
#4	Team Conference w/ Student	Team teachers and counselor meet with student during Team Time/Counselor entry with plan in PowerSchool			
#5	Lunch Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#6	Meeting with Behavior Interventionist or TOR	Teacher Scheduled/BI or TOR document on electronic honor card			
#7	After School Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#8	Meeting with Grade Level Assistant Principal	Parent Contact/Teacher Signature Required			
#9	Meeting with Principal	Parent Contact/Teacher Signature Required			
#10	Online Student Misbehavior Notice Submitted to Office	Parent Contact/Teacher Signature Required			

# of Detentions: _____ # of Honor Card Entries: _____

End of 9 Weeks Parent Signature: _____

Name_____ Homeroom_____

HONOR CARD/4th 9 weeks

Step	Consequence/Misbehavior *Please provide a brief description of misbehavior*	10 Step Discipline Management Plan	Date	Teacher Name	Parent/Guardian Signature
#1	Verbal Warning	Teacher will contact the parent if the signature is not obtained. Date of Contact___			
#2	Verbal Warning	Parent Contact/Teacher Signature Required			
#3	Verbal Warning	Phone Call or Email to Parent required			
#4	Team Conference w/ Student	Team teachers and counselor meet with student during Team Time/Counselor entry with plan in PowerSchool			
#5	Lunch Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#6	Meeting with Behavior Interventionist or TOR	Teacher Scheduled/BI or TOR document on electronic honor card			
#7	After School Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#8	Meeting with Grade Level Assistant Principal	Parent Contact/Teacher Signature Required			
#9	Meeting with Principal	Parent Contact/Teacher Signature Required			
#10	Online Student Misbehavior Notice Submitted to Office	Parent Contact/Teacher Signature Required			

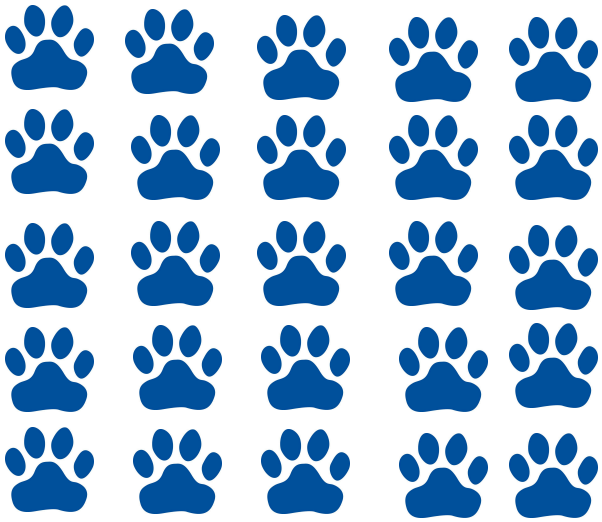
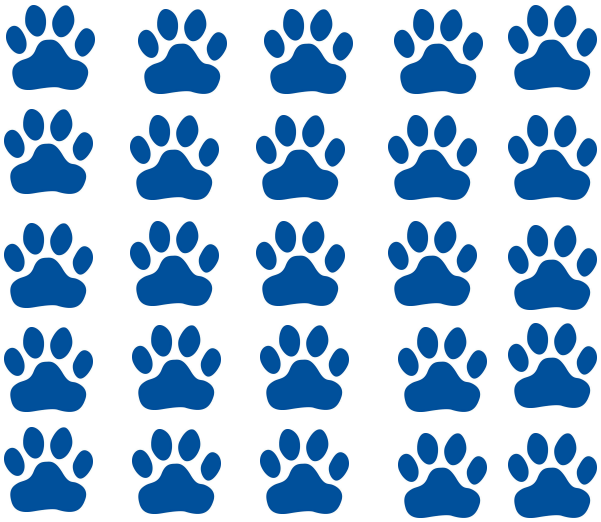
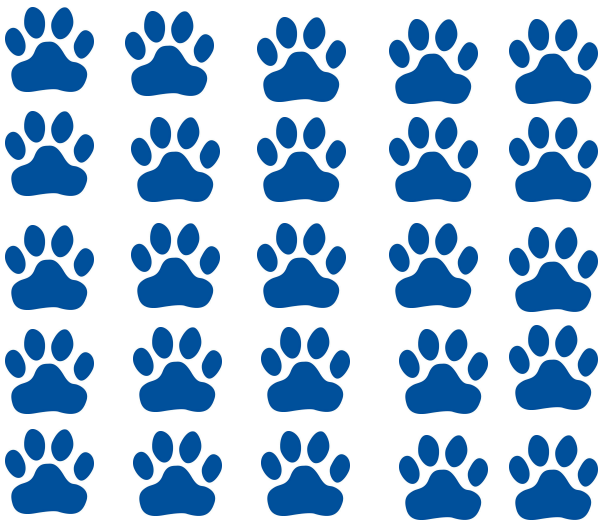
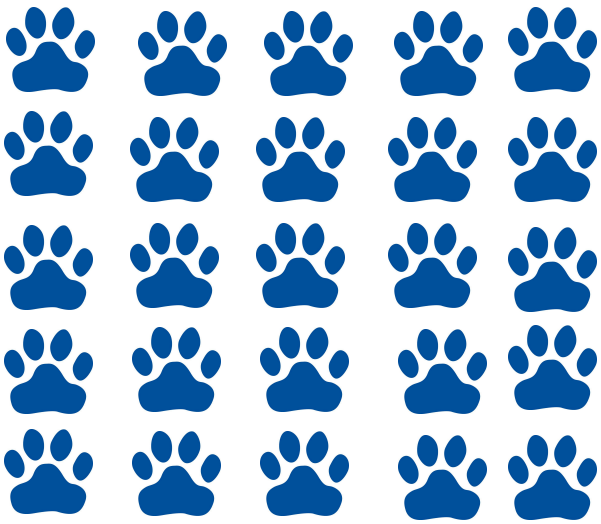
# of Detentions: _____ # of Honor Card Entries: _____

End of 9 Weeks Parent Signature: _____

Name_____ Homeroom_____

The PAW Card

Be Respectful Be Responsible Be Ready to Learn

	
PRIZE TIME!	PRIZE TIME!
	
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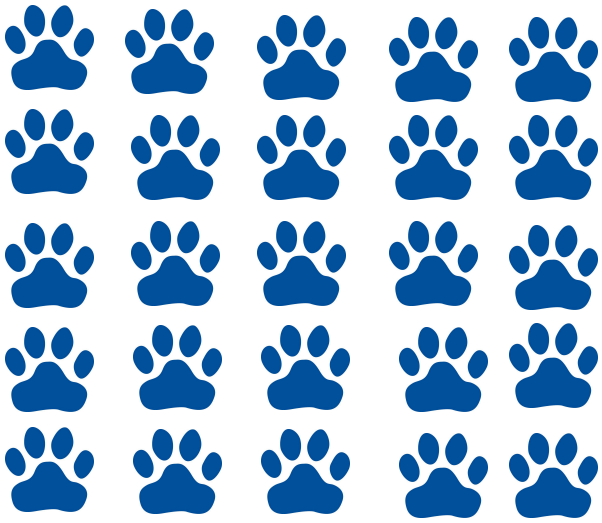
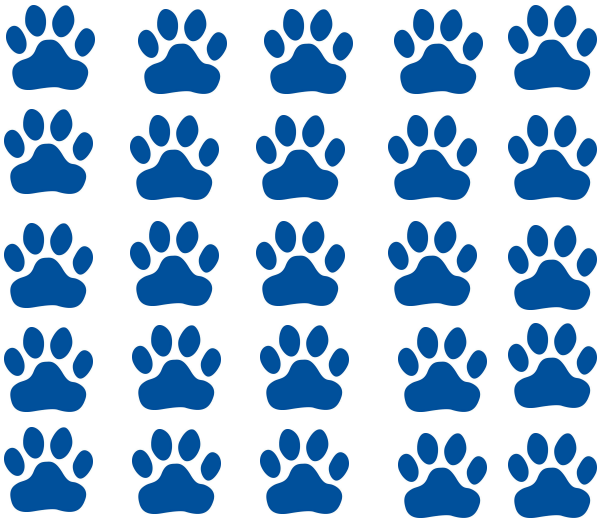
Name_____ Homeroom_____

The PAW Card

Be Respectful Be Responsible Be Ready to Learn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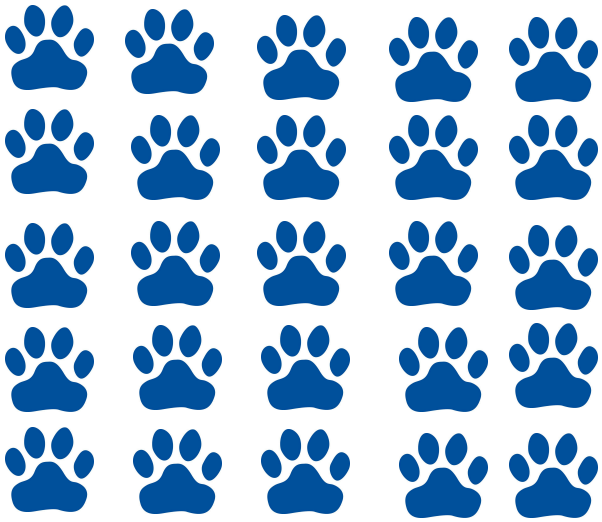	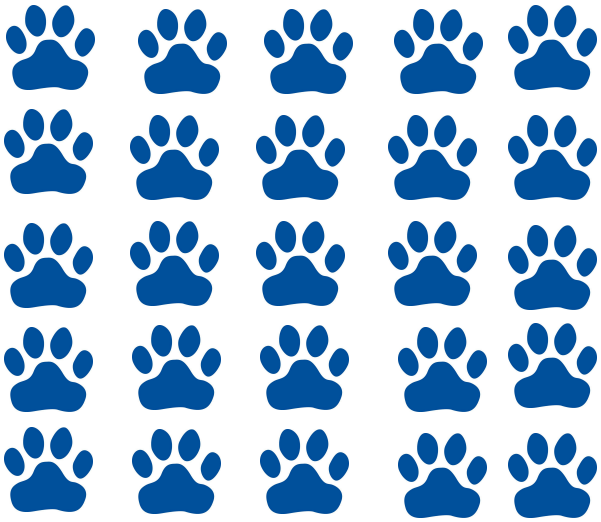
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Name_____ Homeroom_____

The PAW Card

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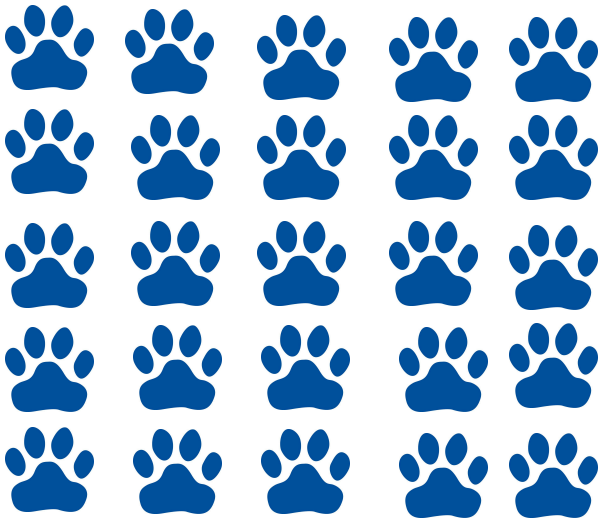	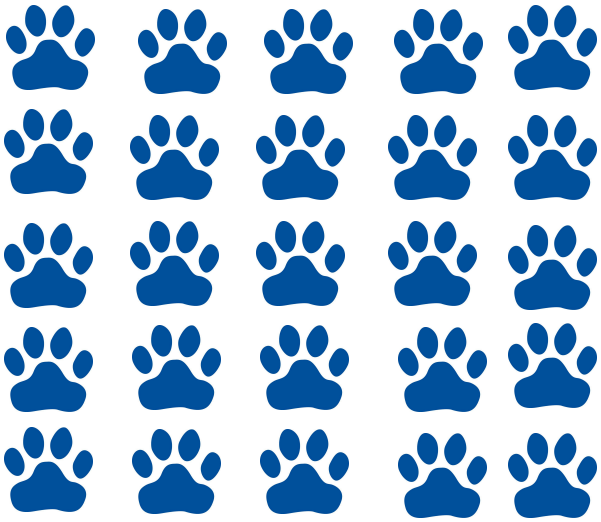
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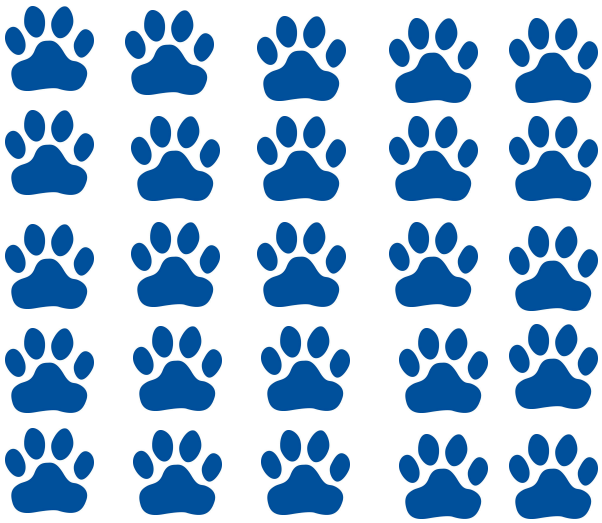	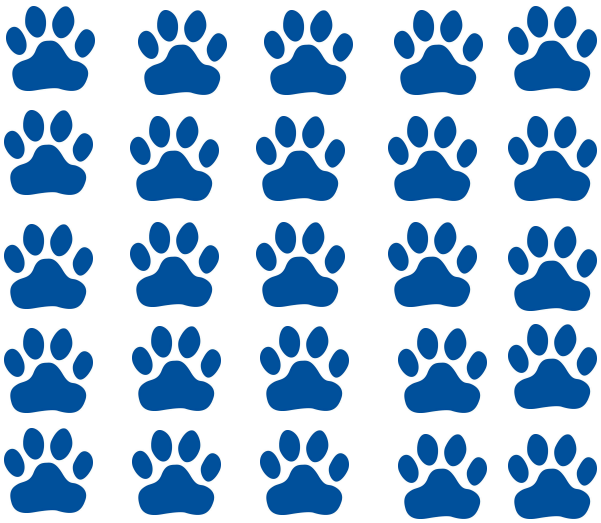
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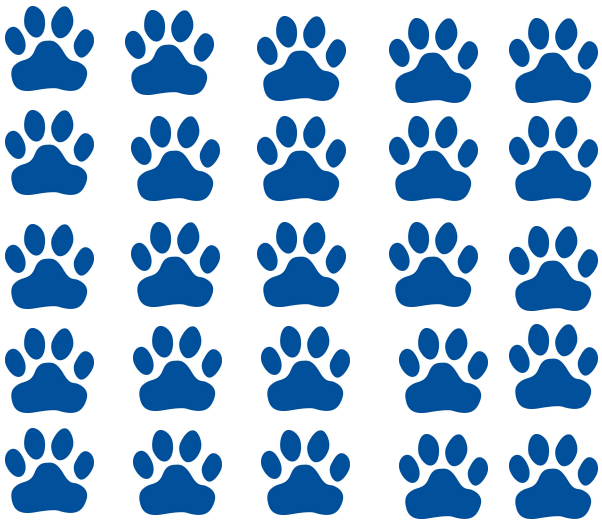
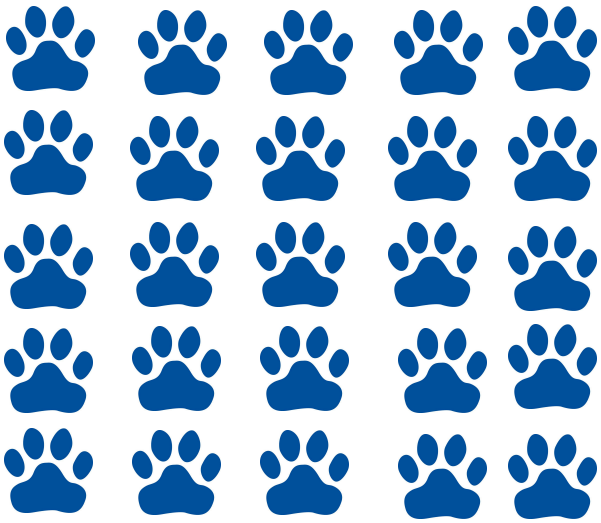
Name_____ Homeroom_____

The PAW Card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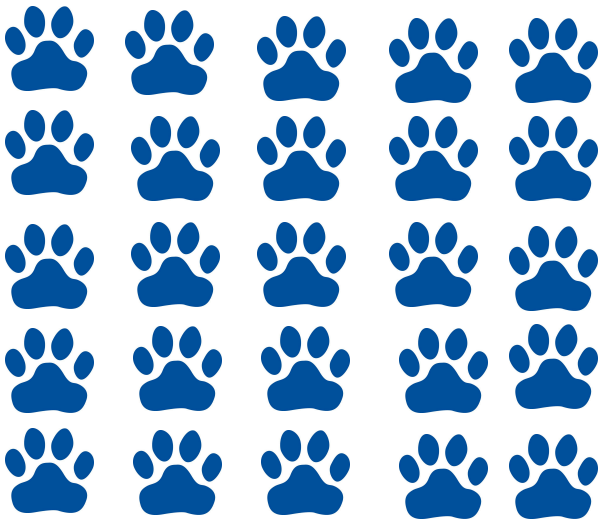	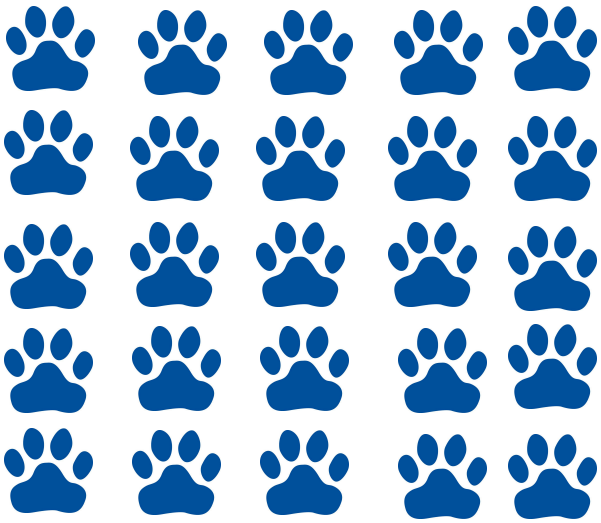
PRIZE TIME!	PRIZE TIME!

Name:_____

ILEARN CHECKPOINT DATA

Math

Checkpoint 1	Action Plan to Reach Proficiency
Checkpoint 2	Action Plan to Reach Proficiency
Checkpoint 3	Action Plan to Reach Proficiency
Summative	Action Plan to Reach Proficiency

ELA

Checkpoint 1	Action Plan to Reach Proficiency
Checkpoint 2	Action Plan to Reach Proficiency
Checkpoint 3	Action Plan to Reach Proficiency
Summative	Action Plan to Reach Proficiency

Franklin Community Middle School Proposed Changes

2025-26	2026-27
Mrs. Tina Jobe: Executive Director of Finance	Mr. Steve Ahaus: Executive Director of Finance
Mr. Matt Sprout: Director of Technology	Mr. Doug Kirby: Director of Technology
Table of Contents: Health Services 16-17 Student Responsibilities 18-27 Athletic Code of Conduct 27-30 FCS Bus Conduct 30-32 Additional FCS Policies 32-43	**Table of Contents:** Health Services 17-18 Student Responsibilities 18-28 Athletic Code of Conduct 29-31 FCS Bus Conduct 32-33 Additional FCS Policies 34-44
GENERAL INFORMATION	
PARENT TEACHER ORGANIZATION Our P.T.O. has been formed to help assist with many of the fun activities we put on each year for our students and staff. We welcome any parent who would want to donate time and energy towards providing fun events for FCMS. Watch the calendar for meeting dates and events. All parents are encouraged to come and be a part of their child's middle school experience.	**PARENT TEACHER ORGANIZATION Remove** Our P.T.O. has been formed to help assist with many of the fun activities we put on each year for our students and staff. We welcome any parent who would want to donate time and energy towards providing fun events for FCMS. Watch the calendar for meeting dates and events. All parents are encouraged to come and be a part of their child's middle school experience.
INSTRUCTIONAL MEDIA CENTER The IMC offers current, popular and classic reading books and magazines for student use. Also, computers are available for student use during school hours. All students may check out library materials from the library – maximum of two items.	**INSTRUCTIONAL MEDIA CENTER Remove** The IMC offers current, popular and classic reading books and magazines for student use. Also, computers are available for student use during school hours. All students may check out library materials from the library – maximum of two items.
STUDENT CLUBS AND ORGANIZATIONS We encourage students to find a way to "plug in" during their time at FCMS - clubs are a great way to do that! Opportunities for students change from year to year based on student interest and club sponsorship, but some clubs that have been offered in the past include: Hammocks for the Homeless, Journalism/Student News Crew, Aquarium Club, Drama Club, Art Club, Interact Club, Game Club, FFA, Book Beat, Student Council, Robotics, Solar Car Club, True Colors and Academic Teams.	**STUDENT CLUBS AND ORGANIZATIONS** We encourage students to find a way to "plug in" during their time at FCMS - clubs are a great way to do that! Opportunities for students change from year to year based on student interest and club sponsorship, but some clubs that have been offered in the past include: (updated list) Paw Post Student Journalism, CNN Student News, Drama Club, Art Club, Interact Club, Agriculture Club, Student Council, Chess Club and Robotics.
SCHOOL SPONSORED DANCES ● Only FCMS students may attend school dances.	**SCHOOL SPONSORED DANCES Change** ● Only FCMS students may attend school dances.

• All dances are chaperoned by staff members. • Students are expected to arrive on time for the dance and to remain inside the school until the end of the event. If a student needs to leave early, we ask that the parent come inside to meet their child.	• All dances are chaperoned by staff members. • Students are expected to arrive on time for the dance and to remain inside the school until the end of the event. If a student needs to leave early, we ask that the parent pre-arrange this with Administration.
HEALTH SERVICES	
ACADEMICS AND ACCOUNTABILITY	
STUDENT ATTENDANCE	
TARDY POLICY	Combine title and info with Arriving Late to School **ARRIVING LATE TO SCHOOL/TARDY POLICY** FCMS Entrance doors are locked at 8:05 a.m. Students arriving to school after 8:05 a.m. will be considered tardy to school and must enter through the main office. Any students who are tardy to school will need to sign in with the attendance secretary and get a pass from the office in order to be admitted to 1st period. Consequences will follow our general tardy policy. On the 3rd tardy to school, students will meet with an administrator/guidance secretary. Tardies 4-5 will result in a lunch detention. Tardies 6-7 will result in a 1-Hour after school detention. Tardies 8-9 will result in a 2-Hour after school detention. Tardies 10+ will result in a suspension. Tardies to school reset at semester. Students are responsible for being in the classroom when the bell rings. If a student does not meet these expectations he/she will be considered tardy. To prevent tardiness between classes, students should report to the teacher of their next class on time and then receive permission to take care of any needs such as: clinic, special passes, telephone, guidance, restroom, etc.

	Tardies to class are considered a minor behavior infraction and will follow our school wide behavior system and be logged in their Student Playbook. Habitually tardy students will be subject to additional disciplinary action as deemed appropriate by an administrator.
HABITUAL ABSENCES ● Upon the fifth unexcused absence, a parent/guardian will be given a warning notice informing him/her of the number of absences from school. ● Upon the tenth absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the tenth absence from school or a class, a certified letter is issued from the school as verification of the student's attendance at school. All absences, excused or unexcused, count toward this 10-day limit. ● Upon the fifteenth unexcused absence, the school will send a notice to Johnson County Probation/Office of Family and Children and DCS for further action. Per board policy C175 and guideline C175-R1, excessive absences whether excused or unexcused may result in loss of privileges including not being able to attend field trips, ECA such as band, choir, athletics, dances, club participation restrictions, ineligible to receive credit for the course or disciplinary actions. Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.	**HABITUAL ABSENCES ADD** ● Upon the fifth unexcused absence, a parent/guardian will be given a warning notice informing him/her of the number of absences from school. When students reach their 5th unexcused absence in a rolling 10 weeks, a formal attendance meeting with the administration is required. ● Upon the tenth absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the tenth absence from school or a class, a certified letter is issued from the school as verification of the student's attendance at school. ~~All absences, excused or unexcused, count toward this 10-day limit.~~ ● Upon the fifteenth unexcused absence, the school will send a notice to Johnson County Probation/Office of Family and Children and DCS for further action. Added to bullet point ● Half day absence is recorded when a student misses more than 3 periods in a day. Per board policy C175 and guideline C175-R1, excessive absences whether excused or unexcused may result in loss of privileges including not being able to attend field trips, ECA such as band, choir, athletics, dances, club participation restrictions, ineligible to receive credit for the course or disciplinary actions. ~~Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.~~
REPORTING ABSENCES When a student is absent, his/her parent or guardian must call the FCMS attendance line by 9:00 a.m. each	**REPORTING ABSENCES** ~~When a student is absent, his/her parent or guardian must call the FCMS attendance line by 9:00 a.m. each~~

day of the absence: 317-346-8405. For convenience it is available 24 hours a day.	~~day of the absence: 317-346-8405. For convenience it is available 24 hours a day.~~ ADD: **Attendance Line: 317-346-8405** Parents are expected to call the FCMS attendance office (317-346-8405) to report their student's absence on the same day as the absence and state the reason the student is not in attendance. There is a 24-hour voice mailbox available at this number. A parent call, however, does not mean that an absence will be excused. Each semester each student is allowed 5 parent calls to be excused. If the parent is unable to call, a note or FAX is acceptable, if approved by the administration. Medical documentation is required in order for the absence to be listed as a medical excuse. If medical documentation is not provided then the absence will count as a standard excused absence as long as other procedures are followed. If the attendance office does not receive a call, note, or FAX within two days of the student's return, the absence will be considered unexcused and marked as truancy. Please make early dismissal calls a minimum of 1 hour prior to the scheduled time to pick up a student. Otherwise, a student may not be readily available for immediate pickup. If a student is receiving ongoing therapy or outpatient services, one-time documentation from the providing facility stating the beginning date, time each day, number of days a week, and ending date should be sent to the attendance office at the beginning of the treatment.
STUDENT RESPONSIBILITIES AND BEHAVIOR CODE	
	Extra Curricular/Co-Curricular Activities (ECA)- Added code of conduct and general guidelines (page 19-20)
DRESS CODE 9. Face paint, makeup, costumes, and/or accessories that are determined to be disruptive to the educational environment are not permitted.	9. Face paint, makeup, costumes, and/or accessories that are determined to have the potential to become disruptive to the educational environment are not permitted.

Cell Phone/Electronic Device **Students may use their cell phone, electronic device and earbuds <u>ONLY</u> under the following conditions:** 1. Before or after school hours and during lunch period. 2. Student cell phones are expected to be OFF, not in use for any reason, and out of sight during the school day. Use in the classroom or office is ONLY approved when given direct permission by a faculty member. 3. Earbuds should only be used during the school day for academic purposes, or during lunch when cell phones are permitted. Earbuds are not to be worn in the hallway at any time. ****Students in violation of the cell phone policy will follow the school policy log that will result in a consequence for each violation. 2 or more violations will require the parent/guardian to collect the phone from school. 5 or more violations will result in office referral for Administration and could result in suspension. Use of electronic devices is a privilege and may be revoked at any time.****	**Cell Phone/Electronic Device** Will change to the official district policy after approved in June. Add- All personal electronic devices including cellphones, connected smartwatches, or gaming devices must be powered off and kept securely inaccessible per Senate "Bell to Bell" Bill 78. Remove- **Students may use their cell phone, electronic device and earbuds <u>ONLY</u> under the following conditions:** 1. Before or after school hours. ADD- Students in violation of the cell phone policy will receive the following: 1. 1-2 violations will result in a lunch detention and the phone will be sent to the office for the remainder of the day.A parent/ guardian will be required to collect the phone from school during office hours when a student receives 2 or more violations. 2. 3-4 violations will result in a 1 hour after school detention and phone will be sent to the office for the remainder of the day. A parent/ guardian will be required to collect the phone from school during office hours when a student receives 2 or more violations. 3. 5 or more violations will result in an office referral for Administration and could result in suspension.
FCMS STUDENT DISCIPLINE OPTIONS **<u>STEPS: CLASSROOM MANAGEMENT SYSTEM</u>**- Teachers all utilize a "STEPS" system to manage student behavior within the classroom.	**FCMS STUDENT DISCIPLINE OPTIONS** **<u>STEPS: CLASSROOM MANAGEMENT SYSTEM</u>**- Teachers all utilize a "STEPS" system to manage student behavior within the classroom. ADD Students who move a step within a class period, but do not change their behavior, may be sent to meet with our behavior interventionist as part of a reflective "time out" process. Steps 2- Parent call and 3-lunch detention, were changed on the image on page 21

Grounds for Suspension or Expulsion Add paragraph	**Grounds for Suspension or Expulsion** Add paragraph: All students, including those with disabilities, are expected to follow the rules, policies, and procedures outlined in this handbook, except where otherwise specified in an Individualized Education Program (IEP) or Section 504 Plan. The Corporation will comply with all applicable federal and state laws concerning students with disabilities and will engage in an interactive process with students and their families to identify and provide appropriate reasonable accommodations. Disciplinary actions involving special education students will be conducted in accordance with the requirements set forth in 20 U.S.C. § 1415 et seq. and 511 I.A.C. 7-1-1 et seq
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract as defined by state law is excluded from this rule	Remove sentence: 11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Remove: Low THC Extract as defined by state law is excluded from this rule
Add new number 15.	ADD: 15. Possessing, using, distributing, purchasing, or selling over-the-counter medications of any kind or in any form. These products include but are not limited to antihistamines, decongestants, pain relievers, sleep aids, etc.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.	23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function. (remove) Add following sentence to same paragraph: This includes AI created images, videos, or recordings.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a	Change wording: 30. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a

look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.	look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device may be returned to the parent.
ACADEMIC INTEGRITY	
FCMS STUDENT DISC. OPTIONS	

STUDENT HANDBOOK 2026-27

625 Grizzly Cub Drive; Franklin, IN 46131
Telephone 346-8400 Fax 346-8411
www.franklinschools.org

Administration & Front Office Staff

Principal	Rita Holman
Assistant Principal	Cole Zook
Assistant Principal	Jenny Pieper
Guidance Counselors	Monica Anderson / Tina Tracy
Mental Health Team	Acacia Long/Ashly Neher
Athletic Director	Josh Fewell
Athletic Secretary	Barbara Nicholson
Administrative Assistants	Jennifer Hinton / Margie Buchanan
Guidance Administrative Asst.	Kim Heiney
Treasurer	Jennifer Coleman
School Nurse	Lisa Neathery

Franklin Community Schools
Administrative Office 738-5800

Dr. David Clendening	Superintendent
Dr. Brooke Worland	Assistant Superintendent
Mr. Steve Ahaus	Executive Director of Finance
Mr. Doug Kirby	Director of Technology
Mr. Benji Betts	Director of Operations

Board of School Trustees

Mrs. Debbie Gill	President
Ms. David Yount	Vice President
Ms. Jennifer Mann	Secretary
Mr. Brett Jones	Member
Mr. Becky Nelson	Member

FCS Mission Statement: *Together, we empower greatness in all learners through collaboration, dynamic partnerships, and rich experiences that develop a world-class learning environment.*

FCS Vision: *Franklin Community Schools - where education is student-centered and innovative, and learners are inspired to become great.*

Beliefs: *In a safe and nurturing environment, students: Learn at different rates / Learn more effectively while actively engaged /Develop positive relationships with adults and peers.*

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TITLE IX (STUDENT) SEXUAL HARASSMENT ALLEGATION PROCEDURE

General Policy Statement and Scope

Complaints that fall under this section are sexual harassment complaints in which a student is either the Complainant (alleged victim) or Respondent (alleged harasser).

The term "sexual harassment" as used in this procedure shall mean conduct on the basis of sex, including, but not limited to failure to conform to stereotypical notions of masculine or feminine traits such as:

A. a Corporation employee conditioning the provision of an aid, benefit, or service of the Corporation on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);

B. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Corporation's education program or activity; or

C. "sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

a. Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.

b. Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

c. Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

d. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

e. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.

f. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by State law.

g. Consent refers to words, actions, inactions, or any other conduct that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.

h. Incapacitated refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:

a. a current or former spouse or intimate partner of the victim;

b. a person with whom the victim shares a child in common;

c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or

e. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

The term "consent" as applicable to this procedure shall mean an individual voluntarily agreeing, by words or actions, to the proposal of another individual. An individual may be incapable of consent due to mental or physical incapacitation. The vast majority of Corporation students are incapable of giving consent to sexual contact, because Indiana law generally establishes the age of consent as 16.

The Corporation is committed to promptly responding to reports of sexual harassment. All reference to "days" within these procedures shall mean instructional days. The procedures described below may be subject to temporary delays based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, translation or accommodation needs) with written notice to both parties explaining the reason for the delay.

Title IX Coordinator(s) The Board designates and authorizes the following individual(s) to oversee and coordinate the Corporation's Title IX compliance. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator.

Title IX Coordinator

998 Grizzly Cub Drive, Franklin, IN 46131

317-346-8700

titleix@franklinschools.org

The Title IX Coordinator is responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The Title IX Coordinator shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board of School Trustees. Questions about this policy should be directed to the Title IX Coordinator.

Grievance Process

The Corporation's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent. All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will receive training regarding topics related to this process, including: the definition of sexual harassment, the scope of the Corporation's education program and activity, and how to conduct these grievance procedures.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will objectively evaluate all relevant evidence – both inculpatory and exculpatory. Further, no credibility determination will be based on a person's status as a Complainant, Respondent, or witness.

Consistent with the law, the Corporation will presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. **The Corporation will utilize the preponderance of the evidence standard when determining responsibility.** The Corporation will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Further, questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than Respondent committed the conduct alleged by the Complainant or to prove consent.

Report of Sexual Discrimination/Harassment

Anyone who believes that a student or staff member has possibly been the target of sexual harassment should immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or the Title IX Coordinator. Any person may report sex discrimination, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using thecontact information for the Title IX Coordinator. **Any employee who has reason to believe that a student or staff member has been the target of sexual harassment must report the behavior to their building level leader, such as a principal.** If a Corporation employee fails to report an incident of Sexual Harassment of which the Corporation employee is aware, the Corporation employee may be subject to disciplinary action, up to and including termination.

The Corporation accepts anonymous reports submitted using the STOPit website. However, anonymous reports may hamper the Corporation's ability to respond to allegations of sexual harassment.

The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given Third-Party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any Third Party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook.

Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies and/or administrative guidelines, the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

Response to a Report and Supportive Measures

Upon receipt of a report, the Title IX Coordinator must promptly, usually within two (2) days, contact the Complainant to discuss the availability of supportive measures.

Supportive measures are non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Such measures are designed to restore or preserve equal access to the Corporation's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Corporation's educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence in the case of employees, increased security and monitoring of certain areas of the campus, and other similar measures.

In addition to discussing the availability of supportive measures, the Title IX Coordinator will also consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator will make contact with the Complainant in person, via phone, or via a virtual meeting in order for the Complainant to ask questions. If the Complainant is a student under the age of eighteen, the student's parent will be contacted simultaneously.

A "formal complaint" is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the Corporation investigate the allegation(s) of sexual harassment.

Even in instances where a Complainant chooses not to file a formal complaint, supportive measures may continue at the discretion of the Title IX Coordinator.

The Title IX Coordinator may decide to sign a formal complaint to investigate the allegation(s) of sexual harassment against the wishes of the Complainant where moving forward without an investigation would be unreasonable. Such circumstances may include, but are not limited to, reports that indicate multiple Respondents, the involvement of a Corporation employee, and/or continued sexual harassment of the Complainant and others.

While there is on deadline by which a Complainant must file a formal complaint, the Corporation encourages Complainants to submit a formal complaint within ten (10) days of meeting with the Title IX Coordinator. In instances where enough time has passed that the Corporation cannot gather evidence, the Corporation may not be able to investigate.

The Corporation will offer supportive measures to a Complainant who is the subject of an anonymous report. However, should a Complainant desire to initiate the grievance process, the Complainant cannot remain anonymous or prevent the Complainant's identity from being disclosed to the Respondent.

Emergency Removal

Subject to limitations and/or procedures imposed by State and/or Federal law, the Corporation may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purpose of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any individual (including self) before or at any time during the proceedings described herein, that justifies removal. If the Corporation determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy Policy 5605 – Suspension and Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion of Students, Policy 5611 – Due Process Rights, and Policy 5620 – Court Assisted Resolution of Suspension and Expulsion.

An emergency removal does not affect or modify any rights a student receiving special education may have under the IDEA, Section 504, or the ADA.

If the Respondent is a non-student employee, the Corporation may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the Corporation Community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Notice

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties (to the extent known) containing the following information:

A. notice of the Board's grievance process, including any informal resolution processes;

B. notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include: the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:

1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence;

3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, additional allegations are uncovered and therefore investigated, the Corporation will provide a supplemental notice of the additional allegations to the parties whose identities are known.

Dismissal and Consolidation

In certain instances, the Corporation may dismiss or consolidate formal complaints. Such instances of dismissal include, but are not limited to, when the alleged conduct, even if true, would not constitute sexual harassment, when the Respondent is a non-student or non-employee of the Corporation, or when a Complainant notifies the Title IX Coordinator they would like to withdraw the formal complaint. A dismissal does not preclude the Corporation from taking action under another provision of the applicable code of conduct, board policy, and/or employee handbook. If a formal complaint is dismissed, the Corporation will promptly inform the parties of the reason for dismissal and the right to appeal.

Further, the Corporation may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

Informal Resolution Process

Upon receipt of a formal complaint and after providing sufficient notice to the parties, the Corporation may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the allegations. The Corporation may not require the parties to participate in the informal process, but instead must obtain the parties' voluntary, written consent to participate.

The informal process is not available to resolve allegations that an employee sexually harassed a student. Further, at any time during the informal process any of the parties may end the informal process and initiate the investigation and determination process.

Investigation of a Formal Complaint of Sexual Harassment

Unless the Corporation dismisses a formal complaint or the parties resolve a formal complaint through the informal process, the Corporation will investigate the allegations of sexual harassment and make a determination regarding responsibility.

The burden of proof and collection of evidence rests with the Corporation. To that end, the Title IX Coordinator, in conjunction with a designated building-level leader, will conduct an investigation.

The means of investigating a formal complaint include, but are not limited to, Complainant, Respondent, and witness interviews and review of documentation. The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Corporation will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Evidence or information related to the allegations under investigation may not be discussed by the parties, except with their chosen advisors. The parties may not substantially disrupt the educational environment. Absent extenuating circumstances, the collection of evidence for an investigation should conclude within thirty (30) days.

The parties may be accompanied to any meeting or proceeding related to the investigation by an advisor of their choice, who may be, but is not required to be an attorney. Apart from a union representative accompanying an employee who is a party, employees are discouraged from serving as advisors to students.

Advisors may not be present on behalf of the party they accompany and should request or wait for a break in the meeting if they wish to interact with the Title IX Coordinator or building level leader. Advisors may confer quietly with parties as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the party and their advisors should ask for a break or step out of the meeting. An advisor who disrupts the process will receive one warning, after which if continued disruption occurs the advisor will be removed from the meeting/proceeding. In such an event, the parties will be given the opportunity to reschedule and be accompanied by another advisor.

When the Title IX Coordinator and building level leader have completed their collection of evidence, they will provide both parties with an equal opportunity to inspect and review any evidence obtained that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

The parties and any advisors must execute the provided non-disclosure agreement before they may receive the evidence for review. Following execution of the non-disclosure agreement, the Title IX Coordinator and/or building level leader will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) calendar days to submit a written response, which the Title IX Coordinator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the Title IX Coordinator and building level leader shall create an investigative report that fairly summarizes relevant evidence. At least ten (10) days prior to the time of determination, the Title IX Coordinator and building level leader will send the report in an electronic format or a hard copy to each party and the party's advisor, if any, for their review and written response.

Determination of Responsibility

Generally, the [SCHOOL OFFICIAL TITLE] shall serve as the decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigative report has been sent to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, each party will be afforded the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The process of written questions and follow-up questions should generally take thirty (30) days or less. Within a reasonable time period following the written questions, the decision-maker will issue a written determination regarding responsibility applying the preponderance of evidence standard.

The written determination will include the following content:

A. identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;

B. a description of the procedural steps taken;

C. findings of fact supporting the determination;

D. conclusions regarding the application of the applicable code of conduct to the facts;

E. a statement of, and rationale for, the result as to each allegation, and

F. the procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The decision-maker will provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

Remedies

Where, following the formal or informal process, the Corporation determines a Respondent responsible for sexual harassment, the Corporation shall provide remedies designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures and/or discipline up to and including expulsion. The Corporation's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent (or the Title IX Officer if the Superintendent is the Respondent) may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

Appeal

Following the decision-maker's determination regarding responsibility, either party may appeal to the designated governing body representative. An appeal should be submitted in writing within ten (10) days of the party's receipt of the determination. Note, appeals will only be considered if based on one of the following:

A. procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);

B. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or

C. the Title IX Officer, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter. and

Both parties shall have five (5) days after the submission of an appeal to submit a written statement in support of, or challenging the decision-maker's determination. The governing body representative will issue a written decision describing the result of the appeal and the rationale for the result within forty-five (45) days. The governing body representative's decision will be provided simultaneously to the parties.

Nothing herein shall prevent the Superintendent (or the Board when the Superintendent is the Respondent) from imposing any remedy, including disciplinary sanction, while the appeal is pending.

Retaliation

The Corporation prohibits retaliation against persons who report, testify, assist, or participate or refuse to participate in any manner in an investigation, proceeding, or hearing. Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX..

Complaints alleging retaliation may be filed according to the grievance process set forth above.

Confidentiality

The Corporation will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA's regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the Corporation's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Record-keeping

The Corporation will maintain records from an investigation, determination, appeal, and informal resolution for seven (7) years.

Reports otherwise required by Law

These procedures do not affect or alleviate mandatory reporting required by state or federal law- for example, reporting of suspected child abuse or neglect to law enforcement or Department of Child Services.

Legal

I.C. 31-33-5-1, I.C. 20-33-8, 20 U.S.C. 1092(F)(6)(A)(v), 20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Act of 2004 (IDEA), as amended, 20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX), 34 C.F.R. Part 106, 34 U.S.C. 12291(a)(10), 34 U.S.C. 12291(a)(8), 34 U.S.C. 12291(a)(30), 42 U.S.C. 1983, 42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 42 U.S.C. 2000e et seq., OCR's Revised Sexual Harassment Guidance (2001)

GENERAL INFORMATION

FCMS PHILOSOPHY

The staff of Franklin Community Middle School views each student as a unique individual. The curriculum, therefore, is designed to meet the needs of the emerging adolescent by providing varied learning experiences to encourage academic achievement, exploration of the arts, and development of life skills. The staff strives to help the student achieve maximum growth potential in these areas by providing activities on various levels of instruction that reflect a concern for the whole child. In cooperation with home and the community, our school attempts to create an environment in which the student is encouraged to assume responsibility for the learning process. The staff facilitates the development of a sense of personal worth, responsibility, self-discipline, and consideration for fellow man--which is the basis for productive life in a democratic society.

EQUAL OPPORTUNITY

The Franklin Community School Corporation practices equal opportunity in education and employment. It does not discriminate on the basis of age, race, color, religion, sex, national origin, or disability. Educational services, programs, courses, instruction, and facilities will not be denied to anyone in the Franklin Community School Corporation because of his or her age, race, color, religion, sex, national origin, or disability.

DAILY SCHEDULE

Students may enter the building at 7:40 A.M. The school day begins at 8:05 a.m. and ends at 3:05 p.m. Students not involved in a planned, scheduled activity supervised by a school official are not allowed in the building or on school grounds.

VISITORS

ALL VISITORS MUST REPORT TO THE OFFICE BEFORE GOING TO ANY AREA IN THE BUILDING. Parents are always welcome to visit school and are encouraged to do so. If parents want to talk to a school staff member, they are asked to leave a voice mail, or send an email asking for an appointment. Only parents, guardians, or other appropriate adults will be allowed to visit school. Students are not allowed to bring friends from out-of-town or other schools to visit classes or attend school dances or school activities.

LOST AND FOUND

Lost and found items are located in the school counseling office. Students are responsible for their own textbooks, library books, Chromebooks, personal devices and other personal belongings. DO NOT LEAVE MONEY OR ITEMS OF VALUE UNATTENDED. Students are advised to put their names in books, coats, gym clothing, and other personal items..

SCHOOL PICTURE DAY

Students will have individual pictures taken at the beginning of the school year. In addition to the opportunity to purchase packages of pictures, students will have their pictures taken for use in the yearbook, student ID's, and attendance taking purposes.

EMERGENCY POSTPONEMENTS, EARLY DISMISSAL AND CANCELLATION OF SCHOOL

Inclement weather, hazardous road conditions, mechanical failure, or other unforeseen difficulty may force a postponement, an early dismissal or cancellation of school. Students and parents are advised NOT to call the school offices or the homes of principals or bus drivers, so that the lines of communication will remain open. Franklin Community Schools will send out an alert phone message to all active parent phone numbers listed in our alert messaging system. Whenever it is necessary to dismiss school, all school functions or extra-curricular activities shall be canceled on the day that school is not in session unless specifically authorized by the Superintendent of Schools. You may also find information about school closings, delays and other school or corporation news on the Franklin Community School Corporation home page at **franklinschools.org,** and by following us on Twitter and Facebook.

PARENT SQUARE

Franklin Community Schools uses ParentSquare for school communication, primarily with email, text, and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified. ParentSquare is located under the ParentsSquare tab at http://franklinschools.org.

PARENT TEACHER ORGANIZATION

Our P.T.O. has been formed to help assist with many of the fun activities we put on each year for our students and staff. We welcome any parent who would want to donate time and energy towards providing fun events for FCMS. All parents are encouraged to come and be a part of their child's middle school experience.

SCHOOL COUNSELING SERVICES

FCMS offers full-time guidance services. The door is open to all students and parents. Students should feel free to talk with one of the counselors. Any conversations that students have with the counselors are private and confidential. Counseling services are delivered through individual, group experiences and classroom guidance lessons.

INSTRUCTIONAL MEDIA CENTER

The IMC offers current, popular and classic reading books and magazines for student use. All students may check out library materials from the library – maximum of two items. Books may be checked out for two weeks and magazines for one week. It is the responsibility of the student to return or renew any item they have checked out before or by the due date. Library research is not limited to school hours as it is also accessible through the Library Resource Web page on the franklinschools.org website.

Student library information is considered part of a student's record. Per the Family Educational Rights & Privacy Act (FERPA), parents and/or guardians have access to this information, which is true for all student records. Library information, like other student records, cannot be shared with other parties without a legitimate need to know. Parents have the ability to access their child's library check-out records by logging into Destiny with their child's Chromebook login information.

STUDENT CLUBS AND ORGANIZATIONS

We encourage students to find a way to "plug in" during their time at FCMS - clubs are a great way to do that! Opportunities for students change from year to year based on student interest and club sponsorship, but some clubs that have been offered in the past include: Paw Post Student Journalism, CNN Student News, Drama Club, Art Club, Interact Club, Agriculture Club, Student Council, Chess Club and Robotics.

STUDENT COUNCIL

The members of the Student Council are positively involved in a number of school activities during the school year. The Student Council receives and considers suggestions from students and faculty members for ways to make FCMS programs better. Students are able to join Student Council in the fall of each year.

SCHOOL SPONSORED DANCES

- Only FCMS students may attend school dances.
- All dances are chaperoned by staff members.
- Students are expected to arrive on time for the dance and to remain inside the school until the end of the event. If a student needs to leave early, we ask that the parent pre-arrange this with Administration.
- Students who are assigned Alternative Supervised Instruction, Out-of-School Suspension, Alternative to Suspension or Friday School on the day of the dance may not attend.
- School dress guidelines apply to all dances.

ACADEMICS AND ACCOUNTABILITY

COURSE OFFERINGS

The curriculum is designed to provide students with a good background in the areas of language arts, math, science, and social studies. Additionally, students are provided numerous elective courses during their time at FCMS including: technology education, art, foreign language, health, agriculture, physical education, band and choir.

CHROMEBOOK INFORMATION

Each student will receive a Chromebook for their use during the school year. Students are responsible to maintain their chromebook in good condition. This device is the medium by which all students will receive assignments and curriculum. Responsible chromebook use is monitored by individual teacher classroom policy and GoGuardian software.

General Rules:

- Chromebooks must remain in the school-issued case at all times.
- Chromebooks should be brought to school charged each day.
- No food or drink near the Chromebook
- Cords, cables, earbuds, and removable storage devices must be inserted carefully into Chromebook, and must be removed completely before closing case.
- Never close the Chromebook with anything left between the keyboard and the screen.
- Chromebooks and chargers are the student's responsibility at all times, and should never be shared, swapped or loaned to another person.
- Chromebooks are not to be used in the cafeteria during lunch.
- Never leave your Chromebook unattended.
- Immediately report any problems or damage to the IMC to be assessed for repair.
- School issued Chromebooks are to be used for educational purposes first and foremost.
- Students are to adhere to the Acceptable Use Policy as detailed in the student handbook at all times. Not doing so will result in restrictions and/or discipline consequences.

TEXTBOOK/CHROMEBOOK FEES

Students will be responsible for paying for lost or damaged devices or books. Any damage or marks found will be considered destruction and will have to be paid for by the student. If a device or book is lost, stolen, or damaged, it must be paid for in the office or where the invoice indicates. Students will pay the full replacement price for lost devices or books. When a student pays for a device or book and the lost item is found and returned in good condition, the money will be refunded.

BAND/CHOIR DROP/ADD PROCEDURES

Band and choir are considered full year classes, however, there may be special circumstances that require the student to change mid-year. If a student needs to drop band or choir class at mid-year, the student must pick up a change slip from the band or choir director, have it signed by a parent, and returned to the band or choir director before the last day of the semester. The same procedure should be followed at the end of the year if the student chooses not to continue in band for the following year. If these steps are not followed, the student will remain in the band or choir class for the following semester.

GRADING SCALE

FCMS is on a semester grading system. All awards and recognitions are based on grades taken over the course of an entire semester of work. Grade checks are taken at various points in a semester for athletic eligibility, Beta Club, and other extracurricular purposes but grades are not complete until the semester is finished. The following grading scale is used at FCMS.

100%	A+
92 – 99%	A
90 – 91%	A-
88 – 89%	B+
82 – 87%	B
80 – 81%	B-
78 – 79%	C+
72 – 77%	C
70 – 71%	C-
68 – 69%	D+
62 – 67%	D
60 – 61%	D-
0 – 59%	F

ASSIGNMENTS & HOMEWORK

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, or at home. Homework is one of the criteria used for student assessment. It is the student's responsibility to return all work completed to the teacher by the date requested. If there is concern regarding homework, please communicate this concern to your child's teacher.

Each teacher has a Google Classroom site where daily assignments and other information are posted. Parents are encouraged to keep and use their student's login and password to check homework. Parents are also encouraged to use the login and password to consistently monitor Google Classrooms to stay up to date with class activities. Chromebooks are educational devices that parents should monitor in coordination with students to track progress in the classroom. Teams will post assignments daily, and will communicate with parents where to find this information.

PowerSchool

PowerSchool is a computer program designed to link parents and schools together via the Internet. It enables parents to access their children's school records including such information as grades, discipline, and current progress as frequently as the parent wishes.

How to Register

Go to the FCSC home page http://franklinschools.org. Under the parent tab, you will find a "PowerSchool Parent Account Creation" link providing detailed instructions. We are striving for 100% participation with **PowerSchool**.

REPORT CARDS

A notification will be sent out through our automated phone system and emails at the end of each semester informing parents when semester grades are finalized. Check the yearly calendar for specific dates. Parents / students should check daily or weekly for grades on PowerSchool. Please contact a student's teacher or call the FCMS office if you have questions concerning a grade or need your PowerSchool password.

S.A.G.E AWARD

This program recognizes 8th grade students whose efforts, cooperation, and personal achievements have set them apart from their peers as outstanding students. These students Set A Good Example each day they are in school. This is an award presented to 8th grade students at the end of their 8th grade year. Students are nominated and voted on by teachers based on the following criteria: leadership, grades, behavior, attitude, and attendance.

COMPASS LEADERSHIP TEAM

This team consists of 7th grade students who exemplify strong character skills and who are viewed as hard workers in all areas of their school life. Students selected as members of COMPASS are asked to make a commitment as 8th graders to serve as student leaders and role models for other students at FCMS.·

HONOR ROLL & BETA CLUB

Academic recognitions are designed to honor students who excel in their classes. The criterion for selection is as follows: To qualify for the AB Honor Roll, a student may not receive any grade lower than a B- for a semester. A student qualifying for Straight A Honor Roll may not receive any grade lower than an A- for a semester. To qualify for Beta Club a student must have all A's for a minimum of two semesters. Leadership and service requirements are also included in Beta Club membership.

STUDENT ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that presence in the classroom enables the student to participate in instruction, class discussions, peer interaction, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for students to excel. Parents/Guardians are required to ensure their child's regular attendance (I.C. 20-33-2-77).

ARRIVAL TO SCHOOL

7:40 a.m. - Doors open for students to enter the building
8:05 a.m. - 1st Period Begins

Students who arrive in cars MUST enter and leave through the front entrance (1W) by the main office. Students should wait in their cars until greeted by a school staff member. Car riders must exit their vehicles in the designated area in the front of the building only. All buses will unload students on the south side of the building where those students will enter and exit through the exterior doors (24S) by the Band & Choir rooms. Students who walk to school may use either entrance (1W or 24S). Walkers must use sidewalks and crosswalks when arriving to school.

Once on school property, students should enter the school immediately through the appropriate entrance; students eating breakfast should go directly to the cafeteria, while all other students should go directly to their first period class. Students eating breakfast should report to first period as soon as they are finished eating breakfast.

ARRIVING LATE TO SCHOOL/TARDY POLICY

FCMS Entrance doors are locked at 8:05 a.m. Students arriving to school after 8:05 a.m. will be considered tardy to school and must enter through the main office. Any students who are tardy to school will need to sign in with the attendance secretary and get a pass from the office in order to be admitted to 1st period. Consequences will follow our general tardy policy.

On the 3rd tardy to school, students will meet with an administrator/guidance secretary. Tardies 4-5 will result in a lunch detention. Tardies 6-7 will result in a 1-Hour after school detention. Tardies 8-9 will result in a 2-Hour after school detention. Tardies 10+ will result in a suspension. Tardies to school reset at semester.

Students are responsible for being in the classroom when the bell rings. If a student does not meet these expectations he/she will be considered tardy. To prevent tardiness between classes, students should report to the teacher of their next class on time and then receive permission to take care of any needs such as: clinic, special passes, telephone, guidance, restroom, etc.

Tardies to class are considered a minor behavior infraction and will follow our school wide behavior system and be logged in their Student Playbook. Habitually tardy students will be subject to additional disciplinary action as deemed appropriate by an administrator.

DEPARTURE FROM SCHOOL

Students are dismissed from 9th period at 3:05 p.m. All car riders must exit through the front entrance by the main office (1W). All bus riders must exit through doors by the band and choir rooms (21S) on the south side of the building. Students who walk home may leave through either exit (1W or 21S). Once students have exited the building they are to immediately leave school property and head to their car, bus, or home if walking. Walkers must use sidewalks and crosswalks when exiting school property. Car riders must enter their vehicles in the designated area in the front of the building only. No student should be at FCMS unsupervised after school hours. Parents need to have a contingency plan in the event their child misses the school bus home. Students may use the phone in the front office with permission from the secretary.

EARLY DEPARTURE FROM SCHOOL/PROFESSIONAL APPOINTMENTS DURING THE SCHOOL DAY

When a student has a doctor or dentist appointment during school hours, a parent should communicate with the office the time of the appointment. Parents/Guardians must report to the Main Office to sign their child out of the school any time they will be leaving during the school day. For security purposes they may be requested to show a picture I.D. If someone other than the parent/legal guardian is signing out a student, that person's name must be listed on the student emergency contact information. Any changes to emergency contact information must be made in a written statement from the parent/guardian. Upon returning to school, the student should provide the office a doctor's note with the following information: name, date of the appointment, expected return date to school, any limitations and their duration.

EXCUSABLE REASONS FOR ABSENCE

The Corporation accepts only the following as excusable reasons for absence from school

An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- Professional Appointments (i.e. doctor, dentist, therapist)
    - Proper documentation is required upon return to school including:
        - Name of Student
        - Date and Time of Appointment
        - Return date to School
        - Any limitations and their duration
    - Failure to produce documentation within 3 days may result in a violation of this policy.
- Personal Illness
    - The principal may require a doctor's confirmation (after 2 consecutive days per absence) if s/he deems it advisable.
- Out of School Suspension
- Death in the Immediate Family
- Required Court Attendance
- Observance of a Bona Fide Religious Holiday
- Military connected families' absences related to deployment and return
- Recovery from a documented accident
- Such other good cause as determined by law (I.C. 20-8.1-3-18 and Policy #5200).

UNACCEPTABLE REASONS FOR ABSENCE

Any absence from school not authorized or in violation of this policy is considered unacceptable.

HABITUAL ABSENCES

- Upon the fifth unexcused absence, a parent/guardian will be given a warning notice informing him/her of the number of absences from school. When students reach their 5th unexcused absence in a rolling 10 weeks, a formal attendance meeting with the administration is required.
- Upon the tenth absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the tenth absence from school or a class, a certified letter is issued from the school as verification of the student's attendance at school.

- Upon the fifteenth unexcused absence, the school will send a notice to Johnson County Probation/Office of Family and Children and DCS for further action.
- Half day absence is recorded when a student misses more than 3 periods in a day.

Per board policy C175 and guideline C175-R1, excessive absences whether excused or unexcused may result in loss of privileges including not being able to attend field trips, ECA such as band, choir, athletics, dances, club participation restrictions, ineligible to receive credit for the course or disciplinary actions.

TRUANCY

A student who misses all or part of the school day without the school or parent's knowledge and/or consent will be considered truant. There are varying levels of truancy which include skipping school, not reporting to an assigned class/area, leaving class or school without permission, etc. Acts of truancy may result in strong disciplinary measures and the filing of a truancy report with the Johnson County Juvenile Probation Department when appropriate. A student may be recommended for expulsion from school due to excessive acts of truancy.

REPORTING ABSENCES

Attendance Line: 317-346-8405

Parents are expected to call the FCMS attendance office (317-346-8405) to report their student's absence on the same day as the absence and state the reason the student is not in attendance. There is a 24-hour voice mailbox available at this number. A parent call, however, does not mean that an absence will be excused. Each semester each student is allowed 5 parent calls to be excused. If the parent is unable to call, a note or FAX is acceptable, if approved by the administration.

Medical documentation is required in order for the absence to be listed as a medical excuse. If medical documentation is not provided then the absence will count as a standard excused absence as long as other procedures are followed. If the attendance office does not receive a call, note, or FAX within two days of the student's return, the absence will be considered unexcused and marked as truancy.

Please make early dismissal calls a minimum of 1 hour prior to the scheduled time to pick up a student. Otherwise, a student may not be readily available for immediate pickup.

If a student is receiving ongoing therapy or outpatient services, one-time documentation from the providing facility stating the beginning date, time each day, number of days a week, and ending date should be sent to the attendance office at the beginning of the treatment.

MAKEUP WORK

Students are expected to make up work missed during an absence. Upon returning from an absence, students will have the same number of days to complete missed work as they were absent (for example if the student missed 3 days, they will have 3 additional days to complete the missing work). However, assignments, including tests, which have been made prior to the absence and that were due on or before the day the student returns, will be due on the date the student returns to school or as arranged by the teacher.

It is the responsibility of the student to make arrangements with his/her teachers to make up any missed work. Direct contact with the teacher via email is the best way for a student to receive instructions and directions when completing work missed during an absence. Parents/Students can also check the teachers' Google Classroom to find assignments.

Individual team late work/missing work policies will be communicated at the start of the school year.

HEALTH SERVICES

The school health program is a cooperative one involving the entire school staff and the parents. A school nurse is assigned to our building. The clinic provides first aid service and emergency care for the sick and injured.

EMERGENCIES

The nurse will see a student if he or she becomes ill during the school day. If the illness is so severe that the student must leave school before the completion of the school day, a parent or guardian (or their designee) will be the only person who can take the student home. Injuries resulting from accidents at school shall be given first aid treatment only. If necessary, the parents will be contacted. It is the responsibility of the student to report any injury to the teacher in charge. If it is impossible to reach a parent, an administrator may request additional aid for the student.

DISPENSING MEDICINE

According to Senate Bill 376, students in grades K-8 may not take any medications home from school. Students will not be allowed to transport medications to, or from, school for any reason, as per Indiana Law and FCSC guidelines. Exceptions to this rule, as outlined in Senate Bill 376, include medications for life threatening conditions such as asthma and diabetes. The prescription must require that the student carry these medications during school. Parents may authorize, in writing, that someone 18 years or older may pick up the medication.

School personnel shall not be responsible to dispense medication, but may assist under properly authorized instructions and under the following conditions:

1. For prescription medications, the ordering physician's written instructions shall accompany the medication.
2. The written permission of a parent or guardian is filed in the office.
3. All medications are transported to and from school by the parent in minimum amounts and in the original medical container and delivered directly to school personnel.
4. Only the principal and/or that person's designee(s) may dispense medication at school.

If there are questions, please see the school nurse.

IMMUNIZATION

Indiana State law requires that parents or guardians of school age children enrolling in a school system submit one of the following types of information:

1. Documentation that the child is fully immunized.
2. Documentation that immunizations have been started with a schedule for completion.
3. An authorization for the new school to receive medical records from a prior school.
4. A written objection to immunizations due to religious or medical reasons.

Please be advised that your child cannot be permanently enrolled and may be denied the opportunity to attend school unless written information of the type listed above has been provided to the school on or before the first day of school in accordance with Indiana state law.

INFORMATION ON MENINGOCOCCAL DISEASE

Indiana law requires each year that parents/guardians be informed about “meningococcal disease and its vaccines” (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention (CDC) recommends routine meningococcal immunizations at 11 to 12 years of age. This immunization is commonly called Menactra. Johnson County Health Department has this immunization available for free to those individuals who are eleven to eighteen years old and do not have health insurance that provides coverage for immunizations. To obtain this immunization, please call the Johnson County Health Department for an appointment at 346-4368, or speak with your healthcare provider.

Health Clinic Guidelines for School Exclusion

1. Students with a temperature of 100.4*F or more will be sent home. The student must be fever free and fever reducing medicine free for 24 hours. If the fever persists for 2 days, even without other symptoms, a physician should be consulted.
2. Conjunctivitis (pink eye) - If pink eye is suspected, students should be examined by a health care provider and approved for readmission to school, or remain home until the affected eye is clear and free of purulent drainage. With bacterial conjunctivitis, exclusion is recommended until 24 hours after starting topical antibiotic therapy.
3. Impetigo – Impetigo is a bacterial skin infection characterized by pus filled red bumps that form on the face (particularly around the nose and mouth) or on the extremities. Diagnosis and treatment is required by a physician. Students should be kept home until 24 hrs after initiating antibiotic therapy. Draining lesions should be adequately covered at all times with a dry dressing.
4. Scabies - Diagnosis and treatment is required by a physician. Students may return the day after treatment.
5. Students found with head lice will need to be picked up immediately from school. After treatment and upon returning to school, the student will be examined by the school nurse. If no live lice are found students may return to school.
6. Active Vomiting or Diarrhea - Students should be symptom free for 24 hrs. before returning to school
7. Undiagnosed rash, if fever is present Diagnosis and treatment from a physician is recommended. Student should be symptom free for 24 hrs before returning to school.
8. Chicken Pox (Varicella) - Students must be excluded from school until all vesicles become dry or lesions have faded..
9. Shingles - Students may remain at school only if the site of outbreak can be kept covered and dry.
10. Strep throat - If a strep culture is positive, the student may return to school 24 hrs after antibiotic therapy is initiated and is fever free.
11. Pertussis (Whooping Cough) - Diagnosis and treatment is required by a physician. Students may return to school after the first 5 days of antibiotic therapy have been completed.
12. MRSA - MRSA skin infections require diagnosis and treatment by a physician. Students with an abscess, boil, sore or skin lesion that is draining may remain at school only if the area can be kept covered and dry with a bandage. Any student with a draining skin eruption that cannot be contained and kept dry with a bandage will be excluded from school until cleared by a physician.

STUDENT RESPONSIBILITIES AND BEHAVIOR CODE

DUE PROCESS

Students have a constitutional right to a public education. Franklin Community Middle School will afford due process rights to each student when disciplinary action against the student is contemplated. The Student Due Process law mandates and prescribes certain procedures to guarantee that students in the schools of Indiana receive fair play in disciplinary matters at the hands of school officials. The law requires that all students be fully informed of school rules in writing.

Public Law 218 clarifies the position of many school employees in relation to the students. Student teachers, teacher assistants, bus drivers, and other school corporation employees have the same authority as teachers to those under their supervision. The law defines and provides for several types of disciplinary options including suspension or expulsion. Suspension refers to the prohibition of attendance for ten school days or less. Expulsion refers to the prohibition of school attendance for more than ten days, for the balance of a semester or a year, or any action that prevents a student from completing their program of studies in a normal period of time.

STUDENT PLAYBOOK

Each student will receive a student playbook at the beginning of the year. This playbook is considered an essential school supply, and should be with them at all times. This playbook contains a snapshot of our behavior expectations, school policy log, and STEPS classroom management system.

ALL-SCHOOL GUIDELINES

It is impossible to cover all types of situations that may occur throughout the school year. Therefore, verbal announcements may be made concerning items not listed in this handbook. Students may be disciplined for items or situations even though they are not specifically covered. Each teacher and team communicates classroom rules that students must follow. These rules are in addition to the rules listed in the handbook.

1. Students must respect the rights of all adults and students by being courteous, respectful and showing appropriate behavior and language at all times. Students must follow instructions of school personnel.
2. Students should not use profane, vulgar or explicit language, nor any remarks defamatory in nature (racial, sexual, religious or otherwise) - regardless of their intent.
3. Students will be provided a school-issued lanyard at the beginning of the year. There will be one complimentary replacement lanyard provided should a student lose or break it. Thereafter, students will be required to purchase new lanyards at a cost of $5 per lanyard. Students will receive consequences for not wearing their lanyard correctly. Students must wear their school-issued lanyard and ID at all times.
4. Earbuds should only be used during the school day for academic purposes, or during lunch when cell phones are permitted. Earbuds are not to be worn in the hallway at any time.
5. Students may not have food or drinks at FCMS unless the items are brought from home for lunch to be eaten in the cafeteria or the items are provided by the teacher and are eaten in a designated area. Students are permitted to have a water bottle.
6. Energy drinks are not permitted. (ex: Monster, Alani, Celsius)
7. Students should not bring items to school that could interfere with learning. This includes, but is not limited to, such items as electronic games, balls, lasers, and skateboards.
8. There is to be no hand holding, kissing, or other types of similar body contact during school hours or at extracurricular activities.
9. Students shall not bring aerosol cans, body sprays, or perfumes to school.
10. Pushing, name-calling and horseplay are prohibited
11. Encouraging students to fight either on or off school grounds is prohibited. Photographing or videotaping students fighting is prohibited.
12. Spreading rumors is prohibited.
13. Cheating and lying are strictly prohibited.
14. When staying after school for any reason, students are to remain with their supervisor at all times.
15. Students may not receive flower /balloon deliveries at school.
16. Students may not receive food deliveries during school hours.
17. Electronic devices such as Kindles, MP3s, IPODs, Digital Cameras, phones, Apple Watches and similar devices can only be used during designated times and in designated areas during the school day - this includes the use of earbuds, headphones and airpods.
18. The wearing of gang-related clothing or jewelry is strictly prohibited; the possession of, writing of, or use of gang-related symbols/signs is prohibited.
19. Students who see or hear of weapons, drugs, alcohol, or other illegal items at school; hear about a student threatening to bring a weapon, or threatening to inflict life threatening injuries are required to report this information to a teacher or administrator.
20. Use of another student's ID card or lunch/library account numbers will be considered theft.
21. Students shall not be in the halls without a hall pass.
22. Students must have their Student Playbook with them at all times, with the exception of lunch.

Continually and habitually violating school rules and disrupting the educational environment for themselves and others is considered a serious behavior and may result in consequences up to and including suspension or expulsion.

DRESS CODE

Due to varying clothing styles, body types and fashion trends, it is not possible to create a comprehensive list of everything that is or is not appropriate for the school environment. FCMS administration will have the final authority to determine if a student's dress is appropriate for school. The following list is not considered comprehensive.

The following guidelines are to be used by students in terms of dress at school:

1. In keeping with the FCS Guiding principles and board policy, the Confederate flag is prohibited in and around all school buildings and grounds.
2. Excessively short skirts or shorts (ex: volleyball shorts) are not permitted.
3. Students may not wear pants with holes above mid-thigh unless there is a patch covering the hole. Students may not wear baggy pants that ride low on the hips.
4. Undergarments should not be exposed (sagging pants, bra straps, sheer shirts or sheer leggings).
5. Overly tight tops, tank tops, muscle shirts, low cut shirts, backless shirts and crop tops are not allowed.

6. Clothing or accessories with profane, obscene, or suggestive slogans/designs are not acceptable. Clothing with slogans/designs that may be interpreted as advertising or advocating the use of illegal drugs, alcoholic beverages or tobacco, is not allowed.
7. Heavy chains, spiked necklaces or bracelets are not to be worn.
8. Heavy coats and hats are to be stored in lockers and may not be worn in the building or taken to class. Blankets are not permitted.
9. Face paint, makeup, costumes, and/or accessories that are determined to have the potential to become disruptive to the educational environment are not permitted.
10. Students may not wear hats, hoods, bandanas or durags during the school day.
11. Appropriate footwear must be worn at all times. House slippers are not permitted
12. Dress, unless it is associated with a school purpose, cannot distinguish a person as a member of a distinct group.

Students who have questions about particular types or items of dress should talk to a counselor or principal before wearing it to school. When questions regarding appropriate dress arise, the administrator's decision is final.

Dress Code violations will result in the student receiving a school policy log, and the student being required to change into appropriate clothing. If alternative clothing is not available or refused, the student may be sent home.

EXTRA-CURRICULAR / CO-CURRICULAR ACTIVITIES (ECA) Code of Conduct

This code of conduct includes all Franklin Community Middle School students who are involved in any school-sponsored extra-curricular and/or co-curricular activities. This includes all clubs, community service groups, special interest clubs, community service groups, honor societies, performing arts groups, student journalism groups, and any other group determined by the administration to be a part of this category. All athletic groups and related personnel will not fall under this policy. Those groups will follow the athletic code of conduct. If there is ever a question of which policy a group will fall under the final determination will be made by building administration.

A student who is a member of a Franklin organization, group, or team, in any capacity, must be willing to assume the responsibilities that go along with being a member. Extra curricular and co-curricular (ECA) students are representatives of the school, and as such are held to high standards of conduct. It is with this reasoning in mind that Franklin Community Middle School will adhere to the policies outlined below. ECA students are role models and therefore are expected to be positive examples in school citizenship, scholastic effort, leadership, and personal appearance.

Participation in ECAs requires a student to commit time and effort to excel, to learn cooperation and team effort, and to exemplify good behavior both at school and away from school. Participation in middle school ECAs is a privilege, not a right, and said participation may be denied any time that the conduct of a student is judged to be disruptive to the discipline, good order, or moral or educational environment of the middle school.

ECA students, as representatives of Franklin Community Middle School, should serve as role models at school and in the community. Therefore, ECA students are expected to adhere to the Code of Conduct the entire calendar year. Students who cannot accept this challenge and responsibility should not become involved with the Franklin Community Middle School ECA programs. ECA students are expected to follow the ECA Code at all times including the time when they are away from school and not involved in school activities. ECA students should avoid situations or leave events where activities are occurring that violate this Code of Conduct, specifically parties or clubs. Self-discipline learned from the ECA experience should teach each student to make prudent decisions about his/her associations and behaviors.

ECA General Guidelines

1. Any student in violation of the school rules, as listed in the student handbook, will be disciplined by the school. If an ECA student is suspended from school, the student is ineligible to practice or to participate in any practices, contests, events, or performances during the term of the suspension.
2. A sponsor/advisor/teacher/coach/director (hereafter known as 'sponsor') shall establish specific group rules needed to ensure that the group functions smoothly. These rules are to supplement the ECA code and are not to supersede it. A sponsor may discipline the student within the structure of the sponsor's specific team rules. ECA students are expected to share the ECA rules with their parents/guardians.
3. At the first official practice/meeting of each ECA group, the sponsor will conduct a team meeting where the FCMS ECA code of conduct and team rules and expectations will be covered.
4. A ECA student who has been suspended from a group for any percentage of the school year is expected to continue his/her association with the group as directed by the sponsor. The student may be required to attend all practices/meetings but may not be permitted to represent the group at an event. A student who has been suspended from participation for a full calendar year or longer will not associate with that group or any other ECA group during the suspension.

5. A student may not attend a practice, event, or contest unless the student arrives at school by 9:30 AM on the day of the practice or contest. See attendance guidelines for specific information regarding late arrival. Students who leave school early for any reason other than a verified doctor appointment are not eligible to participate or practice that evening.

CELL PHONE/ELECTRONIC DEVICE/EARBUD USE DURING THE SCHOOL DAY

The use of technology, such as cell phones, smartwatches, iPads, Kindles, and other personal devices, including wireless headphones, have the potential to create disruptions within the classroom and lead to problematic situations that detract from instructional time. FCMS policies have been developed in an effort to mitigate these negative impacts and align with current state legislation, which regulates electronic device usage during instructional time.

Students may use their cell phone, electronic device and earbuds <u>ONLY</u> under the following conditions:

1. Before or after school hours.

Students may <u>NOT</u> use their cell phone or electronic device:

1. In any areas that are considered private, including restrooms, locker rooms, health clinic and while in the main office or guidance office. These are all areas where there is an inherent lawful expectation of privacy regardless of instructional time policies and are covered by governing laws.
2. For use in recording video or taking pictures, unless directed by a staff member.
3. For making phone calls, unless permitted by a staff member.

Students in violation of the cell phone policy will receive the following:

1. 1-2 violations will result in a lunch detention and the phone will be sent to the office for the remainder of the day. A parent/ guardian will be required to collect the phone from school during office hours when a student receives 2 or more violations.
2. 3-4 violations will result in a 1 hour after school detention and phone will be sent to the office for the remainder of the day. A parent/ guardian will be required to collect the phone from school during office hours when a student receives 2 or more violations.
3. 5 or more violations will result in an office referral for Administration and could result in suspension.

Students must immediately give a staff member the entire electronic device upon request including all components. Failure to provide a staff member with the electronic device immediately is considered non-compliance/insubordination and may result in suspension.

BICYCLE REGULATIONS

1. All traffic laws will be observed.
2. Students should walk bikes on sidewalks when other students are present. They should never ride through pedestrian traffic.
3. Bicycles are to be parked in the area provided and shall be locked at all times. The bicycle is not to be moved during the school day.
4. The school will not be responsible for stolen or damaged bicycles.
5. Students are not to ride "double" on a bicycle.
6. Students are not to ride “mopeds” to and from school.

CAFETERIA GUIDELINES

1. Student standard lunches will be $3.00.
2. Student standard breakfasts will be $1.75.
3. Students are not allowed to have fast food items (sandwiches, pizza, ice cream) delivered or brought to them for lunch.

ACADEMIC INTEGRITY

All assignments, quizzes, tests, papers, and other graded work are to be the product of the individual student being evaluated unless the teacher has specifically stated otherwise. If in the judgment of the instructor, a student uses artificial intelligence (AI) and/or another person’s work and presents it as the student’s own, the student may be given a failing grade for the specific assignment and/or student may receive a discipline consequence. Similarly, students who allow another student to copy their work for purposes of deception will be given a failing grade for the work and/or discipline consequence.

FCMS STUDENT DISCIPLINE OPTIONS

It is the student's *responsibility* to dress appropriately, comply with school rules, attend class regularly and punctually, show respect for public and private property, and respect the rights of others. The superintendent, principal, any administrative personnel, or teacher of the school corporation shall be authorized to take any action in connection with student behavior, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with school purposes. Examples of these interventions include, but are not limited to, the following:

- Counseling with a student or a group of students
- Conferences with a parent or group of parents
- Assigning students additional work
- Rearranging class schedules/teams
- Requiring a student to remain in school after regular school hours to do additional assignments
- Restricting extracurricular activities.

Additionally, it may be necessary to use one of the discipline options that include, but are not limited to, the following:

SCHOOL POLICY LOG - Minor behavioral infractions may result in a mark in a student's school policy log. School policy logs are kept within the Student Playbook. Parents are encouraged to monitor their child's school policy log on a regular basis. Repeated school policy infractions result in additional consequences.

STEPS: CLASSROOM MANAGEMENT SYSTEM- Teachers all utilize a "STEPS" system to manage student behavior within the classroom. Students who move a step within a class period, but do not change their behavior, may be sent to meet with our behavior interventionist as part of a reflective "time out" process.

OFFICE REFERRAL - When a student has accumulated multiple behavior logs, or has a major behavior infraction, a student is referred to the office to meet with an administrator. At that point, additional consequences may be assigned.

LUNCH DETENTION - Lunch detentions are served during a students lunch period. They eat their lunch outside of the school cafeteria in a supervised setting. A student who misbehaves while serving a lunch detention will be removed from lunch detention, and an additional consequence will be assigned, and the student will be expected to re-serve the lunch detention.

1-HOUR & 2-HOUR AFTER SCHOOL DETENTION - After school detentions are assigned from (1-Hour) 3:15-4:15 or (2-Hour) 3:15-5:15. DETENTIONS WILL TAKE PRECEDENCE OVER ALL OTHER SCHOOL ACTIVITIES. Students who are late to detention or who misbehave while serving a detention will be instructed to leave, and the time lost will not be counted toward serving the detention. Students are required to work on assigned materials during the detention hour.

ALTERNATIVE SUPERVISED INSTRUCTION - ASI is yet another consequence. Students who serve ASI time will be expected to complete all classroom assignments from their regular classes. Students who receive an alternative supervised instruction may not attend any school-sponsored activities on the day or days of the restriction.

OUT-OF-SCHOOL SUSPENSION - OSS provides a means for building administrators to prevent any student from disrupting the learning environment of other students. A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days [not to exceed 10 days]. See section entitled Grounds for Suspension or Expulsion. Students who are suspended out of school may not attend any school-sponsored activities on the day or days of the suspension.

BEHAVIOR AGREEMENT -In the event a student would receive a substantial number of misconducts or a severe behavior misconduct, during the current year at FCMS or other school(s), they will be introduced to the behavioral agreement. The intent of this agreement is to increase safety for students and increase focus on academics for students who have been involved in interpersonal conflicts and disciplinary incidents. A conference will take place including the student and school administrator, and will include communication with the student's parent/guardian.

NO CONTACT AGREEMENT- In the event a student would have a pattern of interpersonal conflicts with another student a no contact agreement between the students would be introduced. The intent of this agreement is to increase safety for students and increase focus on academics for students who have been involved in interpersonal conflicts and disciplinary incidents. It is to be administered in a conference with the student and school administrator, with communication with the student's parent/guardian.

REMOVAL FROM CLASS OR ACTIVITY - TEACHER - A middle, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 5 school days [not to exceed 5 days] if the student is assigned regular or additional work to be completed in another school setting.

If a teacher removes a student from class, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

EXPULSION - A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. See section entitled Grounds for Suspension or Expulsion. Students who are expelled may not attend any school-sponsored activity or be on school premises without the permission of the administration of FCMS during the period of the expulsion.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

All students, including those with disabilities, are expected to follow the rules, policies, and procedures outlined in this handbook, except where otherwise specified in an Individualized Education Program (IEP) or Section 504 Plan. The Corporation will comply with all applicable federal and state laws concerning students with disabilities and will engage in an interactive process with students

and their families to identify and provide appropriate reasonable accommodations. Disciplinary actions involving special education students will be conducted in accordance with the requirements set forth in 20 U.S.C. § 1415 et seq. and 511 I.A.C. 7-1-1 et seq.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
    c. Setting fire to or damaging any school building or school property.
    d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
    e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or another person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
        ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        iii. The student has been instructed in how to self-administer the prescribed medication.
        iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Possessing, using, distributing, purchasing, or selling over-the-counter medications of any kind or in any form. These products include but are not limited to antihistamines, decongestants, pain relievers, sleep aids, etc.
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member. This includes AI created images, videos, or recordings.
24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
25. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks or other similar activity that could result in harm to another person.
27. Using or possessing gunpowder, ammunition, or an inflammable substance.
28. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
    f. violation of the school corporation's acceptable use of technology policy or rules;
    g. violation of the school corporation's administration of medication policy or rules;
    h. possessing or using a laser pointer or similar device.
29. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) 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. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
31. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

Public Law 162 (IC 20-8.1-5-4) states that a student may be expelled for failure to comply with school rules, policies, and conduct detrimental to the smooth operation of the school.

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator or designee] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator or designee]. This report may be made anonymously.
5. The [school administrator or designee] 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 bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

STOPit Reporting App

Students may report harassment, intimidation, bullying or other threatening or inappropriate behaviors directly to any school staff member or using the STOPit anonymous reporting app available on the Franklin Community Schools website.

C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
    - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
    - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.
    - A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
    - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
    - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

A student may be expelled if it is determined that the student’s legal settlement is not in the attendance area of the

school where the student is enrolled.

LEGAL REFERENCES: I.C. 20-33-8 I.C. 35-31.5-2-86
I.C. 35-47.5-2-4 I.C. 35-47-1-5

SAMPLE SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should 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. a written or oral statement of the charges;
    b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
    c. the student will be provided an opportunity to explain his or her conduct.
2. 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.
3. Following the suspension, the parent or guardian of a suspended student 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 principal.

EXPULSION PROCEDURE

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    a. legal counsel
    b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (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. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

ATHLETIC CODE OF CONDUCT

Athletics

Athletics at Franklin Community Middle School follow the rules of the Indiana High School Athletic Association (IHSAA), the FCMS athletic department and the FCMS Athletic Code. Franklin's athletic teams, known as the Cubs, are members of the Jr. Mid-State Conference. All students in good standing and in accordance with IHSAA rules and regulations are eligible to participate in our athletic programs.

FCMS Main Office: (317) 346-8400
Athletic Office: (317) 346-8439
FCMS Fax: (317) 346-8411

Purpose

The purpose of this handbook is to inform athletes and their parents or guardians of the rules, regulations, and information that help us best achieve our mission for the athletic department. Participation in school athletics is a privilege that carries with it a great deal of responsibility. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct in addition to team rules for their sport. You are expected to represent Franklin, your family and community in a positive manner as a student-athlete of Franklin Community Middle School. Eligibility in all IHSAA sanctioned sports can be determined using Appendix A.

II. Mission, Vision, and Core Values

MISSION: To provide an environment where students grow and are prepared for their future while inspiring school spirit.
VISION: To enhance the growth of student-athletes by learning, modeling, and prompting integrity, trust, and leadership.
CORE VALUES: Individual student growth, Integrity, Trust, and Leadership

III. Johnson County School Sportsmanship Statement

The schools in Johnson County are proud to exhibit the characteristics of outstanding sportsmanship. Our student athletes exemplify the commitment to the value of sport, academic and social achievement, diversity, drug free participation, ethical conduct, and nonviolence in extracurricular competition. Together, we expect our fans to lead the way by participating with a feeling of pride and enthusiasm while avoiding ridicule and sarcasm. Built on a tradition of athletic and academic participation, the schools in Johnson County will remain committed to competing with respect and integrity today and into the future. Please do your part to “Be a Good Sport”.

IV. Code of Conduct

A student who is a member of a Franklin athletic team in any capacity (athlete, cheerleader, student athletic trainer, student manager, or statistician) must be willing to assume the responsibilities that go along with being a member of a team. Student athletes are highly visible to a large segment of the school and the community. Thus, to participate in athletics as representatives of the school, student athletes should be held to high standards of conduct, sportsmanship, and physical training. Student athletes and athletic support personnel are role models and therefore are expected to be positive examples in school citizenship, scholastic effort, leadership, and personal appearance (in school and out of school).
Participation in a school sport is a privilege, not a right, and said participation may be denied any time that the conduct of an athlete is judged to be disruptive to the discipline, good order, or moral/educational environment of the middle school.
This Code of Conduct is expected to be followed at all times by student athletes, including hours away from school. This Code of Conduct becomes effective once graduated to 6th grade and until 8th grade is complete, or on the first day of enrollment for a transfer student.
Under this code, there are three circumstances in which a student athlete can be subjected to the penalties named within:
1. Notification to a school official by verified police report or court action substantiating a violation of this code.
2. A school-initiated investigation which determines that a violation has occurred.

3. Failure to pass random drug testing as administered by the school.

V. General Guidelines

1. Code of Conduct violations are cumulative over the three years in middle school.
2. Any student athlete who violates school rules will be disciplined by the school. If they are suspended from school, they are ineligible to participate in any practices or contests during the term of suspension.
3. The Head Coach will establish any team rules to help the program function smoothly. A head coach may discipline an athlete within the structure of the coach's specific team rules.
4. A student athlete may not attend a practice or contest unless the student athlete arrives at school by 9:30 AM. In addition, a student who leaves school early is not eligible to participate or practice unless the absence is due to a verified doctor appointment.
5. A student is ineligible for participation in competition if they have 2 Fs. They maintain eligibility for practices at athletic director or principal discretion. They must be enrolled in at least 5 classes, unless otherwise approved by admin.
6. A student must have a physical on file before participating in any physical activity for the school year. The physical must be dated before or on April 1st and the first date of participation.
7. Students who have received an after school detention or suspension will not be allowed to participate in competition or practice on the date of the detention or suspension.

VI. Inappropriate Behaviors

1. Tobacco – (including vapes, e-cigs, etc.)
    a. First Offense: 25% of the season
    b. Second Offense: No athletic participation for remainder of school year
    c. Third Offense: No athletic participation for the remainder of middle school career
2. Social Media/Harassment/Bullying/Hazing
    a. EX: Use of violent, force, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with the program
    b. Student athletes are responsible for emails, social media posts, and texts put on a public domain. Inappropriate or embarrassing information or pictures should not be posted in any public forum. Reminder, you are serving as a representative of your team, school, and community.
    c. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the Conduct Code, will be considered in violation and subject to athletic department discipline or suspension.
    d. Students have a duty to report hazing to a staff member or using STOPit.
3. Drugs/Alcohol/Criminal
    a. EX: Violation of local, state, or federal laws, felonies, misdemeanors, acts of delinquency, or behavior which discredits the team/school.
        i. First Offense: 25% of season
        ii. Second Offense: No participation for remainder of school year
        iii. Third Offense: No participation for remainder of middle school career

VII. Other Provisions

Honesty - If the student athlete is found to be dishonest during an investigation, their consequences will advance to the next highest level of their infraction.

Quitting a Team - If a student athlete quits a team after the first contest, he/she may not try out or participate in the next sport season (or pre-season workouts) until the team he/she quits finishes its current regular season. Only mutual contest of the coaches involved and athletic director may waiver this rule.

VII. Athletic Code of Appeals

A student athlete who has been penalized for violating the Franklin Community Middle School athletic code may have the right to an appeal. The consequence set forth by the athletic department will remain in effect until the appeal process has been completed. A student athlete may appeal a penalty, to the building principal or designee, under one of the following situations:

1. New evidence has been discovered that was not presented to the athletic department prior to the penalty.
2. The athlete feels that there is an extenuating circumstance involved with the detail(s) of their situation that are not addressed by the verbiage and/or intent of the athletic code of conduct.
3. The athlete wishes to pursue other methods of consequences, such as extensive community service, in order to reduce their penalty and/or be reinstated to participate in activities such as practice or off-season conditioning.
    a. This situation is applicable for 365 days or career term suspensions.
    b. The student-athlete is responsible for organizing, planning, and presenting the community service activity to the Athletic Director, Principal, or Principal's designee. The Athletic Director, Principal, or Principal's designee has the right to approve or amend the proposed plan to either reduce or to be reinstated to participate in activities such as practice or off-season conditioning.

The student athlete must submit their appeal to the principal or designee, in writing, within three school days after the student athlete is notified of his/her penalty. (Email submissions of appeals are considered appropriate.) The appeal must describe which of the above categories the appeal is being filed under and provide all of the necessary detail to support the request for the appeal. The principal or designee will respond to the appeal request within two (2) school days of receiving the request. Upon receiving the written appeal the principal or designee will review its content. The principal or
designee will then take one of three actions:

1. Uphold the original suspension based on the information presented.
2. Overturn or modify the original suspension. NOTE: Modification can also mean an increase in the original consequence assigned by the athletic department if the appeals committee does not feel that the code of conduct was properly implemented.
3. Assign the matter to an appeals committee to make the final determination. The hearing will occur within three (3) school days of the principal's determination to assign the matter to an appeals committee. A building administrator will chair the hearing committee. Administration will appoint a hearing committee of two (2) coaches from a different sport and two (2) non-coaching faculty members. The hearing committee will decide to support, modify, or rescind the suspension. NOTE: Modification can also mean an increase in the original consequence assigned by the athletic department if the appeals committee does not feel that the code of conduct was properly implemented.

The principal's decision on this matter is considered final. If the matter is referred to an appeals committee, the committee's decision is considered final.

Appendix A

I.H.S.A.A Rules of Eligibility

You are **INELIGIBLE** if:

- Amateurism
    - o You play under an assumed name.
    - o You accept money or merchandise directly or indirectly from athletic participation.
    - o You participate in clinics or camps without IHSAA approval.
    - o You sign a professional contract.
- Awards/Gifts
    - o You receive in recognition for your athletic ability any award not approved by your high school principal or the IHSAA.
    - o You use or accept merchandise as an award, prize, gift or loan or purchase such for a token sum.
    - o You accept awards, gifts, trips or honors from colleges or their alumni.
- Enrollment
    - o You did not enroll in school during the first 15 days of a semester.
    - o You have been enrolled more than 8 semesters beginning with grade 9.
    - o You have represented a high school in a sport for more than 4 years.
- Illness/Injury
    - o You have been absent 5 or more consecutive days due to an injury or illness and do not present to your principal or designee written verification from a licensed physician stating that you may resume participation.
- Parent/Physician Certificate (Physical, Concussion, Sudden Cardiac forms)
    - o You do not have the completed certificate on file with your principal each school year, between May 1 and the first day of practice.

- Practice
  - o You have not completed the required number of separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.
- Scholarship
  - o You did not pass 5 full credit subjects in your previous grading period or at semester's end.
  - o You are not enrolled in 5 full credit subjects.

FRANKLIN COMMUNITY BUS CONDUCT

Transportation Guidelines

The Franklin Community Transportation Department prides itself on the safe and efficient delivery of all students to their intended destination. In order to make this possible we have outlined below the expectations for all students who have chosen to ride our buses. While bus transportation is for most students a privilege, we are pleased to host students who assist us in providing a safe and enjoyable riding experience.

Franklin Community Schools Bus Discipline Matrix - K-12

Expectations	1st	2nd	3rd	4th	5th
Tier1.1. Students will sit in the seat assigned to them by the driver.	V	W	S1/C	S1/S2	S3
Tier1.2. Students will keep feet and bookbags out of the aisle.	V	W	S1/C	S1/S2	S3
Tier1.3. Students will not bring items on the bus that are not school related, could be deemed dangerous (glass containers, animals, etc.), or items that are too large (approximately 39”).	V	W	S1/C	S1/S2	S3
Tier1.4. Students will not open bus windows more than half way at any time.	V	W	S1/C	S1/S2	S3
Tier1.5. Students will not brush their hair or use hygiene products such as hair spray, perfume, nail polish, make-up, etc. while on the bus.	V	W	S1/C	S1/S2	S3
Tier1.6. Students are allowed to talk quietly. (voice level 2)	V	W	S1/C	S1/S2	S3
Tier1.7. Students must board and leave the bus at the student’s regular bus stop location.	V	W	S1/C	S1/S2	S3
Tier1.8. Students may bring a water to drink on the bus, but otherwise will not eat or drink while on the bus (this includes candy/gum/soda,etc).	V	W	S1/C	S1/S2	S3
Tier1.9. Students will not leave trash on their seat or on the floor.	V	W	S1/C	S1/S2	S3
Tier2.1. Students will obey the driver’s instructions when crossing the road, boarding, during transport, and when leaving the bus.	W	S1	S3	S5	E
Tier2.2. Students will wear a seatbelt properly at all times without exception.	W	S1	S3	S5	E
Tier2.3. On a bus without seat belts, students will remain seated and have their back to seat back, their bottom to seat bottom with feet on the floor and hands to themselves for the duration of the ride.	W	S1	S3	S5	E
Tier2.4. Students are not allowed to leave the bus without the driver’s permission.	W	S1	S3		
Tier2.5. At railroad crossings or upon instruction from the driver, students will be silent (voice level 0).	W	S1	S3	S5	E
Tier2.6. Students will be respectful and will not use profanity (including gestures).	W	S1	S3	S5	E
Tier2.7. Students will keep boundaries. They will not touch each other, including wrestling, horse play, pushing, and/or tripping.	W	S1	S3	S5	E

Tier2.8. Students will keep all body parts in the bus including not hanging out the window or putting limbs out the window.	W	S1	S3	S5	E
Tier2.9. Students will keep objects in their place. They will not throw items on the bus or off the bus.	W	S1	S3	S5	E
Tier2.10. Students will be kind. They will not use malintent or maladaptive behaviors on the bus.	W	S1	S3	S5	E
Tier2.11. Students will make sure that cell phones are silent while riding on the school bus. Students will not record video or take pictures while on the school bus without driver permission. The student may use devices such as mobile phones or tablets as long as it is not a distraction to the driver or is being used in a way that is deemed inappropriate according to the FCS Acceptable Use Policy.	W	S1	S3	S5	E
Tier2.12. Students will leave objects that do not belong to them in their place. They will not tamper or vandalize bus equipment. They will not be destructive or destroy property.	W	S1	S3	S5	E
Tier2.13. Students will not smoke or vape on the bus. These incidents may be referred to an SRO for investigation and possible ticket.	W	S1/T	S3/T	S5/T	E/T
Tier3.1 Students will be respectful and will not use aggressive, profane or threatening language towards other students or the driver (including gestures).	S3	S5	E	-	-
Tier3.2 Students will not harass, threaten or bully another person.	S3	S5	E	-	-
Tier3.3 Students will keep boundaries. They will not provoke, encourage, or participate in a fight.	S3	S5	E	-	-
Tier3.4 Students will keep all body parts to themselves. They will not spit, hit, kick, or strike another person.	S5	E	-	-	-
Tier 4.1 Students must not bring a weapon of any kind onto the bus.	E	-	-	-	-
Tier 4.2 Students must not assault another student or bus staff.	E	-	-	-	-
Consequences					
V - Verbal Warning (by driver)					
W - Warning issued by bus driver must be accompanied by a parent call.					
C - In-school consequence such as detention.					
S1 - 1-day Bus Suspension					
S2 - 2-day Bus Suspension					
S3 - 3-day Bus Suspension and bus behavior contract w/ incentives					
S-5 - 5-day Bus Suspension					
E - Bus Expulsion, possible criminal charges					
T - Ticket issued.					

K-12 BUS POLICY - The State of Indiana requires that districts provide bus transportation privileges for eligible enrolled students within the district's boundaries. Within State requirements, local Boards of Education are authorized to establish policies and procedures to insure the safe and orderly transportation of their students. The purpose of this policy is to provide guidelines through which the rights and safety of passengers, drivers, and aides are protected. All policies found in the Franklin Community School District Student Code of Conduct apply to every student boarding, riding, or exiting buses. Inappropriate student conduct creates a dangerous distraction to the driver and is insensitive to the rights of all individuals on the bus. In the event of serious or repeated violations, suspension of a student's bus privileges will occur. Parents shall be notified before a bus suspension takes effect, except in emergency situations necessary to protect the safety of individuals, property, or the integrity of the educational process. In such cases, the necessary notice will follow

as soon as possible. During the suspension of bus privileges, it shall be the parents' responsibility to provide the student's transportation to and from school. Failure to attend school, due to the loss of bus privileges, is considered an unexcused absence.

RANDOM TESTING & EDUCATION POLICY FOR ALCOHOL, TOBACCO & OTHER DRUGS

STATEMENT OF NEED AND PURPOSE

PURPOSES OF THE PROGRAM

A. All Franklin Community School Corporation students in grades 7-12 may participate in the random drug, tobacco and alcohol testing program. In addition, students who park vehicles at school or drive on school property, those who plan to be involved in any extra-curricular/co-curricular activities, and those involved in clubs or other student groups recognized by the school administration are required to participate in the random drug testing program in order to be eligible to participate in these activities. Note: Grade 6 students who participate on middle school athletic teams will also be included in this policy. No other 6th grade students will be included in this policy.

B. It is a privilege for students who meet both the scholastic and physical conditions of eligibility to participate in any of these activities. All of these activities require that students be at their best and chemical-free in order to provide a safe environment for themselves and other students who potentially could be affected.

C. Franklin Community School Corporation administrators have designed this program to:

1. Direct students away from substance abuse,
2. Protect students who park their vehicles at school or drive on school property, and those who participate in any extra-curricular/co-curricular activities,
3. Educate participants and parents about the serious physical, mental, and emotional harm caused by substance abuse,
4. Assist participants, who might be tempted to use illegal substances,
5. Prevent injury, illness, and harm as a result of substance abuse,
6. Maintain extra-curricular/co-curricular program environment free of drug, tobacco, alcohol, and intoxicants,
7. Expose and educate participants about a procedure frequently and increasingly used in society.

D. It is recognized that serious attention is being given to substance-abuse problems in private business and industry, government, school, and colleges throughout the country. Results of studies throughout the United States reveal an increasing substance-abuse problem, and indicate that more than education alone is necessary to encourage students to choose a lifestyle free of substance abuse. This policy is consistent with Franklin Community School Corporation rules and regulations concerning the use and abuse of drugs, alcohol, and intoxicants. The Franklin Community School Corporation has a strong commitment to the health, safety, and welfare of its students.

INTRODUCTION

The effective date of this program is July 29, 2011. This program does not affect the current policies, practices, or rights of Franklin Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Franklin Community School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

CONSENT

Each student who participates in extracurricular activities or drives to or from school designate, by signing off on receipt of the student handbook, that they are aware they are bound by this policy that is located in our student handbook. Failure to comply will result in non-participation and/or denial of a student driving permit to school.

At the beginning of each selection date, school year, sport season, or when a student moves into the district and/or joins an extracurricular or co-curricular activity, all students wishing to participate in that school year's activities will be subject to random testing for illicit or banned substances. Any student who refuses to submit to random drug testing will not be allowed to practice or participate in designated Franklin Community School Corporation activities or drive to and from school activities for 365 days from the date of the refusal.

Students who do not participate in extracurricular activities or drive to school can still be voluntary enrolled in the random drug testing group by their legal guardian. These students and parents shall be provided with a consent form, a copy of which is attached hereto,

which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Franklin Community School Corporation.
Students who participate in this program voluntarily agree to be subject to its terms for their entire school career. Students who wish to be removed from the random drug testing pool can complete the appropriate form, also signed by the parent or legal guardian, to be removed. A student removed from the random drug testing pool will not be permitted to participate in any extra-curricular activity, co-curricular activity, or drive on any school campus for 365 days from the date the removal form is submitted in its entirety. The form is to be submitted to the principal's office.
This random drug testing policy in no way supersedes the student code of conduct (handbook) and its contents. It is still the responsibility of faculty, staff, and administration to maintain a safe and orderly educational environment. In situations where this policy and the student code of conduct may appear to conflict the administration will make the determination as to which policy is best applicable in this scenario including any consequences assigned to the student.

NON-PUNITIVE NATURE OF POLICY
No student, who is randomly drug tested, will be penalized academically for testing positive for illegal drugs or banned substances under this policy. The results of drug tests pursuant to this policy will not be placed in a student's permanent record. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Franklin Community School Corporation Board of School Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by Franklin Community School Corporation Board of School Trustees, to the extent permitted by such subpoena or legal process. Any student under an alternative to expulsion contract will held be accountable to the stipulations set forth in that contract.

TESTING PROCEDURES
1. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. The principal/designee will use an independent laboratory/agency to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.
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. The collection of samples will be done in a non-offensive manner, which ensures the integrity of the sample.
3. Upon being selected for a drug screen under this policy, a student will be required to provide a fresh sample according to the quality control standards and policy of the laboratory conducting the analysis.
4. All students will remain under school supervision until they have produced an adequate sample. If the student is unable to produce a sample by the end of the school day, the student will be suspended from activities included in this policy.
5. All samples will meet the requirements set forth by the testing company. If the sample does not the required specifications the student will be required to produce another sample. If it is determined, by reasonable suspicion, that tampering or cheating has occurred during the collection, any students involved will become ineligible for all activities included in this policy for 365 days. This will be reported to the parent/guardian. Any attempt or effort by any student to alter a sample that has been submitted for drug testing, or that is being submitted for drug testing, will be considered a severe disruption. This includes possession of chemicals identified as agents known to invalidate such tests. The student who produces the sample and/or the person(s) who attempted to alter the sample will be subject to suspension and/or a recommendation for expulsion.
6. Immediately after the sample is taken, the student may return to class with an admittance slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
7. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also performance enhancing drugs such as steroids may be tested. If the test is determined invalid, after leaving the student's possession, the student will be tested again as soon as possible and will also remain eligible until further testing is completed.
8. The laboratory selected must follow the standards set by the Department of Health and Human Services.

REFUSING TO TAKE A DRUG SCREEN
If a student is randomly selected and refuses to take a drug screen, he/she will be ineligible for athletics and for a parking permit for 365 days. The student must also submit to a drug screen before privileges are reinstated.

COLLECTION OF SPECIMEN, CHAIN OF CUSTODY
The principal will establish guidelines to set up the collection environment, guarantee the validity of samples, and supervise the chain of custody.

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities and restrict him/her from driving to or from school.

2. The principal/designee will be notified of a student testing positive (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal/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 will be considered in determining whether a positive test has been satisfactorily explained.

3. If the test is verified positive, the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. 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 student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Handbook and the Student Handbook. A student involved in non-athletic extracurricular activities who tests positive will be subject to the disciplinary consequences outlined in the Student Handbook. A student driver who tests positive will be subject to the disciplinary consequences outlined in the Student Handbook.

Students who are only drivers will not have their driving privileges suspended if testing positive for tobacco if they are of legal age to consume tobacco products. However the student will still be suspended from all other extra-curricular activities.

Franklin Community School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested positive and did not make satisfactory explanation.

4. Drug testing results sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of Franklin Community School Corporation Board of School Trustees. However, the lab will provide the building principal with a quarterly report showing the number of tests performed, the rate of positive and negative tests, and what substances were found in the positive random specimens.

Under this drug testing program, any staff coach or sponsor of Franklin Community 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 Franklin Community School Corporation commitment to confidentiality with regards to this program.

FINANCIAL RESPONSIBILITY

1. Under this policy, Franklin Community School Corporation will pay for all initial random drug tests and all initial reasonable suspicion drug tests.

2. A mandatory drug test for a student who initially indicated they would not participate in any extra-curricular activity for the remainder of the school year 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.

4. The parent/guardian will be responsible for the cost of any drug test given as the result of a parent/guardian request that a student be tested outside of the random testing pool.

5. In order to return to participation the student will be required to test ATOD free. The parent/guardian will be responsible for the cost of this drug test.

OTHER RULES

Apart from this drug testing program, Franklin Community School Corporation coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors 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.

FRANKLIN COMMUNITY SCHOOL CORPORATION ACCEPTABLE USE POLICY (AUP) AND GUIDELINES

Rules and Codes of Ethics Relating to School Computer Users
Available Franklin Community School Corporation web site: http://franklinschools.org

The Franklin Community Board of School Trustees and the Franklin Community School Corporation (FCSC) are committed to the effective use of technology to enhance the quality of student learning and the efficiency of FCSC operations. It also recognizes that safeguards have to be established to ensure that FCSC's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. The goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation and communication. The educational value of the Internet is the joint responsibility of students, parents and FCSC employees.

This policy is established not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. This policy is issued to students annually in the student handbook. Students of appropriate age are required to sign that they have read the student handbook. In addition, the AUP is available in every building in the district, on the network and on the FCSC web site. A copy of the AUP will be provided to all new employees.

The provisions of this policy are subordinate to local, state and federal law. Students who do not abide by the AUP may suffer disciplinary action. Employees who do not abide by the AUP may also suffer disciplinary action, including, but not limited to, termination of their employment.

Acceptable Use Policy Administrative Guidelines

Telecommunications

Today's accessibility to computers and people all over the world bring with it the availability of material that may not be considered to be of educational value. On a global network it is impossible to control all materials and information. Eventually users may discover some information to be controversial, vulgar or otherwise inappropriate. Although FCSC has incorporated Internet filtering software, there are no guarantees the user cannot access inappropriate sites. The educational benefits of the Internet far outweigh the negative possibilities.

Children's Internet Protection Act (CIPA)
FCSC complies with the Children's Internet Protection Act by using filtering, tracking, and firewall technologies to monitor Internet activity**.**

Terms and Conditions
The Information Services Department (ISD) will provide technology components including hardware, software, access to the network and the Internet.

ISD has the responsibility to monitor and maintain security on all technology. All computers, telephone systems, electronic systems and voicemail systems are the property of FCSC. FCSC retains the right to access and review all components of these systems. Students and employees should have no expectation that any information contained on or in any of these systems is confidential or private. Information may be reviewed with or without student or employee knowledge or permission. The use of passwords does not guarantee confidentiality and FCSC retains the right to access information in spite of the existence of a password. When accessing the Internet via a FCSC networked computer, every site visited and the duration of time spent at each site is logged and tracked based on the user's login and the computer that is being used.

Review of any logs, technologies and systems will only be done in the ordinary course of business for a legitimate reason. Searching for inappropriate use is a legitimate reason to review any logs, technologies, systems, computers or voicemails. Any information

discovered would be limited to those who have a specific need to know that information. Administrators and supervisory staff authorized by the Superintendent have the authority to search and access information electronically.

1. Account Use:

Each technology user in FCSC will be provided all necessary accounts. Accounts will be maintained and monitored by ISD.

A. Users are responsible for their accounts and should take appropriate measures to prevent unauthorized access to their account(s) and equipment.
B. Use of another user's account(s) is prohibited.
C. Account passwords are to be distributed only to the individual account user.
D. Copying, changing, reading or using files of another user without their consent is prohibited.
E. Unauthorized access to system programs or computer equipment is prohibited.
F. A student must have permission to use computer equipment and software.
G. Students are not to use adult workstations without prior permission.
H. Mass storage devices (CD, DVD, USB, etc.) may be used for personal and professional purposes. However, they are never to be used for storage, transfer, or use of materials that are inappropriate, illegal or in violation of copyright laws. The users creating or in possession of mass storage devices containing such material will be responsible for it.

2. Privileges:

The use of FCSC technological systems is a privilege, not a right, and is subject to regulation, inspection, denial and discipline for misuse. The individual user accepts the responsibility for the ramifications and consequences of any inappropriate use of the account, and further accepts that the attitudes and perceptions of others can determine appropriateness.

3. Acceptable Use:

Use of network accounts should pertain to educational research or communications consistent with FCSC educational objectives and policies. Therefore, Internet access will be limited to educationally appropriate sites during all assigned instructional or supervisory times. Personal use of accounts within the confines of the AUP may occur before 8:00am and after 3:00pm on school days and during any duty free time or on days school is not in session. The user, with the understanding that he or she may need to justify the site(s) to a peer, administrator, parent or the general public, determines educationally appropriate sites. Transmission of any material in violation of any U.S. or state regulation is prohibited at all times. Furthermore, students and employees are strictly prohibited from transmitting material that is copyrighted, threatening or obscene, or may be construed as political lobbying. At no time are FCSC accounts to be used to receive or transmit any form of digital, electronic, tape or wireless transmission of material containing obscene, vulgar, threatening or inappropriate material.

4. Software Policies:

Software installation is the loading of a computer program(s) on workstations or network.

A. Software Programs:

1. ISD must be notified and grant permission prior to the loading of programs onto school owned computers. FCSC is not responsible for programs not approved by ISD or any problems caused by or related to such programs. ISD reserves the right to delete any programs or files.
2. Unless otherwise stated in the software's license agreement, users cannot legally load software on more than one computer or onto the network.
3. Users may not load software on any FCSC computer. The building TR/RA will install any software on any FCSC computer. The software documentation must be accessible to the TR/RA at any time.

B. Purchasing Policies:

1. ISD must be informed of and approve all potential software purchases intended for any FCSC workstation or network installation.
2. Corporation wide software is purchased with corporation funds via ISD and in most cases will be networked or Internet accessible.

5. Web Page Policies:

After receiving adequate training, FCSC employees may create web pages. Each web page must have ISD approval. The creation of web sites by students must be done under supervision of an appropriate staff member. All web sites must reflect the professional image of FCSC.

The purpose of such web sites is to create a technology rich environment that provides opportunities within the school community to communicate gather and process information. The following criteria should be used to guide the development of web sites:

A. Educate:

Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and FCSC's objectives as listed in the Corporation's Strategic Plan.

B. Inform:

Content may inform the community about the school, teachers, or departments, including information about curriculum, events, class projects, student activities and departmental policies and other FCSC related events and activities.

C. Communicate:

Content may provide an avenue to communicate with the community. The information contained on the web site should reflect and support FCSC's Mission Statement, Education Philosophy and the Academic Improvement Process. All links included on the pages must also meet the above criteria and comply with State and federal law (e.g. copyright laws, FERPA and CIPA). Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Web pages should reflect an understanding that both internal and external audiences will view the information.

D. Group Pictures:

Group photographs of a general nature may be used on the Internet for legitimate school purposes. A group picture is two or more people without any individual identifying description**.**

E. Student and Employee Information:

Web site(s) are not to provide personal information about students without written permission from the student's parent or guardian. Employees may provide personal information about themselves at their own discretion

6. Network Etiquette:

Users are expected to abide by the generally accepted rules of network etiquette. It is expected that staff members will provide guidance and instruction to students in the appropriate use of the Internet. These include, but are not limited to, the following:

A. Any speech transmitted by the use of a school computer does not constitute speech in a "Public Forum" and is subject to regulation by the administration.

B. Students and employees must use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, violence, threats or hate. All communications (i.e. list serves, e-mail, instant messaging, etc.) containing any material listed above is prohibited.

C. Students are prohibited from broadcasting, instant messaging or chatting with other users inside or outside of the FCSC network unless given explicit permission by an appropriate staff member.

D. It is prohibited to access, upload, download or distribute violent, threatening, pornographic, obscene, sexually explicit or inappropriate materials. Circumventing the CIPA filter by use of a proxy or other means is strictly prohibited.

E. Students shall not reveal personal information about themselves or others. If it is deemed necessary for employees or students to reveal student personal information, written permission from the student's parent or guardian must be obtained.

F. Employees may provide personal information about themselves at their own discretion. Employees are not to provide protected information about other employees without permission from that employee. Public information about employees that may be provided by other employees includes name, position, grade or subject taught, e-mail address, phone number of school/building,/office/classroom, extra-curricular responsibilities and verification of employment.

G. E-mail is not private and can be examined by the System Administrator when necessary. E-mail relating to or in support of illegal activities shall be reported to the authorities. The forwarding of chain letters is prohibited without the consent of the recipient(s). E-mail is accessible to students K-8 students on a limited basis under teacher supervision. High school students have individual e-mail accounts. High school students shall not mass e-mail without the approval of high school administration. Mass e-mail is defined as any unsolicited mailing in which the message is sent to a subset of Franklin Community School Corporation addresses**.**

H. **The network shall not be used in such a way as to disrupt its use by others.** Outside of ISD personnel, installing any technology onto the network is forbidden. **Communications and information accessible via the network is the property of FCSC and is not the private property of any individual.**

I. Copying, downloading, etc., without the implied or direct permission of the provider or in violation of any state or federal law, including copyright laws, is prohibited and may result in disciplinary action.

J. Although users are encouraged to use shared drives established by ISD (i.e. "Q") for cooperative work, the process of enabling file sharing via the network is prohibited. This includes web-based software such as Imesh, Napster or the like.

7. Warranties and Responsibilities:

FCSC makes no warranties of any kind, whether expressed or implied, for the services it provides. FCSC will not be responsible for any damages suffered for any reason, including loss of data for any reason. Use of any information obtained via the network is at the users own risk. FCSC is not responsible for the accuracy or quality of information obtained through this service.

8. Vandalism:

Vandalism is defined as any attempt to harm or destroy data or equipment. This includes, but is not limited to: the creating or transferring of computer viruses, changing of system defaults or passwords, destroying network data or damaging computer equipment. Anyone responsible for vandalism is subject to denial of privileges, discipline, and repair or replacement cost.

9. **Unsolicited On-Line Contact:**
   Students of FCSC are prohibited from responding to any unsolicited on-line contact. It is the student's responsibility to notify an instructor of any such instance. The instructor will then notify ISD. Although Internet filtering is used by FCSC, some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, violent, sexually explicit, or potentially offensive to some people.

10. **Commercial Use by Students:**
    Goods and services purchased by students via the Internet could result in unwanted financial obligations for which students and their parents or guardians may be liable.

11. **Indemnification:**
    In consideration of FCSC providing the user with access to computer equipment, software, and the network, employees, students and student's parents and guardians agree to hold FCSC harmless. All parties involved agree to indemnify FCSC from any and all liability; loss or damages FCSC may suffer as a result of claims, demands, attorney's fees, costs or judgments against FCSC arising out of the user's violation of this policy.

12. **Consequences**:
    Violations of this policy may result in disciplinary action by FCSC. It is a criminal act under Indiana law to access a computer system and/or damage or alter a computer program, data, or hardware without the consent of the computer owner. Indiana Code § 35-43-1-4 defines computer tampering, a Class D felony, as the knowing or intentional alteration or damage to a computer program without the consent of the owner. Indiana Code § 35-43-2-3 defines computer trespass, a Class A Misdemeanor, as a knowing or intentional access to a computer system network or a part thereof without the consent of the owner. Additionally, there are other criminal offenses dealing with theft and criminal mischief with similar or greater penalties of imprisonment.

FCSC Board approved 6/12/95, 1/16/96, 3/11/96, 6/12/00, 7/10/00, 4/9/01, 3/11/02, 5/10/04, 6/11/07

FCSC SEARCH POLICY

LOCKERS & LOCKER INSPECTIONS

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and art classrooms, 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 education function, or which are forbidden by State Law or School Rules. A student may not expect to have privacy in a locker or its contents.

The student's use of the locker does not diminish the School Corporation's ownership or control of the locker. The School Corporation 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 and 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, paraphernalia, or alcohol.

The School provides lockers as a convenience to students. Combinations are changed when a new student is assigned to a locker, and it is the student's responsibility to keep the combination to himself and the locker locked at all times. The School cannot accept responsibility for any items missing from a student's locker.

SEARCHES

The following policies apply to searches:

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of all lockers may be conducted by school authorities for any reason, at any time, without notice and/or student consent.

Except in the case of a general inspection of all lockers, searches of an individual student's locker must be based upon reasonable suspicion of the principal or designee that the locker is being used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or that the locker contains items which are forbidden by State Law or School Rules. If practical, the student assigned to the locker being searched upon reasonable suspicion should be present during the

search. Searches shall be conducted by the principal or a member of the administrative staff designated in writing by the principal and acting at the direction of the principal.

PERSONAL SEARCH

The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during any school activity if the principal has reasonable suspicion to believe that the student has on or about his or her person items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or items which are forbidden by State Law or School Rules. Searches of the person of a student shall be limited to:

- searches of the pockets of the student
- any object in the possession of the student such as a purse, back pack, briefcase, or gym bag, and/or,
- a "pat down" of the exterior of the student's clothing

Searches of the person of a student which require removal of clothing other than a coat, jacket, or shoes shall be referred to a law enforcement officer in accordance with this policy. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional school employee of the same sex as the student, designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible, but prior notification to and consent by the parent or guardian is not required prior to conducting a search based upon reasonable suspicion.

VEHICLE SEARCH

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle upon reasonable suspicion of the principal that the vehicle may contain items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or that the vehicle contains items which are forbidden by State Law or School Rules. Refusal of the student, parent or guardian, or owner of the motor vehicle, to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal and acting at the direction of the principal may conduct the search.

Anything found in the course of a search conducted in accordance with this section which could cause, or could reasonably be foreseen to cause, an interference with school purposes or an educational function, or which is a thing which is forbidden by State Law or School Rules, may be:

- seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing,
- returned to the parent or guardian of the student from whom it was seized,
- destroyed if it has no significant value, or,
- turned over to any law enforcement officer in accordance with this policy.

ASSISTANCE OF LAW ENFORCEMENT

The principal or a member of the administrative staff designated in writing by the principal may request the assistance of a law enforcement officer to search any area of the school premises, any student, or any motor vehicle on school premises, if the principal or another member of the administrative staff designated in writing by the principal, has reasonable suspicion to believe that the person or area to be searched possesses or contains 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. Where the law enforcement officers respond to such request, no school employee shall assist or otherwise participate in any search conducted.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Franklin Community Schools ("School") receives a request for access.

   Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make 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 should write the school principal [or appropriate school official], 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 record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.
   Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Franklin Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Franklin Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Franklin Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- School publications or promotions, both in print and online
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Franklin Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23rd, 2017. Franklin Community Schools has designated the following information as directory information:

-Student's name
-Address
-Telephone listing
-Electronic mail address
-Photograph
-Date and place of birth received
-Participation in officially recognized activities and sports
-Weight and height of members of athletic teams
-Degrees, honors, and awards

-Major field of study **-The most recent educational agency or**
-Dates of institution attended
-Grade level
-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)

Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

INDIVIDUALS WITH DISABILITIES STATEMENT

The practice of Franklin Community Middle School is that no person with a disability should be excluded from participation, access to, or benefits of any program or activity sponsored by Franklin Community Middle School by reason of his/her disability. Inquiries regarding this policy should be directed to the school's principal, assistant principal, or guidance counselor. All activity sites are fully accessible. Any person requiring further accommodations should contact the Superintendent at the corporation's central office.

Pesticide Use at Schools Rule – 357 IAC 1-16

The purpose of Rule *357 IAC 1-16* is to minimize the potential for pesticide exposure to students at schools. This rule is put in place to establish requirements for those who apply pesticides at schools, to establish restrictions on the use and storage of pesticides at schools, to establish a record keeping requirement for pesticides applied at schools, and to establish a parent, guardian, and staff registry and notification requirement for pesticides applied at schools.

Typical facility maintenance requires the use of pesticides from time to time. Effective pest management and appropriate landscaping maintenance and turf care involve the use of pesticides. Although we are not able to eliminate the use of pesticides completely, we will make every effort possible to apply these types of products during the summer months and/or during other extended break periods.

FCSC is committed to the safety of all students and staff. As part of the rule, FCSC must provide 48 hours advance notice before applying pesticides. FCSC will notify all registered parents, guardians, and staff members of these applications. To request notification

you must register in the office at your school building. The registry will ask for your name, phone number, and email address. You may request to be added to the registry at any time during the year.
For more information please contact Bill Doty, FCSC Facility Manager, at 346-8741 or by email at dotyw@franklinschools.org

Annual AHERA Notification

Under the Asbestos Hazard Emergency Response Act (AHERA), Franklin Community School Corporation is required to notify, in writing, all parents, guardians, and staff, on an annual basis, each school year, and file a copy of the notice in the management plan. The notice must advise that the management plan is available for inspection, without cost or restriction during normal business hours.

Notification of Asbestos Removal Projects:

1. No removal projects are planned for the 2017-18 school year.
2. Cost estimates have been acquired for the removal of all remaining asbestos containing materials. FCS will plan future budgets to complete abatement projects.

Operations & Maintenance:

1. 6-month surveillance inspections for all buildings containing asbestos materials.
    - Union Elementary – Boiler Room, Pipe Insulation
    - Webb Elementary – Boiler Room, Floor Tile
2. Inspections were completed by Astesco Laboratory, Inc. insuring the asbestos contained in the above listed buildings remains in safe condition for the occupants of such buildings.

A look ahead: FCSC will continue diligent efforts to manage and control existing asbestos containing materials. If further information is needed, contact Jeff Sewell, Director of Operations. sewellj@franklinschools.org

Policy 2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS**

OR ACTIVITIES Introduction

The School Board of the Franklin Community School Corporation (hereinafter referred to as "the Board" or "the Corporation") does not discriminate or tolerate harassment on the basis of sex in its education programs or activities which it operates or the employment therein or admission thereto, as required by Title IX of the Education Amendments of 1972 and its implementing regulations.. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment. When the Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the Corporation Community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in Sexual Harassment also are subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment supportive measures/ongoing remedies as reasonably necessary to restore or preserve access to the Corporation's education programs and activities.

Coverage

This policy applies to all Corporation operations, programs, and activities.. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at any other off-campus locations, such as school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

Except as provided above, this policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the Corporation's education programs and activities; such Sexual Misconduct/Sexual Activity may be

prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws, and/or Employee/Administrator Handbook(s) if committed by a Corporation employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the Corporation's education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student or by Board policies and administrative guidelines, applicable State and/or Federal laws, and/or Employee/Administrator Handbook(s) if committed by a Corporation employee.

FCHS Student Handbook Changes for 2026-2027

Section (former page number)	Previous Language	Updated Language	Rationale
Foreign Exchange Students (16)	Such foreign exchange students will be admitted and classified as juniors and will be considered resident students for the period they remain with the approved family residing in Franklin Community Schools.	Such foreign exchange students will be admitted and classified in the grade level that is commensurate with their age, years of schooling, and/or educational goals and will be considered resident students for the period they remain with the approved family residing in Franklin Community Schools.	Some of our forex students do not come to us at the junior level and are not prepared or desire to take the SAT test
ANNOUNCEMENTS (17)	ANNOUNCEMENTS Announcements are sent out to students and parents bi-weekly via email. Students are responsible for knowing announcement content regardless of their attendance. All announcements are required	ANNOUNCEMENTS Student Announcements Announcements are sent out to students bi-weekly via email. Students are responsible for knowing announcement content regardless of their attendance. All announcements are required to be approved by the appropriate teacher, coach,	Updated to match current procedures and include parent communication via parent square.

Section (former page number)	Previous Language	Updated Language	Rationale
	to be approved by the appropriate teacher, coach, advisor, or administrator before they will be publicized. Some announcements may be shared by PA at the start of school.	advisor, or administrator before they will be publicized. Some announcements may be shared by PA at the start of school. Parent Communication Franklin Community High School uses ParentSquare for school communication. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number as listed in FinalForms. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified.	
Book Rental (17)	Book Rental (Consumable Fees) FCHS uses a book rental system. While no book rental is charged, students may still	Book Loans FCHS uses a book loan system for all textbooks. While no book rental is charged, students may still be charged for lost or	Removed “consumable fees” which isn’t covered in this section and replaced the word “rental” with “loan” to more accurately reflect the fact that we don’t charge students book rental

Section (former page number)	Previous Language	Updated Language	Rationale
	be charged for lost or damaged items.	damaged items	costs
Change of Personal Information (17)	FCHS information will be sent out via email and phone on a regular basis.	FCHS information will be sent out via ParentSquare, email and phone on a regular basis.	Added “ParentSquare” as a means of communication to align with current practices
Dances (19)	All students who wish to purchase tickets for dances must be in good standing. All students must show their school student identification card for entrance into the dance. Guests who do not attend FCHS must be pre-registered, approved, and show identification at dance registration. A pre-registration form can be obtained from the dance sponsor and returned to the office with the guest’s principal or designee’s signature prior to the dance. No person below grade nine	All students who wish to purchase tickets for dances must be in good standing. All students must show their school student identification card for entrance into the dance. Homecoming Only FCHS students are permitted to attend the Homecoming dance held in the fall. No outside guests are allowed. Students may be subject to taking a breathalyzer test before entering (or during) the dance.	Created a separate section for the homecoming dance to differentiate the rules from prom as far as who can attend. Added language excluding adult-learners from being able to attend prom unless they are invited as a guest by a junior or senior to clarify that they are not considered members of either cohort

Section (former page number)	Previous Language	Updated Language	Rationale
	or over age 20 is permitted to attend as a guest. Students and guests may be subject to taking a breathalyzer test before entering (or during) a dance. A student who brings a guest will be held responsible for that guest's behavior.	Junior-Senior Prom Each spring the members of the junior class honor graduating seniors at the annual prom. The prom is open to all members of the FCHS junior and senior classes, not including Adult-Learners, in good standing and their approved guests.	
CLASS PICTURES (19)		Added: Other than individuals who have an exemption for religious reasons, students may not wear hats, hoods, or other types of head coverings in I.D. pictures.	Added language about head coverings to ensure photos properly provide visual identification of students
Electronic Device (20)		In accordance with state law IC 20-26-5-40.7 and school board policy A301, students are prohibited from accessing personal wireless devices during the school day which is	New language to comply with the new law and school board policy on personal wireless device use by students

Section (former page number)	Previous Language	Updated Language	Rationale
		generally described as “bell to bell.” Exceptions are only made for emergencies (defined in school board policy), or as stipulated in a student’s 504/IEP/ILP. A “wireless communication device” means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including (but not limited to): ● a cellular telephone ● tablet computer or laptop computer ● gaming device ● smart watch that is connected to a cellular telephone, a cell tower, or the Internet ● Wireless headphones/earbuds Additional restrictions or rules may be communicated to students by teachers and	

Section (former page number)	Previous Language	Updated Language	Rationale
		administrators to help enforce this new policy	
eLearning & Virtual Days (21, 22)	Occasionally when school is canceled, FCHS will have an eLearning Day. An eLearning day counts as a day of attendance for students. Teachers will send students assignments via Google Classroom by 9 am. Students are expected to work on and complete the assignment by the assigned due date, which could be as soon as the end of the day or up to 3 school days later. Teachers will expect students to turn in work electronically by the designated due date. A teacher could expect the assignment by 3:30 that day but will inform students of the due date. Attendance will be taken by students' completion of a task/assignment. Students	Throughout the school year, FCHS may use eLearning Days or Virtual Days. These days count as a day of attendance for students. During eLearning Days, teachers will send students assignments via Google Classroom by 9 am. Students are expected to work on and complete the assignment by the assigned due date which will be no sooner than 3 days from the eLearning Day. Attendance will be taken by students' completion of a task/assignment. Students may be given a zero and counted as absent if the assignment is not completed. The only exceptions would be a student who brings in a verified doctor's note of illness or another approved verified incident such	Updated language to be consistent with current district guidelines and expectations for Virtual and eLearning Days. Corrected the language which said teachers could expect eLearning Day assignments to be due the same day

Section (former page number)	Previous Language	Updated Language	Rationale
	may be given a zero and counted as absent if the assignment is not completed. The only exceptions would be a student who brings in a verified doctor's note of illness or another approved verified incident such as no internet. Virtual days may also be used throughout the year. On those days, students will be expected to follow the virtual classroom schedule and attend sessions as communicated by the school and teachers. Work may be assigned on these days and attendance is recorded.	as no internet. On Virtual Days, students will be expected to follow the virtual classroom schedule and attend sessions as communicated by the school and teachers. Work may be assigned on these days and attendance is recorded. Attendance will be recorded based on participation in the virtual sessions and assigned work is due based on teacher discretion. The only exceptions would be a student who brings in a verified doctor's note of illness or another approved verified incident such as no internet.	
Student Deliveries (16)	No deliveries of balloons, gifts, or flowers will be permitted at school during	No deliveries of balloons, gifts, or flowers will be permitted at school during school hours. Food deliveries to students are	Removed unnecessary language about ECA after-school deliveries.

Section (former page number)	Previous Language	Updated Language	Rationale
	school hours. Extracurricular sponsors may permit deliveries to all members of their organizations, not to individuals if they choose to do so, but these deliveries are to take place after school hours. Food deliveries to students are not allowed during the school day.	not allowed during the school day. Any lunches dropped off may only be picked up from the office during passing periods or a student's assigned lunch time.	Added clarification that lunches dropped off by parents can only be picked up during passing periods or lunch periods
Chromebook Information (18)		Each student will receive an assigned Chromebook and is responsible for maintaining it in good condition. Chromebooks are to be used for educational purposes only and in accordance with the school's Acceptable Use Policy and digital citizenship expectations. Chromebooks are assigned to individual students and should never be shared or exchanged.	Condensed redundant language about Chromebooks and Chromebook care

Section (former page number)	Previous Language	Updated Language	Rationale
		Students are responsible for keeping their device and login secure, in their possession, and accounted for at all times. Chromebooks should be handled with care at all times, especially the screen, which is sensitive to pressure and damage. Only clean with a soft, dry microfiber cloth or anti-static cloth. Avoid eating, drinking or any liquids near your device, placing heavy objects on top of your device, rough handling, pressure on the lid or screen, and items left on the keyboard when closing the device. Students should never attempt to repair, alter, or take apart the Chromebook themselves as this will void the warranty. Please report any damage to Chromebook Help Desk Immediately	
Field Trips (23)		Field trips are designed to be an extension of the classroom	Removed restrictions related to grades to ensure all students

Section (former page number)	Previous Language	Updated Language	Rationale
		and provide opportunities for students to be engaged in activities that support the learning environment. Attending a field trip is a privilege, and students may be denied this privilege at the discretion of the administration.	have the ability to experience academic enrichment. Added administrative discretion to revoke the privilege of a field trip for a student Removed language that only pertained to staff expectations for field trips
Locker and Locker Expectations (25)		Added: Any expenses caused by damage to the locker will be charged to the student..	Notification for students that they may be responsible for damages
NURSE/CLINIC VISITS (26)		Added: The student may return to school after they are fever free for 24 hours without a fever reducer. Added: Active Vomiting or Diarrhea - Students should be symptom-free for 24 hrs.	At the recommendation of the school nurse, added language about returning to school after having a fever to ensure student is not contagious At the recommendation of the school nurse, added language about being symptom free for vomiting or diarrhea without the assistance of medication for 24

Section (former page number)	Previous Language	Updated Language	Rationale
		without the aid of medication before returning to school.	hours
LUNCH (26)	Only use the restrooms located in the cafeteria.	A. Sign out with permission and use the designated lunch time restroom.	Changed language on bathroom usage during lunch to align with current practices
Messages (26)		Emergency messages requiring the student to leave school immediately will be delivered to the student's classroom. All other messages from parents/guardians should be communicated through school email accounts. Students will be responsible for checking school email on a daily basis.	Update language to be consistent with current practices and the new cell phone restrictions
Student Aides (32)		Faculty and staff members may be permitted to have students assist in classrooms, offices, and around campus for any number of activities. Students wishing to serve as Student	Updated language to match current practices with limits on student aides (at administration discretion)

Section (former page number)	Previous Language	Updated Language	Rationale
		Assistants must obtain an application from the guidance office and complete it fully. To remain eligible for student assistant positions, students must not have any failing grades at the end of any grading period. The placement of and need for student assistants will be determined by the building administration.	
Student Drivers (32)		Driving and parking privileges may be revoked if a student tests positive. Students may be required to submit to additional drug testing in order to reinstate their driving and parking privileges. Students who have excessive attendance or tardy issues may lose the privilege of driving to school.	Added enforcement language to remove privileges for failed random drug tests Added language indicating the revocation of privileges for excessive attendance or tardy issues

Section (former page number)	Previous Language	Updated Language	Rationale
STUDENT IDs (33)		As an added measure of school safety, students are issued student IDs. The following guidelines should be followed: Student IDs must be easily accessible at all times during school hours. IDs may be attached to other areas such as book bags, jackets, pockets, etc…but must be displayed upon request. If an ID is lost or misplaced, it is the responsibility of the student to purchase a new one from the office. Failure to follow this policy may result in school discipline.	Removed outdated language
Student Record/FERPA (34)	FERPA language was separated into two parts of the handbook	Combined the language into one section	Consolidate information to make it easier to reference FERPA
TEXTBOOK/ Chromebook		Removed the section	Language already exists is prior

Section (former page number)	Previous Language	Updated Language	Rationale
(36)			sections of the handbook
VISITORS (36)		In an effort to promote and maintain school safety, all parents and other visitors must use the front doors of the school and report to the main office, show a picture ID, sign in, and receive a visitor pass. This pass must be visible and worn at all times. Visitors must stay in the designated areas that pertain to the reason for their visit and must be escorted to and from the areas by a staff member. All visitors must again report to the main office when leaving the building to sign out. Anyone who is not a faculty/staff member or a current student will be termed a “visitor.”	Added language requiring visitors to only access areas of the building related to why they are visiting.

Section (former page number)	Previous Language	Updated Language	Rationale
ACADEMIC RECOGNITION (38)		**Added:** **Semester Honor Roll** A/B and All-A Honor Roll recognition will be awarded to students each semester of the school year	We started awarding honor roll recognition this year
ATHLETICS (39)			No Changes - moved to page 16
Early Graduation (40)	Specifically mentioned juniors and seniors	Removed - references to juniors/seniors throughout the section - Students with an IEP/504 may be approved on a case-by-case basis Added: Students in the 2029 Cohort and beyond must complete an Honors Seal to graduate early.	Updated language to remove grade levels because sophomores can technically graduate early Added seals language to comply with new graduation requirement policies

Section (former page number)	Previous Language	Updated Language	Rationale
EXTRA-CURRICULAR / CO-CURRICULAR ACTIVITIES (E/CA) CODE OF CONDUCT (41)		Removed: Sponsors will discuss the harmful consequences of substance use and abuse, encourage student-athletes to maintain drug-free lives, and provide information as to where they can receive assistance if needed.	Undated to ECA with clarification Removed section pertaining to staff. Added formatting for readability
ECA continued: Addressing Inappropriate Behaviors - first offense (42)		Added: Students may attend practices, meetings, or functions for the duration of the ECA suspension, but may not represent the school in any performance or event. Removed: If the student is	Updated expectations

Section (former page number)	Previous Language	Updated Language	Rationale
		suspended for an ATOD violation the student may also be required to complete the following: Schedule an assessment at a school-approved facility. Written documentation from the facility verifying the scheduled assessment must be provided to the school. Adhere to any recommendations made by the approved facility as a result of the assessment. The expenses of the assessment and treatment may be the responsibility of the student and the parent/guardian. The student and the parent/guardian may be expected to sign a release of information from the facility to the Franklin Community High School.	

Section (former page number)	Previous Language	Updated Language	Rationale
		Submit to additional random drug screens (outside of and in addition to the random drug testing program) for 365 calendar days from the time of issuing the penalty. These additional random drug screens must result in negative test results for the student to remain eligible to participate. The expense of the random drug screens is the responsibility of the student and the parent/guardian. Students may attend practices, meetings, or functions for the duration of the ECA suspension, but may not represent the school in any performance or event.	
Student Misconduct and/or Substantial Disobedience #24 & #30	Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video	Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video or	Clarity

Section (former page number)	Previous Language	Updated Language	Rationale
(68)	or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function. Such a device will be returned to the parent.	audio recordings without the consent of the student or staff member. This includes AI created images, videos, or recordings Such a device may be returned to the parent.	First offense - phone given to student.
ECA continued: Addressing Inappropriate Behaviors - second offense (44)		A student must miss 2 competitions, but a student missing more than 50% of the competition season may appeal the length to the principal Removed: If the student is suspended for an ATOD violation the student may also be required to complete the following: Schedule an assessment at a	50% was missing. Updated expectations

Section (former page number)	Previous Language	Updated Language	Rationale
		school-approved facility. Written documentation from the facility verifying the scheduled assessment must be provided to the school. Adhere to any recommendations made by the approved facility as a result of the assessment. The expenses of the assessment and treatment may be the responsibility of the student and the parent/guardian. The student and the parent/guardian may be expected to sign a release of information from the facility to the Franklin Community High School. Submit to additional random drug screens (outside of and in addition to the random drug testing program) for 365 calendar days from the time of	

Section (former page number)	Previous Language	Updated Language	Rationale
		issuing the penalty. These additional random drug screens must result in negative test results for the student to remain eligible to participate. The expense of the random drug screens is the responsibility of the student and the parent/guardian. Failure to undergo a required ATOD assessment or to successfully pursue and complete the recommendations made as a result of the assessment may result in the student being suspended from all ECA activities for the remainder of their high school career. Added…all ECA's. Added: Administration has the ability to remove the student	

Section (former page number)	Previous Language	Updated Language	Rationale
		from the class if they feel it is necessary and appropriate.	

Section (former page number)	Previous Language	Updated Language	Rationale
Other provisions (45)			
GRADUATION REQUIREMENTS AND DIPLOMA TYPES (47)	and 2 credits Eng 12 Electives	2 credits of Algebra II/Algebra II Honors, Analytical Algebra II or Integrated Math III Removed: 2 credits of Pre-Calculus, Calculus or other	Added Analytical Algebra II

Section (former page number)	Previous Language	Updated Language	Rationale
		higher-level math. average (GPA) of B- and Eng 12 or English Electives	Changed 3.0 to B-
GRADUATION REQUIREMENTS AND DIPLOMA TYPES (47)		COHORTS 2029 AND BEYOND (Full section)	Updated requirements for new diploma type
Graduation Pathways (49)	Removed: Beginning with the Class of 2023, all students must complete Graduation Pathways. Students must complete three components to qualify for graduation: Earn credits for diploma type (40 or more) Demonstrate Employability Skills that will be met by the	Added: For the Classes of 2027-2028, all students must complete Graduation Pathways…. Added: For students Class of 2029 and beyond…	Updated requirements for new diploma

Section (former page number)	Previous Language	Updated Language	Rationale
	completion of a Senior Capstone Project Post-Secondary Competency which can be met by AP Dual Credit courses (3); SAT, ACT, ASVAB score; CTE Concentrator; State Industry Certification; Academic Honors; Technical Honors – see your counselor for a comprehensive list and the requirements		
INCOMPLETES: NO INCOMPLETES WILL BE GIVEN (51)		Moved to subheading to Grading.	
GRADING SCALE AND WEIGHTED GRADES: (50)		Moved to subheading to Grading.	

Section (former page number)	Previous Language	Updated Language	Rationale
LIBRARY MEDIA CENTER (51)	Students are encouraged to visit the library before and after school or during lunch and study hall…	Removed: during lunch Removed: Students MUST have their student ID and lanyard in order to utilize the library. Any student who does not have it on, will not be allowed access. Removed: Overdue materials incur a five-cent fine per school day Removed: with no fines incurred. Money collected from fines is used to buy library materials. Students and staff are invited to recommend items for purchase.	Change in availability Removed overdue fines language Formating

Section (former page number)	Previous Language	Updated Language	Rationale
	Media Center Updates (label) removed Removed: Library books identified with “mature themes” will be labeled with red tape visible on the book’s spine. “Mature themes” may include but are not limited to the following: excessive drug use, rape, excessive violence, idealized suicide, graphic sexual content. This labeling practice is an		Updated process

Section (former page number)	Previous Language	Updated Language	Rationale
	ongoing process.		
NONDISCRIMINATION POLICY (96)	NONDISCRIMINATION POLICY It is the policy of the Franklin Community Schools not to discriminate on the basis of race, color, religion, sex, national origin, handicap, or age in its programs or employment policies as required by the Indiana Civil Rights Act (IC 1971, 22-9-1); Public Law 218 (C1971, Title 20); Titles II and VII (Civil Rights Act of 1964); the Equal Pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142 (101-476); and Public Law 93-112, Section 504. The compliance officer is the Assistant Superintendent, 317-738-5800.	**NONDISCRIMINATION POLICY** Franklin Community Schools does not discriminate on the basis of race, color, religion, national origin, ancestry, ethnicity, sex, sexual orientation, gender identity, disability, age, military status, genetic information, or any other characteristic protected by law in its educational programs, activities, employment practices, or admissions. The Corporation is committed to providing equal educational and employment opportunities in accordance with applicable federal and state laws, including Title VI of the Civil Rights Act of 1964, Title VII of	Outdated code and language

Section (former page number)	Previous Language	Updated Language	Rationale
		the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Individuals with Disabilities Education Act (IDEA), and applicable Indiana law. Questions or complaints regarding discrimination, harassment, or equal opportunity may be directed to the Assistant Superintendent at 317-738-5800.	
RELIGIOUS OBJECTION TO ASSIGNMENTS (53)	In cases where a student requests to alter requirements in classes, for religious reasons, a written request, signed by the student, his parent or guardian, and the clergyman of his church, may be required by the	Students or parents requesting an accommodation or modification to a class requirement based on sincerely held religious beliefs must submit a written request to school administration. The request should identify the specific requirement in question	avoids denominational assumptions, with updated wording.

Section (former page number)	Previous Language	Updated Language	Rationale
	administration. The request shall state the specific requirements in question and the specific church doctrine which supports the student's objection. School board guidelines and policies will be followed by the administration when making a final determination.	and explain the religious basis for the objection. Supporting documentation may be requested when appropriate. Requests will be reviewed in accordance with applicable school board policies, state law, and federal law before a final determination is made.	
SCHEDULE (54)	Removed: SCHEDULING PROCEDURES added content to scheduling Courses "with parental signature"	Renamed School Schedule or 42 credits for the Indiana Diploma	Clarity Not required
NATIONAL HONOR SOCIETY (52)		Alll language removed	Not necessary - will be given to interested studnet separately

Section (former page number)	Previous Language	Updated Language	Rationale
Testing Program (55)	ACT (American College Test) The ACT is offered nationally six times per year. The ACT is accepted by all Indiana colleges and by most colleges in the country. Students are encouraged to take both the ACT and SAT. Colleges will accept the better of the two scores.	Removed ACT section	Removed ACT which is not offered at FCHS, and most colleges now do not give preference to either college admission exam
STUDENT CONDUCT (ATTENDANCE) (55)	STUDENT CONDUCT (ATTENDANCE)	Attendance	Update for clarity

Section (former page number)	Previous Language	Updated Language	Rationale
	PERFECT ATTENDANCE To qualify for a perfect attendance award, a student must attend every class every day of the school year regardless of the reason for the absence.		Removed
Student Incentives (84)		**INCENTIVES** Franklin Community High School supports the use of incentives to encourage positive student behaviors. Incentives are designed to encourage a level of high success in coursework, excellent attendance, and a desire to follow school rules and procedures. For those reasons, incentives will be based on grades, attendance, and discipline. Current	Updated to include additional incentive programs

Section (former page number)	Previous Language	Updated Language	Rationale
		school-wide incentives for students to earn are as follows: **COACH Incentive** A junior or senior can earn the incentive to be assigned to a positive activity/social-based COACH. Placement into these COACH classes requires excellent attendance, grades, and discipline. Criteria will be set each year based on grades, attendance, and discipline. Qualifications will be reviewed beginning the 2nd semester of the student's sophomore year. A review of qualifications will continue to be made every 9 weeks. A student who initially qualifies for the incentive will be removed for a semester if they fail to meet the requirement after qualifying. No exceptions to the requirements will be made for this incentive.	

Section (former page number)	Previous Language	Updated Language	Rationale
		Final Exam Opt-Out A student who maintains a grade of 75% or higher in class may choose to opt-out of taking the final and have their grade based on semester work/assessments. A student may opt-out of one (1) final during each semester of their high school career. To meet the requirement, the student must also miss no more than four (4) days in the class and have no more than three (3) tardies in that class. Due to the requirements for AP/Dual credit courses as well as a Project-Based final, students cannot opt-out of these types of finals. The administration reserves the right to approve or deny a student to opt-out of a final due to extreme circumstances. **Freshman Incentive** At Franklin Community High School, we believe in	

Section (former page number)	Previous Language	Updated Language	Rationale
		recognizing and rewarding students who demonstrate responsibility, consistency, and a commitment to their academic and personal growth. The Freshman Incentive Program is designed to encourage positive habits and celebrate student success. To qualify for Freshman Incentive rewards, students must meet all of the following criteria during the designated incentive period: ● Academic Responsibility: No more than 3 total missing assignments across all classes. This includes any work indicated as Missing in PowerSchool, regardless of classroom late work policy. ● Punctuality: No more than 3 tardies accumulated across all classes. Tardies include	

Section (former page number)	Previous Language	Updated Language	Rationale
		any late arrivals to class without a pass. ● Attendance: No more than 3 absences in any single class. This includes both excused and unexcused absences. ● Student Conduct: No behavior incidents that resulted in disciplinary actions. This includes detentions, in-school suspensions, out-of-school suspensions, or other documented disciplinary measures. **Great Grizzly Incentive** The Great Grizzlies Program recognizes students who demonstrate outstanding character, leadership, citizenship, school spirit, and a commitment to excellence. Staff members may award Great Grizzly tickets to students who go above and beyond in	

Section (former page number)	Previous Language	Updated Language	Rationale
		supporting others, contributing positively to the school community, or exemplifying Grizzly Cub values. Students submit the tickets into periodic prize drawings and other recognition opportunities throughout the school year. **Senior Lanyard** A senior may qualify for a senior lanyard by maintaining all passing grades; missing no more than 8 days in any class for any reason; having no more than 10 accumulated tardies during the previous semester, and having no serious discipline issues. Checks will occur every 9 weeks. A senior lanyard is a privilege that allows seniors access to the senior lounge during lunch and classes as well as other privileges.	
EXAMINATIONS-ATTENDANCE REQUIREMENTS (57)	A student who is absent from final exams must have an	Students who miss a final exam are expected to make it up at	Clarification

Section (former page number)	Previous Language	Updated Language	Rationale
	excused absence in order to take the final. Any absence other than illness must be excused by prior arrangements with the administration. The administration will not excuse students during exams for dental appointments, trips with the family, etc. unless the circumstances are unusual.	the next possible opportunity, following the school's make-up schedule. Any exams not completed during these times will require administrative approval and a verified excused absence. During exams, parent calls to explain absences are expected on the day of the absence. See Attendance Policy for additional attendance information.	
EXCUSED ABSENCES (57)	Removed: Due to testing or other factors, we may not be able to immediately have a student available in the office		
COLLEGE VISITATION (58)	1. Should a student make more than one (1) visitation, other days will count as excused absences	1. This one (1) day will not count against accumulated absences. Should a student make more than two (2)	Increased the number of visitations not counted against attendance to 2. Updated the language to match current practices which allow

Section (former page number)	Previous Language	Updated Language	Rationale
	unless the student has exceeded the 10-day absence limit or will exceed it with this absence. The regulations also apply to appointments made by coaches for athletes attempting to make college teams. Students with senior standing will be allowed two (2) college visit days which do not count as absences.	visitations, other days will count as excused absences unless the student has exceeded the 10-day absence limit or will exceed it with this absence. The regulations also apply to appointments made by coaches for athletes attempting to make college teams.	students to make 2 visits in both their junior and senior year
LIMIT ON ABSENCES (59)		Updated the number of absences which trigger actions	Updated to meet current district attendance policies and laws
MAKE-UP WORK FOR EXCUSED ABSENCES OR WHEN STUDENT IS SUSPENDED (59)	EXAMINATIONS - ATTENDANCE REQUIREMENTS: A student who is absent from final exams must have an excused absence in order to		Removed due to redundancy.

Section (former page number)	Previous Language	Updated Language	Rationale
	take the final. Any absence other than illness must be excused by prior arrangements with the administration. The administration will not excuse students during exams for dental appointments, trips with the family, etc., unless the circumstances are unusual. During exams, parent calls to explain absences are expected on the day of the absence.		
CONSEQUENCES FOR UNEXCUSED ABSENCE/TRUANCY (60)	Unexcused absences will result in a student being considered truant after missing 10 minutes of class. See truancy policy for possible consequences.	Changed to 20 min	Updated process
TARDY (60)	Tardy students are subject to the following discipline as	Tardy students are subject to the following discipline as	Updated to match our current practices for handling tardies

Section (former page number)	Previous Language	Updated Language	Rationale
	determined by their teacher: 1st & 2nd Tardy recorded in PowerSchool considered a written warning 3rd Tardy - Teacher log entry & verbal warning given by teacher 4th Tardy - Teacher log entry & Lunch detention 5th Tardy - Teacher log entry & Lunch detention 6th Tardy - Teacher log entry & 1 hr detention 7th Tardy - Teacher log entry & 2 hr detention 8th Tardy - Office referral may include NS or other discipline determined by HS admin More than 10 Tardies --- Suspension	determined by their teacher: 4th Tardy - Lunch detention 5th Tardy - Lunch detention 6th Tardy - 1 hr detention 7th Tardy - 2 hr detention 8th Tardy - Office referral may include night school or other discipline determined by HS admin 9th Tardy - 1 day ASI (alternative supervised instruction) More than 10 Tardies --- Suspension Subsequent Tardies --- Increased suspension leading to possible expulsion	

Section (former page number)	Previous Language	Updated Language	Rationale
Student Conduct (61)		All students, including those with disabilities, are expected to follow the rules, policies, and procedures outlined in this handbook, except where otherwise specified in an Individualized Education Program (IEP) or Section 504 Plan. The Corporation will comply with all applicable federal and state laws concerning students with disabilities and will engage in an interactive process with students and their families to identify and provide appropriate reasonable accommodations. Disciplinary actions involving special education students will be conducted in accordance with the requirements set forth in 20 U.S.C. § 1415 et seq. and 511 I.A.C. 7-1-1 et seq.	Added to comply with legal guidance in response to being found out of compliance for discipline of certain student demographic groups

Section (former page number)	Previous Language	Updated Language	Rationale
STUDENT CONDUCT **(STUDENT DISCIPLINE)** **61**	**STUDENT CONDUCT** **(STUDENT DISCIPLINE)**	Discipline	Concise For clarity
ACADEMIC INTEGRITY/CHEATING/PLAGIARISM (62)	**ACADEMIC INTEGRITY/CHEATING/ PLAGIARISM**	**ACADEMIC INTEGRITY** Academic integrity is the ethical commitment to honesty, trust, fairness, respect, and responsibility in research and coursework. It ensures that all work submitted is your own and that others' contributions are properly acknowledged.	Title made more concise for clarity

ALCOHOL (62)	**ALCOHOL** Use or possession of alcohol on school grounds or at school events is strictly prohibited by school board policy. Students who violate this policy will be recommended for expulsion on the first offense. Being under the influence of alcohol on school grounds or at school activities is prohibited as well. Any student having consumed alcohol prior to coming to school or an event will also be considered in violation of this policy. **<u>During the School Day</u>** ➢ Use, prior consumption, or possession of alcohol on school grounds or at school events is strictly prohibited by school board policy. ➢ Students are prohibited from	**Alcohol and Drug Use** Students are prohibited from possessing, using, distributing, or being under the influence of alcohol or drugs while at school, at school-sponsored activities, or on school grounds. When there is reasonable suspicion of use or impairment, the school may utilize a breathalyzer, blood or urine test, or other appropriate means to determine consumption. Students who violate this policy during the school day will be recommended for expulsion on the first offense. Violations occurring at school-sponsored activities or on school grounds outside the school day may also result in a recommendation for expulsion. For a first offense, students who have not previously completed a drug and alcohol rehabilitation program may, at the discretion of the administration, be offered the opportunity to complete an approved rehabilitation program as part of a waiver of	Clarity and reduction of redundancy

Section (former page number)	Previous Language	Updated Language	Rationale
	attending school or coming to school with any indication of consumption of alcohol. To indicate consumption, a breathalyzer, blood or urine tests, or any other appropriate means may be utilized. ➢ Students who violate this policy will be recommended for expulsion on the first offense. **<u>At Activities or on School Grounds</u>** ➢ Students are prohibited from attending school activities or being on school grounds with any indication of consumption of or being in possession of alcohol or drugs. To	expulsion.	

Section (former page number)	Previous Language	Updated Language	Rationale
	indicate consumption, a breathalyzer, blood or urine tests, or any other appropriate means may be utilized. ➢ Students who are first offenders and have never attended a drug and alcohol rehabilitation program may, at the discretion of the administration, be permitted to complete such a program as a part of a 'waiver of expulsion'.		
BULLYING-HARASSMENT **P.L. 285-2013 (62)**	**BULLYING and HARASSMENT P.L. 285-2013** 1. Bullying committed	IC 20-33-8-13.5	Outdated code updated to new code number

Section (former page number)	Previous Language	Updated Language	Rationale
	by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited. 2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule,		

Section (former page number)	Previous Language	Updated Language	Rationale
	humiliate, intimidate, or harm the targeted student and create for the target 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. 3. This rule may be applied regardless of the physical location of the		

Section (former page number)	Previous Language	Updated Language	Rationale
	bullying behavior when a student commits bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment. 4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator or designee] who has responsibility for all investigations of student misconduct including bullying. A student or parent		

Section (former page number)	Previous Language	Updated Language	Rationale
	may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator or designee]. This report may be made anonymously. 5. The [school administrator or designee] 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 bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. 6. The [school administrator] will be		

Section (former page number)	Previous Language	Updated Language	Rationale
	responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law and required to be reported to law enforcement under Indiana law based on their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement. 7. False reporting of		

Section (former page number)	Previous Language	Updated Language	Rationale
	bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false. 8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion. 9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation. 10. Counseling,		

Section (former page number)	Previous Language	Updated Language	Rationale
	corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying. 11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. 12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school. 13. The superintendent or		

Section (former page number)	Previous Language	Updated Language	Rationale
	designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule. **Students are strongly encouraged to report bullying concerns directly to a teacher or administrator or may submit a report using the** STOPit **anonymous reporting app or website available on the Franklin Community Schools website. Reports submitted anonymously must include enough information to facilitate an investigation.**		
Detention (65)	Detention assigned by a	Removed	Teachers do not assign

Section (former page number)	Previous Language	Updated Language	Rationale
	teacher Teachers reserve the right to require students to serve detention for breaches of classroom regulations. Teachers may assign classroom detentions and/or study tables to be served on the date assigned. It is the responsibility of the assigning teacher to supervise the student. Failure to serve the classroom detention and/or study tables will result in further disciplinary action.		detentions any more
DEADLY WEAPONS – IC 20-8-5-1 (63)	DEADLY WEAPONS – IC 20-8-5-1 No student shall possess, handle or transmit any deadly weapon on school grounds. The following devices are considered to be deadly weapons as defined in I.C.	**C. Possessing A Deadly Weapon** 1. No student shall possess, handle or transmit any deadly weapon on school property. 2. The following devices are considered to be deadly weapons for purposes of	Outdated code and language has been updated

Section (former page number)	Previous Language	Updated Language	Rationale
	35-41-1-8: A weapon, electronic stun weapon, equipment, chemical substance, or other material that, in the manner, it is used, or could ordinarily be used, or is intended to be used, is easily capable of causing serious bodily injury. An animal is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime. All knives, including pocket knives, are considered dangerous and should not be carried to school. Any student who is found with a knife in his/her possession, locker, or vehicle may be recommended for expulsion. Only knives approved for educational purposes in the classroom will be allowed. Any student in violation of	this rule: ● a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; ● an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or biological disease, virus, or organism that is capable of causing serious bodily injury. 3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a	

Section (former page number)	Previous Language	Updated Language	Rationale
	I.C. 35-41-1-8 will be expelled in accordance with the statute.	period of up to one calendar year. 4. The superintendent may notify the appropriate law enforcement agency when a student engages in the behavior described in this rule.	
Grounds for Suspension/Expulsion (67)	Low THC Extract as defined by state law is excluded from this rule	Removed	Removing a loophole for THC vapes
DRESS CODE (74)		Added: Costumes (unless permitted as part of a special event or approved educational purpose) Blankets carried or worn by students	Added costumes due to safety concerns of not being able to properly identify students Added blankets for hygiene concerns
SEARCHES (77)		Added: **CHROMEBOOK SEARCH**	Added language reminding students that Chromebooks are the property of FCHS and are subject to searches at any time Added language regarding the

Section (former page number)	Previous Language	Updated Language	Rationale
		Chromebooks issued to students by FCHS are the property of Franklin Community Schools and are, as such, subject to search by school officials at any time. **PHONE SEARCH** The school reserves the right to search the content of personal student devices based on individualized reasonable suspicion of rule or law violations in accordance with school board policies.	right of the school to conduct phone searches which is in accordance with school board policies on searches of students based on individualized reasonable suspicion
Student Incentives (84-85)	A junior or senior can earn the incentive to be assigned to a positive activity/social-based COACH. Placement into these COACH classes requires excellent attendance, grades, and discipline. Criteria will be set each year based on grades, attendance, and discipline.	A junior or senior can earn the incentive to be assigned to a positive activity/social-based COACH. Placement into these COACH classes requires excellent attendance, grades, and discipline. Criteria will be set each year based on grades, attendance, and discipline. Qualifications will be reviewed beginning the 2nd semester of	Removed specific qualification language due to the changing qualifications from one year to the next in order to maintain a proper cap size on the incentive COACH classes.

Section (former page number)	Previous Language	Updated Language	Rationale
	Qualifications will be reviewed beginning the 2nd semester of the student's sophomore year. A review of qualifications will continue to be made every 9 weeks. A student who initially qualifies for the incentive will be removed for a semester if they fail to meet the requirement after qualifying. No exceptions to the requirements will be made for this incentive.	the student's sophomore year. A review of qualifications will continue to be made every 9 weeks. A student who initially qualifies for the incentive will be removed for a semester if they fail to meet the requirement after qualifying. No exceptions to the requirements will be made for this incentive.	
ACADEMIC PROGRESS (38)		Inform moved to grading and label removed	Better clarity
Enrollment (17)	CHANGE OF PERSONAL INFORMATION (17) It is the obligation of each student or parent to report to the office any change of address, telephone number, or email address as	ENROLLMENT Franklin Community Schools welcomes and serves all eligible students without regard to race, color, national origin, sex, disability, religion, military status, ancestry, genetic information, or any other	Combined and Expanded to include updated enrollment procedures.

Section (former page number)	Previous Language	Updated Language	Rationale
	soon as it occurs. FCHS information will be sent out via email and phone on a regular basis.	protected characteristic as provided by law. The Corporation is committed to ensuring equitable access to educational programs, services, and opportunities for all students. FINAL FORMS Franklin Community High School welcomes all students and families. New student enrollment begins through FinalForms, our online registration platform, where families can complete required enrollment forms and submit necessary information. Access to FinalForms and additional enrollment information is available via the Enroll page of the Franklin Community Schools website. School counseling staff are also available to assist families throughout the enrollment process. CHANGE OF PERSONAL	

Section (former page number)	Previous Language	Updated Language	Rationale
		INFORMATION It is the obligation of each parent to update any change of address, telephone number, or email address as soon as it occurs. These updates can be made via FinalForms.	
ACCEPTABLE USE POLICY (91)	Entire section starting on page 91	Entire section starting on page 89 of the 26-27 handbook	AUP updated by the FCS technology department and retitled “Responsible Use Policy”

*Please also note that dates and staff have been updated throughout the handbook along with grammatical errors, spelling errors, and simple typos.

Franklin Community High School
STUDENT HANDBOOK
2026-2027

FRANKLIN FIGHT SONG

We're loyal to you, Franklin High
We're all staunch and true, Franklin High
We'll back you to stand against the best in the land
For we know you have the sand, Franklin High

Go smash the blockade, Franklin High,
Go crashing ahead, Franklin High
Our team is our fame protector, on boys!
We'll all expect a victory from you, Franklin High.

F F F-R-A-N F-R-A-N-K-L-I-N

To our dear old high school we will always be true.
In every endeavor A-Fighting for you
Like men of old, on giants -- placing reliance, shouting defiance --
Oskey Wow, Wow

Amid the broad green fields that nourish our land,
For honor and for learning to stand --
So unto thee we pledge our hearts and hands
To win this victory, Franklin High.

MISSION STATEMENT

Together, we empower greatness in all learners through collaboration, dynamic partnerships, and rich experiences that develop a world-class learning environment.

VISION

Franklin Community Schools - where education is student-centered and innovative, and learners are inspired to become great!

BELIEFS

In a safe and nurturing environment, students:

- Learn at different rates and in different ways
- Learn more effectively while actively engaged
- Develop positive relationships with adults and peers

GUIDING PRINCIPLES

Individual Student Growth
Franklin Community Schools will provide learning experiences that maximize individual student potential.

Communication
Franklin Community Schools will share and receive information in a clear, concise, and timely manner.

Systemic Continuous Improvement
Franklin Community Schools will utilize a fluid process that engages stakeholders in defining, analyzing, and evaluating possible solutions.

Leadership
Franklin Community Schools will identify the potential leaders of tomorrow and facilitate their growth and development.

Trust
Franklin Community Schools will build an atmosphere of confidence through an open and transparent environment.

SCHOOL ACCREDITATION

Franklin Community High School is accredited by the State of Indiana and a member of the North Central Association of Colleges and Secondary Schools. We have been fully accredited by this prestigious group since 1908. In addition, FCHS is one of the first twelve Indiana high schools to be commissioned by the Indiana State Board of Education.

ADMINISTRATION AND STAFF

School Board of Trustees

Mrs. Becky Nelson, President
Mrs. Debbie Gill, Vice-President
Mrs. Jennifer Mann, Secretary
Mr. Brett Jones, Member
Mr. David Yount, Member

Central Office Administration

Dr. David Clendening, Superintendent
Dr. Brooke Worland, Assistant Superintendent
Mrs. Tina Jobe, Chief Financial Officer
Mr. Matt Sprout, Director of Technology
Mr. Benji Betts, Director of Operation

High School Administration And Office Staff

Principal, Mr. Ryan Wagner
Assistant Principal, Mrs. Shelby Biehl
Assistant Principal, Mrs. Melisa McCain
Dean of Students, Mr. Connor Ulmer
Dean of Students, Mrs. Heather Harris
Dean of Attendance, Mr. Craig Harvey
Franklin Academy Coord, Mr. Jake Baas
Grad Pathway Coord, Mrs. Mari Weidman
Receptionist, Mrs. Jill Patrick
Assistant to the Principal, Ms. Ashley Tilson
Assistant to the APs, Mrs. Jennifer Sketo
Attendance Secretary, Mrs. Emily Goad
Treasurer, Mrs. Rachel Picklesimer
Athletic Director, Mr. Bill Doty
Assistant Athletic Director, Mr. Chris Coll
Athletic Secretary, Mrs. Kim Barnett
Nurse, Ms. Darla Saladin
Media Specialist, Mrs. Emily Silverman
Cafeteria Manager, Mrs. Rachael Wheeler

Counseling Staff

Mr. Brian Hansen (A – D)
Mr. Brian Powers (E - K)
Ms. Jennifer Rodman (L – Ri)
Mrs. Abbey Albright (Ro – Z)
Mrs. Chandas Karlin (LMHC)
Mrs. Shannon Peckinpaugh, Secretary

TELEPHONE DIRECTORY

FCHS	317-346-8100	Attendance	317-346-8007
FAX	317-738-5703	Counseling Office	317-346-8011
Athletics	317-346-8222	Counseling Fax	317-738-5730

FCSC Web Address www.franklinschools.org

DAILY TIME SCHEDULE

General Schedule

School begins at 7:45 AM on Mon, Tue, Wed, & Fri. On Thursday, students operate on a late arrival schedule, with school starting at 8:30 AM. School ends each day at 2:45 PM.
Before school, between the times of 7:20-7:45 (8:05-8:30 on Thurs), students may only enter the building through Door 55 (Bus Entry), Door 1 (Main Door) or Door 6 (Student Parking Entry). After the opening bell all students, parents and patrons must enter the building through the main front entrance (Door 1). For any athletic business, Door 15 will be opened from 8:30 AM – 3 PM. This entrance will not allow for building access – only to the athletic office.

2-Hour Delay Student Schedule

School will begin at 9:45 am and end at 2:45 pm, unless otherwise notified.

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NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION

The School Board of the Franklin Community School Corporation (hereinafter referred to as "the Board" or "the Corporation") does not discriminate or tolerate harassment on the basis of sex in its education programs or activities which it operates or the employment therein or admission thereto, as required by Title IX of the Education Amendments of 1972 and its implementing regulations.. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment. When the Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the Corporation Community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in Sexual Harassment also are subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment supportive measures/ongoing remedies as reasonably necessary to restore or preserve access to the Corporation's education programs and activities.

Coverage
This policy applies to all Corporation operations, programs, and activities.. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at any other off-campus locations, such as school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

Except as provided above, this policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the Corporation's education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws, and/or Employee/Administrator Handbook(s) if committed by a Corporation employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the Corporation's education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student or by Board policies and administrative guidelines, applicable State and/or Federal laws, and/or Employee/Administrator Handbook(s) if committed by a Corporation employee.

TITLE IX (STUDENT) SEXUAL HARASSMENT ALLEGATION PROCEDURE

Code	po2266
Status	Active
Adopted	January 11, 2021

General Policy Statement and Scope

Complaints that fall under this section are sexual harassment complaints in which a student is either the Complainant (alleged victim) or Respondent (alleged harasser).

The term “sexual harassment” as used in this procedure shall mean conduct on the basis of sex, including, but not limited to failure to conform to stereotypical notions of masculine or feminine traits such as:

A. a Corporation employee conditioning the provision of an aid, benefit, or service of the Corporation on an individual’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment);
B. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Corporation’s education program or activity; or
C. “sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), or “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).
    1. “Sexual assault” means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
        a. Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.
        b. Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
        c. Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.
        d. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
        e. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
        f. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by State law.
        g. Consent refers to words, actions, inactions, or any other conduct that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
        h. Incapacitated refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
    2. “Domestic violence” includes felony or misdemeanor crimes of violence committed by:
        a. a current or former spouse or intimate partner of the victim;

   b. a person with whom the victim shares a child in common;
   c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
   d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
   e. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

The term "consent" as applicable to this procedure shall mean an individual voluntarily agreeing, by words or actions, to the proposal of another individual. An individual may be incapable of consent due to mental or physical incapacitation. The vast majority of Corporation students are incapable of giving consent to sexual contact, because Indiana law generally establishes the age of consent as 16.

The Corporation is committed to promptly responding to reports of sexual harassment. All reference to "days" within these procedures shall mean instructional days. The procedures described below may be subject to temporary delays based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, translation or accommodation needs) with written notice to both parties explaining the reason for the delay.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate the Corporation's Title IX compliance. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator.

Title IX Coordinator
998 Grizzly Cub Drive, Franklin, IN 46131
317-346-8700
titleix@franklinschools.org

The Title IX Coordinator is responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The Title IX Coordinator shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board of School Trustees. Questions about this policy should be directed to the Title IX Coordinator.

Grievance Process

The Corporation's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent. All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will receive training regarding topics related to this process, including: the definition of sexual harassment, the scope of the Corporation's education program and activity, and how to conduct these grievance procedures.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will objectively evaluate all relevant evidence – both inculpatory and exculpatory. Further, no credibility determination will be based on a person's status as a Complainant, Respondent, or witness.

Consistent with the law, the Corporation will presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. **The Corporation will utilize the preponderance of the evidence standard when determining responsibility.** The Corporation will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Further, questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than Respondent committed the conduct alleged by the Complainant or to prove consent.

Report of Sexual Discrimination/Harassment

Anyone who believes that a student or staff member has possibly been the target of sexual harassment should immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or the Title IX Coordinator. Any person may report sex discrimination, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using thecontact information for the Title IX Coordinator. **Any employee who has reason to believe that a student or staff member has been the target of sexual harassment must report the behavior to their building level leader, such as a principal.** If a Corporation employee fails to report an incident of Sexual Harassment of which the Corporation employee is aware, the Corporation employee may be subject to disciplinary action, up to and including termination.

The Corporation accepts anonymous reports submitted using the STOPit website. However, anonymous reports may hamper the Corporation's ability to respond to allegations of sexual harassment.

The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given Third-Party Respondent may have under this policy, the Board

retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any Third Party irrespective of any process or outcome under this policy.
A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook.
Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies and/or administrative guidelines, the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

Response to a Report and Supportive Measures

Upon receipt of a report, the Title IX Coordinator must promptly, usually within two (2) days, contact the Complainant to discuss the availability of supportive measures.
Supportive measures are non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Such measures are designed to restore or preserve equal access to the Corporation's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Corporation's educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence in the case of employees, increased security and monitoring of certain areas of the campus, and other similar measures.

In addition to discussing the availability of supportive measures, the Title IX Coordinator will also consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator will make contact with the Complainant in person, via phone, or via a virtual meeting in order for the Complainant to ask questions. If the Complainant is a student under the age of eighteen, the student's parent will be contacted simultaneously.
A "formal complaint" is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the Corporation investigate the allegation(s) of sexual harassment.

Even in instances where a Complainant chooses not to file a formal complaint, supportive measures may continue at the discretion of the Title IX Coordinator.
The Title IX Coordinator may decide to sign a formal complaint to investigate the allegation(s) of sexual harassment against the wishes of the Complainant where moving forward without an investigation would be unreasonable. Such circumstances may include, but are not limited to, reports that indicate multiple Respondents, the involvement of a Corporation employee, and/or continued sexual harassment of the Complainant and others.

While there is no deadline by which a Complainant must file a formal complaint, the Corporation encourages Complainants to submit a formal complaint within ten (10) days of meeting with the Title IX Coordinator. In instances where enough time has passed that the Corporation cannot gather evidence, the Corporation may not be able to investigate.
The Corporation will offer supportive measures to a Complainant who is the subject of an anonymous report. However, should a Complainant desire to initiate the grievance process, the Complainant cannot remain anonymous or prevent the Complainant's identity from being disclosed to the Respondent.

Emergency Removal

Subject to limitations and/or procedures imposed by State and/or Federal law, the Corporation may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purpose of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any individual (including self) before or at any time during the proceedings described herein, that justifies removal. If the Corporation determines the student Respondent poses such a threat, it will notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy Policy 5605 – Suspension and Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion of Students, Policy 5611 – Due Process Rights, and Policy 5620 – Court Assisted Resolution of Suspension and Expulsion.

An emergency removal does not affect or modify any rights a student receiving special education may have under the IDEA, Section 504, or the ADA.
If the Respondent is a non-student employee, the Corporation may place the Respondent on administrative leave during the pendency of the grievance process.
For all other Respondents, including other members of the Corporation Community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Notice of Formal Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties (to the extent known) containing the following information:

A. notice of the Board's grievance process, including any informal resolution processes;
B. notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include: the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:
    1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
    2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence;
    3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, additional allegations are uncovered and therefore investigated, the Corporation will provide a supplemental notice of the additional allegations to the parties whose identities are known.

Dismissal and Consolidation

In certain instances, the Corporation may dismiss or consolidate formal complaints. Such instances of dismissal include, but are not limited to, when the alleged conduct, even if true, would not constitute sexual harassment, when the Respondent is a non-student or non-employee of the Corporation, or when a Complainant notifies the Title IX Coordinator they would like to withdraw the formal complaint. A dismissal does not preclude the Corporation from taking action under another provision of the applicable code of conduct, board policy, and/or employee handbook. If a formal complaint is dismissed, the Corporation will promptly inform the parties of the reason for dismissal and the right to appeal. Further, the Corporation may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

Informal Resolution Process

Upon receipt of a formal complaint and after providing sufficient notice to the parties, the Corporation may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the allegations. The Corporation may not require the parties to participate in the informal process, but instead must obtain the parties' voluntary, written consent to participate.

The informal process is not available to resolve allegations that an employee sexually harassed a student. Further, at any time during the informal process any of the parties may end the informal process and initiate the investigation and determination process.

Investigation of a Formal Complaint of Sexual Harassment

Unless the Corporation dismisses a formal complaint or the parties resolve a formal complaint through the informal process, the Corporation will investigate the allegations of sexual harassment and make a determination regarding responsibility.
The burden of proof and collection of evidence rests with the Corporation. To that end, the Title IX Coordinator, in conjunction with a designated building-level leader, will conduct an investigation.

The means of investigating a formal complaint include, but are not limited to, Complainant, Respondent, and witness interviews and review of documentation. The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Corporation will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Evidence or information related to the allegations under investigation may not be discussed by the parties, except with their chosen advisors. The parties may not substantially disrupt the educational environment. Absent extenuating circumstances, the collection of evidence for an investigation should conclude within thirty (30) days.

The parties may be accompanied to any meeting or proceeding related to the investigation by an advisor of their choice, who may be, but is not required to be an attorney. Apart from a union representative accompanying an employee who is a party, employees are discouraged from serving as advisors to students.

Advisors may not be present on behalf of the party they accompany and should request or wait for a break in the meeting if they wish to interact with the Title IX Coordinator or building level leader. Advisors may confer quietly with parties as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the party and their advisors should ask for a break or step out of the meeting. An advisor who disrupts the process will receive one warning, after which if continued disruption occurs the advisor will be removed from the meeting/proceeding. In such an event, the parties will be given the opportunity to reschedule and be accompanied by another advisor.

When the Title IX Coordinator and building level leader have completed their collection of evidence, they will provide both parties with an equal opportunity to inspect and review any evidence obtained that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

The parties and any advisors must execute the provided non-disclosure agreement before they may receive the evidence for review. Following execution of the non-disclosure agreement, the Title IX Coordinator and/or building level leader will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) calendar days to submit a written response, which the Title IX Coordinator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the Title IX Coordinator and building level leader shall create an investigative report that fairly summarizes relevant evidence. At least ten (10) days prior to the time of determination, the Title IX Coordinator and building level leader will send the report in an electronic format or a hard copy to each party and the party's advisor, if any, for their review and written response.

Determination of Responsibility

Generally, the [SCHOOL OFFICIAL TITLE] shall serve as the decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigative report has been sent to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, each party will be afforded the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The process of written questions and follow-up questions should generally take thirty (30) days or less. Within a reasonable time period following the written questions, the decision-maker will issue a written determination regarding responsibility applying the preponderance of evidence standard.
The written determination will include the following content:

A. identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;
B. a description of the procedural steps taken;
C. findings of fact supporting the determination;
D. conclusions regarding the application of the applicable code of conduct to the facts;
E. a statement of, and rationale for, the result as to each allegation, and
F. the procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The decision-maker will provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

Remedies

Where, following the formal or informal process, the Corporation determines a Respondent responsible for sexual harassment, the Corporation shall provide remedies designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures and/or discipline up to and including expulsion. The Corporation's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent (or the Title IX Officer if the Superintendent is the Respondent) may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

Appeal

Following the decision-maker's determination regarding responsibility, either party may appeal to the designated governing body representative. An appeal should be submitted in writing within ten (10) days of the party's receipt of the determination. Note, appeals will only be considered if based on one of the following:

A. procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
B. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or
C. the Title IX Officer, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

Both parties shall have five (5) days after the submission of an appeal to submit a written statement in support of, or challenging the decision-maker's determination. The governing body representative will issue a written decision describing the result of the appeal and the rationale for the result within forty-five (45) days. The governing body representative's decision will be provided simultaneously to the parties.

Nothing herein shall prevent the Superintendent (or the Board when the Superintendent is the Respondent) from imposing any remedy, including disciplinary sanction, while the appeal is pending.

Retaliation

The Corporation prohibits retaliation against persons who report, testify, assist, or participate or refuse to participate in any manner in an investigation, proceeding, or hearing. Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the

same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX..
Complaints alleging retaliation may be filed according to the grievance process set forth above.

Confidentiality

The Corporation will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA's regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the Corporation's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Record-keeping

The Corporation will maintain records from an investigation, determination, appeal, and informal resolution for seven (7) years.

Reports otherwise required by Law

These procedures do not affect or alleviate mandatory reporting required by state or federal law- for example, reporting of suspected child abuse or neglect to law enforcement or Department of Child Services.

Legal
I.C. 31-33-5-1
I.C. 20-33-8
20 U.S.C. 1092(F)(6)(A)(v)
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Act of 2004 (IDEA), as amended
20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
34 C.F.R. Part 106
34 U.S.C. 12291(a)(10)
34 U.S.C. 12291(a)(8)
34 U.S.C. 12291(a)(30)
42 U.S.C. 1983
42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
OCR's Revised Sexual Harassment Guidance (2001)

ACADEMIC SERVICES, PROGRAMS, AND INFORMATION

ACADEMIC LETTERS

Academic letters will be awarded to students who meet these requirements:

A. Sophomores who have completed three (3) semesters and fifteen (15) credits with a GPA of 3.50 or better.
B. Juniors who have completed five (5) semesters and 25 credits with a 3.50 GPA.
C. Seniors who have completed seven (7) semesters and 35 credits with a 3.50 GPA.
D. Upon winning the first academic letter, the student will have the option of buying a letter jacket. Repeat winners, those meeting the criteria for their grade level, will receive academic chevrons.
E. Transfers to FCHS will be required to have completed at least one full semester here before receiving this award.
F. Students who received an "F" in any subject during the previous semester are not eligible for a letter.
G. Academic letters will be distributed at the end of each school year.

ACADEMIC RECOGNITION

FCHS wishes to recognize all students who achieve high academic success during their high school career. FCHS does not rank students by their GPAs nor has a valedictorian or salutatorian. FCHS has expanded its scope of recognizing high academic performance and will recognize student academic success using the following designations:

Semester Honor Roll

A/B and All-A Honor Roll recognition willl be awarded to students each semester of the school year

Summa Cum Laude (Highest Academic Recognition)

A. Complete at least 47 credits of approved coursework
B. Earn an Indiana Academic Honors or Technical Honors diploma
C. Earn a cumulative grade point average of 4.00 or above

Magna Cum Laude (Second Highest Academic Recognition)

A. Complete at least 47 credits of approved coursework
B. Earn an Indiana Academic Honors or Technical Honors diploma
C. Earn a cumulative grade point average between 3.75 and 3.99

Cum Laude (Third Highest Academic Recognition)

A. Complete at least 47 credits of approved coursework
B. Earn an Indiana Academic Honors, or Technical Honors diploma
C. Earn a cumulative grade point average between 3.67 and 3.74 (or above)

ASSESSMENTS

Students at Franklin Community High School participate in both standardized assessments and ongoing classroom assessments. While the assessments described below provide information about student achievement and growth at the state and national levels, teachers also use a variety of formative and summative assessments throughout each course to monitor progress, guide instruction, and measure mastery of learning standards.

AP (Advanced Placement) Exams

Students enrolled in Advanced Placement courses may take AP exams each spring. Qualifying scores may earn college credit, advanced placement, or both, depending on the policies of the college or university attended.

ASVAB (Armed Services Vocational Aptitude Battery)

The ASVAB is a career exploration and aptitude assessment that helps students identify strengths, interests, and potential career pathways.

IAM (Indiana Alternate Measure)

Eligible students with significant cognitive disabilities, as determined by their Individualized Education Program (IEP) team, may participate in the Indiana Alternate Measure (IAM), an alternate statewide assessment aligned to Indiana's academic standards.

ILEARN Biology (Biology End-of-Course Assessment)

Students enrolled in Biology participate in the ILEARN Biology End-of-Course Assessment, which measures mastery of Indiana Academic Standards for Biology.

ILEARN Government (Government End-of-Course Assessment)

Students enrolled in Government participate in the ILEARN Government Assessment. This assessment measures student understanding of the Indiana Academic Standards for United States Government and civic literacy.

PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test)

The PSAT/NMSQT is administered each fall to sophomores and juniors. The assessment provides practice for the SAT and may qualify juniors for National Merit Scholarship recognition and other scholarship opportunities.

SAT (Scholastic Assessment Test)

The SAT is administered to all juniors each spring at no cost as Indiana's high school accountability assessment. Students may also choose to take the SAT on national testing dates for college admissions and scholarship purposes.

U.S. Citizenship Test (Indiana Graduation Requirement)

Indiana law requires students to demonstrate knowledge of civics and government by passing the U.S. Citizenship Test, which is based on questions used by the U.S. Citizenship and Immigration Services (USCIS) naturalization test. Students must successfully complete this requirement to graduate.

WIDA ACCESS (World-Class Instructional Design and Assessment ACCESS)

Students identified as Multilingual Learners (MLLs) participate annually in the WIDA ACCESS

assessment, which measures English language proficiency in listening, speaking, reading, and writing.

C-9 CAREER/VOCATIONAL SCHOOL STUDENTS:

A school bus is provided to transport students to and from C-9. Students may drive to C-9 if properly registered through the main office and approved by C-9. Students who are late for the C-9 bus will have unexcused absences at C-9 and will spend the half-day in study hall unless their parent comes to drive them to C-9.

1. C-9 students must be enrolled at Franklin Community High School.
2. C-9 students may drive to C-9 with prior permission. Students must register in the main office to be able to drive to C-9. (C-9 students who drive without prior permission are subject to disciplinary action).
3. C-9 students are responsible for being aware of altered schedules at Franklin Community High School. When the schedule changes and if there is a schedule conflict between FCHS and C-9, the student should consult building administration as to the priority location for attendance that day.
4. C-9 students are responsible for all school announcements which are sent out to students bi-weekly via email and may be obtained in the main office.
5. C-9 students will be required to attend FCHS during times when state-mandated testing is occurring. The student will be notified of such testing.

COLLEGE/UNIVERSITY COURSEWORK

It is possible to graduate from high school with college credits already on your record. You may do this by taking college-level courses in high school or by taking examinations to demonstrate your knowledge in a particular area. Please refer to the Dual Enrollment section for courses offered for college credit. If you complete college courses while you are still in high school, you can take more advanced college courses as a freshman. All courses must be approved DOE courses for credit.

One way to earn college-level credit in high school is through Advanced Placement (AP) courses. If you enroll in one of Franklin's AP courses and receive a satisfactory score of 3 or higher on the annual College Board Advanced Placement Exam, you may qualify for college credit or advanced standing at the college of your choice. Another way to gain college credit is through the College Level Examination Programs.

COLLEGE/UNIVERSITY CAMPUS CLASSES

FCHS students may enroll in a class or classes at a local college/university under the following conditions:

A. The student must be a full-time student unless meeting the specified state guidelines for partial enrollment.
B. The student shall have prior approval from his or her counselor and administration.
C. All expenses, including transportation, are the responsibility of the student’s family.
D. Exceptions due to extenuating circumstances may be approved by the administration. Underclassmen may apply for permission to attend a college under this provision.
E. Students will receive one high school credit for successfully completing a three-semester-hour approved college class.

COLLEGE ENTRANCE REQUIREMENTS

College admissions committees act differently each year according to the quantity and quality of applicants and according to other special circumstances; but there is an increasing emphasis on the academic subjects – English, social studies, foreign language, math, and science. Generally, colleges determine admission based on the grade point average (GPA), quality of academic preparation, rank in class, and standardized test scores. Admission standards vary at each institution and are subject to change. It is best to check with the individual school for more detailed information.

DUAL ENROLLMENT COURSES

Franklin Community High School will offer several opportunities for students to obtain both high school and college credit for the same course. Interested students must submit the appropriate application and pay the tuition (if required) in order to receive college credit.

Information on available courses and guidelines can be found online at www.franklinschools.org in the FCHS Course Guide.

COURSE SCHEDULING & CREDITS

Students must have 40 credits for the Core 40 diploma, 47 credits to earn the Academic Honors or Technical Honors Diploma, or 42 credits for the Indiana Diploma from Franklin Community High School. When scheduling your courses, use this booklet to learn more about the content of each course, possible prerequisites, and possible fees. Counselors conduct scheduling sessions to assist students and parents with course selections. The scheduling form must be turned in to the Counseling Office by the established deadline.

Credit Guideline

A. Credits earned at any state-accredited school(s) will be accepted.
B. Not all credits earned at other schools are acceptable for transfer to FCHS. Any credits through a non-accredited program will be evaluated by FCHS officials, who will determine if credits will be transferred, and the number of credits that will be accepted.
C. Transfer credits will only be weighted if the course is offered and weighted at FCHS.
D. Franklin Academy courses (APEX online courses) will not be weighted.
E. The maximum number of credits that may be earned from a combination of correspondence courses, online coursework, college courses, and night school is four unless approved through administration. All courses must be approved in advance by the administration and monitored by a counselor.

Scheduling Procedures

Scheduling begins in January/February for the next school year. Schedules will normally be available in mid-May for students to double-check prior to summer break. Students are given written information which they are instructed to share with their parents. Parents are urged to contact a counselor or the principal with any questions they may have about scheduling or the high school curriculum. Students with special scheduling needs that are not met by the FCHS schedule of classes are urged to ask their counselors to convene a case conference to discuss possible alternative schedules. **Students who fail to turn in a schedule selection sheet will have a schedule created for them by their guidance counselor**.

Students may not take more than one study hall or more than two performing arts courses in one semester.

Schedule Change Policy

It is extremely important for students and parents to carefully review course requests before submitting their final course selections. Be sure to review the prerequisites and recommendations and have questions answered prior to submitting the course request form. Once students have submitted course requests, they are expected to remain in chosen courses (including full year and one-semester courses). Students who fail to submit a course request form will have their courses chosen for them. Students have until the last day of school to make changes in their schedules for the next school year. Any student planning to attend C-9 should make every attempt to finalize their schedule by the end of April. Schedule changes will not occur after May 31st for the upcoming school year. Only a few exceptions will be made and administration approval must be given.

These circumstances include:

- Need to meet high school graduation requirements
- Class was dropped due to lack of enrollment or staff change.
- Course capacity has been exceeded.
- Computer entry errors.
- Failure to meet prerequisites.
- Document the medical reason preventing participation. Documentation must directly outline in detail how the medical issue would prevent participation in any given course.
- Change in Individual Education Plan (IEP).
- Administrative/guidance discretion

Failure within a class is not a reason to be withdrawn from a class. A student must make every effort to complete all coursework assigned. Consideration may be given at the end of a semester for a possible schedule change due to a lack of success or other circumstances. If the administration agrees to a parent/student request to be withdrawn, the student will receive a W/F – withdrawn with an F.

E-LEARNING DAYS / VIRTUAL DAYS

Throughout the school year, FCHS may use eLearning Days or Virtual Days. These days count as a day of attendance for students.

eLearning Days

During eLearning Days, teachers will send students assignments via Google Classroom by 9 am. Students are expected to work on and complete the assignment by the assigned due date which will be no sooner than 3 days from the eLearning Day. Attendance will be taken by students' completion of a task/assignment. Students may be given a zero and counted as absent if the assignment is not completed. The only exceptions would be a student who brings in a verified doctor's note of illness or another approved verified incident such as no internet.

Virtual Days

On Virtual Days, students will be expected to follow the virtual classroom schedule and attend sessions as communicated by the school and teachers. Work may be assigned on these days and attendance is recorded. Attendance will be recorded based on participation in the virtual sessions and assigned work is due based on teacher discretion. The only exceptions would be a student who brings in a verified doctor's note of illness or another approved verified incident such as no internet.

FIELD TRIPS

Field trips are designed to be an extension of the classroom and provide opportunities for students to be engaged in activities that support the learning environment. Attending a field trip is a privilege, and students may be denied this privilege at the discretion of the administration.

GRADING

Franklin Community Schools has a corporation-wide, School Board adopted grading scale (see Grading Scale and Weighted Grades) Each teacher is responsible for developing and maintaining fair and equitable grading standards (as approved by administration) and explaining them to students. The teacher has the right to determine how grades will be averaged (under the direction of their department and/or building administration) in order to determine the final grade.

Students are responsible for checking their grades and attendance online. Students have multiple opportunities during the school week to access PowerSchool and view grades and attendance. Students are expected to keep current on their academic progress throughout the school year. Parents can also access student grades and attendance 24-hours a day to keep up with their student's current progress. All grade reports will be completed electronically. If a parent does not have the ability to access a student's record from home, a student may print off a report at school to take home to the parent.

Students who do not meet all the requirements of a class during a grading period will be given their current grade which will include zeros for all assignments not completed. Completion of makeup work is subject to the attendance policy and a grade may be changed at a later date.

Grading Scale And Weighted Grades

Franklin Community High School uses a 4.0 grading scale and a 4-Tier system of weighted grades. The weights have been determined by the level of rigor and the alignment to the college-level curriculum. A listing of weighted courses is outlined on the website at www.franklinschools.org in the FCHS Course Guide. GPAs are based on grades earned in all credit-bearing classes. GPAs are carried to three decimal places. Students who retake a class will have the highest grade earned counted for their GPA. The lower grade earned will no longer be counted as part of the student's GPA. If the student received credit the first time the class was taken, no additional credit will be earned when the class is repeated.
The grading scale and 4-Tier system is outlined below:

Grading Scale		
A+ 4.00 (100%)	B 3.00 (87%-82%)	D+ 1.33 (69%-68%)
A 4.00 (99%-92%)	B- 2.66 (81%-80%)	D 1.00 (67%-62%)
A- 3.66 (91%-90%)	C+ 2.33 (79%-78%)	D- 0.66 (61%-60%)
B+ 3.33 (89%-88%)	C 2.00 (77%-72%)	F 0.00 (59% - 0%)
	C- 1.66 (71%-70%)	

4-Tier System(weighted grades)
Tier 1 = no increment
Tier 2 = 0.33 increment
Tier 3 = 0.50 increment
Tier 4 = 1.0 increment
*Grades lower than a C- will not be weighted

Grade Reports / Powerschool

FCHS uses semester grading periods. Grades are available for parents and students to view 24-hours a day using our online grade reporting system. Students may print a copy of their current grades at school as often as they wish. If students need an official grade report they should see their guidance counselor for an official transcript or for the necessary signature to verify a printed grade report. Teachers are not required to submit deficiency reports, since grades are constantly available to parents and students using our online system. The final grades for each semester are listed on each student's permanent records and are the basis for determining grade point averages.

A student who receives a passing grade for only one semester of a full-year course receives one credit for that semester, regardless of which semester is passed. Each semester is considered to be a separate class. Parents and students are encouraged to communicate regularly with teachers, counselors, or principals if they have questions about the student's academic performance.

GRADUATION/DIPLOMA TYPES & REQUIREMENTS

The Franklin Community High School diploma will be granted when the principal has determined that the candidate has satisfied the basic graduation requirements.

Graduation Pathways Requirements

For the Classes of 2027-2028, all students must complete Graduation Pathways. Students must complete three components to qualify for graduation:

1. Earn credits for diploma type (40 or more)
2. Demonstrate Employability Skills that will be met by the completion of a Senior Capstone Project
3. Post-Secondary Competency which can be met by AP or Dual Credit courses (3); SAT, ACT, ASVAB score; CTE Concentrator; State Industry Certification; Academic Honors; Technical Honors, Local Pathway (Band, Choir, Art, or JAG) – see your counselor for a comprehensive list and the requirements

For students Class of 2029 and beyond, all students must complete Graduation Pathways or earn an Honors Seal. Students must complete three components to qualify for graduation:

1. Earn credits for Indiana New Diploma (42 Credits or more)
2. Demonstrate Employability Skills and meet a Post-Secondary Competency through:
    a. Senior Capstone Project AND
    b. AP Dual Credit courses (3); SAT, ACT, ASVAB score; CTE Concentrator; State Industry Certification; Local Pathway (Band, Choir, Art, or JAG); Honors Enrollment, Employment, or Enlistment & Service Seal

Cohorts 2027-2028 Diploma Types

FCHS awards three types of diplomas: Core 40 Diploma, Core 40 with Academic Honors Diploma, and Core 40 with Technical Honors Diploma. The appropriate number of credits is required for all diplomas and meeting the requirements for Graduation Pathways (See Graduation Pathway requirements below). This includes completing a Senior Project. All students must be enrolled in courses leading to either the Core 40 or the Academic Honors/Technical Honors Diploma. If a student fails to meet the requirements of the Core 40 Diploma, a General Diploma may be awarded if a petition or waiver is approved.

CORE 40 Diploma (40 credits)

The State of Indiana has developed a program of educational expectations for Indiana high school students. These expectations are called Indiana Core 40. Indiana Core 40 applies to all students. Students must meet Core 40 requirements to be considered for admission to an Indiana four-year college or university. Students should meet Core 40 requirements to ensure success in one and two-year colleges and technical training programs.

- 8 credits ENGLISH:
  - 2 credits English 9 or English 9 Honors;
  - 2 credits English 10 or English 10 Honors
  - 2 credits English 11, AP Lit or AP Lang
  - 2 credits in English 12, AP Lit/AP Lang or 2 credits in English electives
- 6 credits SOCIAL STUDIES:
  - 2 credits of Geography or World History
  - 2 credits U.S. History
  - 1 credit of United States Government
  - 1 credit of Economics
- 6 credits of MATHEMATICS:
  - 2 credits of Algebra I or Integrated Math I
  - 2 credits of Geometry/Geometry Honors or Integrated Math II
  - 2 credits of Algebra II/Algebra II Honors, Analytical Algebra II or Integrated Math III
  - NOTE: Students must take a math or quantitative reasoning course each year in high school and must take math through their junior year.
- 6 credits of SCIENCE:
  - 2 credits of Biology
  - 2 credits of Chemistry or Physics or Integrated Chemistry/Physics
  - 2 credits of elective science
- 1 credit of Health and Wellness
- 2 credits of Physical Education/Weights
- 11 Elective credits from World languages, Fine arts or Career and technical

CORE 40 With Academic Honors Diploma (47 Credits)

The Indiana Academic Honors Diploma is available to students who complete a rigorous course of study. This diploma requires 47 credits. The Academic Honors Diploma will be noted on the student's official transcript. Students who qualify for college financial aid may receive higher awards with this diploma. Students must complete all requirements for the CORE 40 and these additional items:

A. ONE of the following:
   a. 4 credits in AP courses with AP exams; 6 college credits from the DOE approved list;
   b. a combination of 2 credits in AP courses/exam and 3 college credits from the DOE approved list.;
   c. SAT score of 1750 on combined critical reading, math, and verbal with a minimum of 530 on each
   d. or ACT score of 26 composite or earn 4 credits in IB courses and take corresponding IB exams.
B. Also, students must have:

a. 2 additional math credits for a total of 8 math credits taken in high school.
b. No less than a C- in all courses counting for the diploma
c. A minimum grade point average (GPA) of B- upon graduation.
d. 6 – 8 credits of World Language
    i. 6 credits of one world language OR
    ii. 4 credits of one world language AND 4 credits of a second world language
e. 2 credits of Fine Arts
f. 2 credits in any combination of art, music, or FACs

CORE 40 With Technical Honors Diploma (47 Credits)

Complete all requirements for the Core 40.
Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:

A. State approved, industry recognized certification or credential, or
B. Pathway dual credits from the approved dual credit list resulting in 6 transcripted college credits
C. Earn a grade of "C" or better in courses counting for the diploma
D. Have a minimum GPA of B-
C. Complete ONE of the following options:
    a. Complete one of the option of the Core 40 with Academic Honors
    b. Earn the following scores or higher on WorkKeys: Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information – Level 5
    c. Earn the following minimum score(s) on Accuplacer: Writing 250, Reading 259, Math 254
E. Students must take a math course or a quantitative reasoning class each year enrolled in high school

General Diploma (40 Credits)

If a student fails to meet the requirements of the Core 40 Diploma, a General Diploma may be awarded if a petition or waiver is approved

A. 8 Credits in English including Eng 9, Eng 10, Eng 11 and Eng 12 or English Electives.
B. 4 Credits in Mathematics including 2 credits in Algebra I: 2 Credits of Mathematics or a quantitative reasoning course must be earned in their junior and senior year
C. 4 Credits in Science: 2 credits in Biology and 2 Elective Science Credits
D. 2 Credits in Physical Education/Weights
E. 1 Credit in Health
F. 4 Credits in Social Studies including 2 credits in U.S. History, 1 Credit in U.S. Government, 1 Credit in Geography, World History or Economics
G. 17 Elective Credits

Cohorts 2029 And Beyond Diploma Types

Franklin Community High School awards diplomas aligned to Indiana's new graduation requirements. All students will work toward earning the Indiana GPS Diploma and may earn additional distinction through the completion of Graduation Seals and Honors Seals. Seals recognize a student's readiness in areas such as enrollment, employment, or enlistment and may be earned through advanced coursework, career and technical education pathways, dual credit, work-based learning experiences, industry certifications, and other qualifying accomplishments. Honors Seals provide additional

recognition for students who exceed the state's foundational graduation requirements through rigorous academic or career-focused achievement. Students must complete the required coursework, earn the appropriate number of credits, and fulfill all state graduation readiness requirements to earn a diploma and applicable seals.

New Indiana Diploma (42 credits)

8 credits ENGLISH: 2 credits of English 9 or English 9 Honors
1 credit of Communications-focused English
4 credits of English electives

6 credits SOCIAL STUDIES: 2 credits of World Perspectives
2 credits of U.S. History
1 credit of United States Government
1 credit of Economics

7 credits of MATHEMATICS: 2 credits of Algebra I
1 credit of Personal Finance
4 credits of Elective Math

7 credits of SCIENCE: 2 credits of Biology
1 credit of Computing Foundations for a Digital Age
2 credits of additional science
2 credits of STEM-focused courses

1 credit of HEALTH AND WELLNESS
1 credit of PHYSICAL EDUCATION/WEIGHTS
1 credit of PREPARING FOR COLLEGE AND CAREERS
12 ELECTIVE CREDITS from World Languages, Fine Arts or Career and Technical

Honors Seals

Students may earn one or more Honors Seal under the titles of Enrollment, Employment or Enlistment & Service. These will be noted on the student's official transcript. Students must complete all requirements for the the New Indiana Diploma and these additional items:

Enrollment Honors Seal:

- Complete at least 4 World Language credits and 6 Social Studies credits
  - World Language credits must all be in same language
- Complete at least 8 Math credits
  - Algebra 1, Geometry, Algebra II, and Pre-Calculus or other advanced math course
- Complete at least 6 Science credits
  - Biology
  - Chemistry
  - Either Physics or another advanced lab science course
- Complete ONE of the following:
  - Earn 4 credits in AP plus the AP exam
  - Earn 6 college credits

- Score a 1250 on SAT or 26 on ACT
- Earn 3 college credits and 2 AP credits plus the exam

Employment Honors Seal:

- Complete one of the following:
  - Market-driven credential of value aligned to a specific occupation
  - 3 courses in a Career and Technology Education (CTE) pathway
  - An approved career preparation experience align to Indiana CSA program
  - An approved, locally-created pathway
- Complete 150 hours of work-based learning (may include multiple experience that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal

Enlistment & Service Honors Seal:

- Complete one of the following:
  - Introduction to Public Service course
    - Emphasis on developing an awareness of the physical standards and character required for service
  - One year of JROTC in high school
- Achieve a score of 31 on the ASVAB and complete one of the following:
  - All three components of the Career Exploration Program
  - A career exploration tool approved the the IDOE
- Meet attendance goal
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
  - Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals

Honors Plus Seals

Students may earn one or more Honors Seal under the titles of Enrollment, Employment or Enlistment & Service and can earn an additional Honors Plus Seal. These will be noted on the student's official transcript. Students must complete all requirements for the the New Indiana Diploma, an Honors Seal, and these additional items:

Enrollment Honors Plus Seal:

Students who earn this seal will be granted automatic admission to some public Indiana postsecondary institutions including but not limited to Indiana University, Purdue University, and Ball State.

Students must earn an Employment Honors Seal PLUS:

- Earn a credential of value:
  - Indiana College Core
  - AP Scholar with Distinction
  - Associate Degree
  - Technical Certificate

- Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in communication, collaboration, and work ethic

Employment Honors Plus Seal:

Students must earn an Employment Honors Seal PLUS:

- Earn a mark-driven credential of value that may include:
  - Associate degree
  - Technical certificate
  - Indiana College Core
  - Advanced industry certificate
- Complete additional work-based learning (total of 650 hours in one or more experience) that may include:
  - Pre-Apprenticeship
  - Modern Youth Appre
- Demonstrate skill development in communication, collaboration, and work ethic

Enlistment And Service Honors Plus Seal:

Students must earn an Enlistment and Service Honors Seal PLUS:

- Complete one of the following:
  - Achieve a score of 50 or higher on the ASVAB
  - Enrollment in ROTC at the collegiate level
  - Acceptance to a service academy
- Demonstrate excellence in leadership through one of the following:
  - Completion of at least 100 hours of public service
  - Holding a leadership role in a co/extracurricular activity
  - Completion of two seasons of a team-based physical sport or activity

Early Graduation Requirements

Semesters Requirements

Students who wish to graduate in fewer than 8 semesters should talk with their guidance counselor by the end of their freshman year in order to develop a plan to accomplish this goal. Students who have not completed Graduation Pathway requirements may not graduate early. Summer school does not count when the number of semesters attended is considered.

Early Grad Procedures*

Students who have earned the required number of credits; who have completed Graduation Pathways; and who have completed all of the required classes may be graduated. These procedures shall be followed by all students planning early/mid-year graduation.

A. Students should apply for early/mid-year graduation by the end of the semester preceding the school year in which they intend to graduate.
B. The student shall file with the counselor a completed application, properly signed by the student and the parent or guardian.
C. The student shall have a grade point average of 1.66 or above.
D. Early / mid-year graduates are considered completed with their high school program and are no longer considered students. Early/mid-year graduates are not permitted to participate in any

extracurricular activities (athletics, clubs, etc.). Early/mid-year graduates must get administrator approval and be in good standing in order to attend prom.

E. Early/mid-year graduates are permitted, and encouraged, to participate in the graduation commencement ceremony.
F. Students who are scheduled as mid-year graduates will have the lowest priority for any full-year courses when enrollment in these courses exceeds the number of available places for students.
G. Students who have not completed a graduation pathway will not be allowed to graduate early.
H. Students who have not completed a senior project will not be allowed to graduate early.
I. Students in the 2029 Cohort and beyond must complete an Honors Seal to graduate early.
J. By electing to be an early/mid-year graduate, students accept the responsibility to keep themselves informed of all school deadlines that may apply to them. Announcements concerning graduation announcements, graduation practice, cap and gown pick-up, etc. are not necessarily mailed home. Early/mid-year graduates must meet all announced deadlines.
K. Students choosing to be early grads are still a part of their respective cohort and do not earn senior incentives. They can participate in the Senior Walk and Senior Graduation activities.

GOVERNORS WORK ETHIC CERTIFICATE (GWEC)

The GWEC requires a senior to commit to maintaining an accumulative GPA of 2.0 or higher, complete 6 service hours (which can be counted along with the senior project hours), have one or fewer discipline referrals, and miss no more than 3 days during the entire senior school year. More information is available at FCHS.

GUIDANCE (SCHOOL COUNSELING PROGRAM)

Each high school student is assigned to a school counselor. Students are urged to see teachers and counselors whenever they need help. Parents also are encouraged to confer with counselors on a regular basis. Specific areas in which the counselor is trained to help students:

A. Planning a meaningful educational program.
B. Interpreting the results of tests/assessments.
C. Establishing career plans.
D. Providing information about colleges, universities, trade schools, scholarships, financial aid, etc.
E. Applying for jobs or colleges.
F. Improving personal relationships with other students, teachers, and parents.

Counselors meet periodically to help students during their four-year academic program. In addition, each counselor will meet at least once during the school year with students for scheduling purposes.

INCENTIVES

Franklin Community High School supports the use of incentives to encourage positive student behaviors. Incentives are designed to encourage a level of high success in coursework, excellent attendance, and a desire to follow school rules and procedures. For those reasons, incentives will be based on grades, attendance, and discipline. Current school-wide incentives for students to earn are as follows:

COACH Incentive

A junior or senior can earn the incentive to be assigned to a positive activity/social-based COACH. Placement into these COACH classes requires excellent attendance, grades, and discipline. Criteria

will be set each year based on grades, attendance, and discipline. Qualifications will be reviewed beginning the 2nd semester of the student's sophomore year. A review of qualifications will continue to be made every 9 weeks. A student who initially qualifies for the incentive will be removed for a semester if they fail to meet the requirement after qualifying. No exceptions to the requirements will be made for this incentive.

Final Exam Opt-Out

A student who maintains a grade of 75% or higher in class may choose to opt-out of taking the final and have their grade based on semester work/assessments. A student may opt-out of one (1) final during each semester of their high school career. To meet the requirement, the student must also miss no more than four (4) days in the class and have no more than three (3) tardies in that class. Due to the requirements for AP/Dual credit courses as well as a Project-Based final, students cannot opt-out of these types of finals. The administration reserves the right to approve or deny a student to opt-out of a final due to extreme circumstances.

Freshman Incentive

At Franklin Community High School, we believe in recognizing and rewarding students who demonstrate responsibility, consistency, and a commitment to their academic and personal growth. The Freshman Incentive Program is designed to encourage positive habits and celebrate student success.
To qualify for Freshman Incentive rewards, students must meet all of the following criteria during the designated incentive period:

- Academic Responsibility: No more than 3 total missing assignments across all classes. This includes any work indicated as Missing in PowerSchool, regardless of classroom late work policy.
- Punctuality: No more than 3 tardies accumulated across all classes. Tardies include any late arrivals to class without a pass.
- Attendance: No more than 3 absences in any single class. This includes both excused and unexcused absences.
- Student Conduct: No behavior incidents that resulted in disciplinary actions. This includes detentions, in-school suspensions, out-of-school suspensions, or other documented disciplinary measures.

Great Grizzly Incentive

The Great Grizzlies Program recognizes students who demonstrate outstanding character, leadership, citizenship, school spirit, and a commitment to excellence. Staff members may award Great Grizzly tickets to students who go above and beyond in supporting others, contributing positively to the school community, or exemplifying Grizzly Cub values. Students submit the tickets into periodic prize drawings and other recognition opportunities throughout the school year.

Senior Lanyard

A senior may qualify for a senior lanyard by maintaining all passing grades; missing no more than 8 days in any class for any reason; having no more than 10 accumulated tardies during the previous semester, and having no serious discipline issues. Checks will occur every 9 weeks. A senior lanyard is a privilege that allows seniors access to the senior lounge during lunch and classes as well as other privileges.

LIBRARY MEDIA CENTER

The FCHS Library Media Center aims to meet the needs of all patrons by providing a wide variety of resources in an environment that allows for collaboration, small group interaction, and independent

study. Students are encouraged to visit the library before and after school or study hall for instructional purposes, to access resources, leisure reading, collaborative spaces, independent study areas, educational challenges, and more. Students must sign when entering and sign out at the front desk when leaving unless leaving during a passing period. During regular class time, a student is required to have a pass in order to use the library.

Library Media Center Procedures:

A. Students may be sent to the library from a class by the classroom teacher of that class. The pass must indicate the student's assignment, but the student is responsible for independently managing their time while in the library.
B. Students should have an electronic pass created in order to go to the library media center. Students are to go directly to the library unless they pass indicates otherwise.
C. Students will remain in the library the entire period unless the pass indicates otherwise. In that case, it is the sending teacher's responsibility to be certain the student returns.
D. Any student leaving the library shall also have an electronic pass.

Guidelines for utilizing Library Media Center Materials and Resources:

1. Students who utilize any media center digital resources must follow the FCS Acceptable Use Policy -- Rules and Code of Ethics Relating to School Computer Users (Available on the FCS website at: www.franklinschools.org)
2. Most books circulate for two weeks, and can be returned in the library dropbox.. A renewal or extension of any loaned materials can be made at the circulation desk or by emailing the library staff.
3. A charge will be made for lost and damaged materials, appropriate to the cost of replacements. Students recover the payment if the book is later found.
4. A student owing fees will be permitted to use the library and is encouraged to make payments until all obligations have been resolved. Any student having difficulty with financial obligations to the library should speak directly to a library staff member to make accommodations. Library materials and resources are listed in the online public access catalog which may be accessed via the internet.
5. The Library Media Center is a collaborative area, where productive learning conversations are expected among students. Please be aware of and respectful of other students' and teachers' needs and modulate voices when others are studying, giving a presentation or providing instruction.
6. Student and staff recommendations for improvement of the library collections, resources, and offerings are solicited.
7. Student library information is considered part of a student's record. Per the Family Educational Rights & Privacy Act (FERPA), parents and/or guardians have access to this information, which is true for all student records. Library information, like other student records, cannot be shared with other parties without a legitimate need to know. Parents have the ability to access their child's library check-out records by logging into Destiny with their child's Chromebook login information. If you have questions or concerns about a FCS library book, please notify the district media specialist.

RELIGIOUS OBJECTION TO ASSIGNMENTS

Students or parents requesting an accommodation or modification to a class requirement based on sincerely held religious beliefs must submit a written request to school administration. The request should identify the specific requirement in question and explain the religious basis for the objection. Supporting documentation may be requested when appropriate. Requests will be reviewed in

accordance with applicable school board policies, state law, and federal law before a final determination is made

SUMMER SCHOOL

All students who wish to earn credits at an approved summer school and want these credits to be applied toward graduation requirements at FCHS must obtain prior approval from the administration in order to be certain that the credits will be accepted. All rules and policies described in this book apply to summer school unless they are superseded by published or announced summer school policies. NOTE: Summer school may not be offered in any given year based on need, financial resources, or any other reason determined to be in the best interest of the school corporation.

TEACHER-STUDENT CONFERENCE

Students are encouraged to communicate with teachers and request an appropriate time to discuss concerns or issues they are having in class. Teachers are available before and after school and can provide extra help with academic problems or other difficulties. It may be necessary, in some cases, to arrange a time that is convenient for both the teacher and student.

TEXTBOOK & COURSE MATERIALS

High School Credit Courses
Franklin Community Schools provides required textbooks for high school credit courses through a loan system. While there is no textbook rental fee, students are responsible for the cost of any lost or damaged materials, including textbooks and other classroom resources.

Dual Credit Courses
Students enrolled in dual credit courses (including Indiana University and Ivy Tech Community College courses) are responsible for obtaining required course resources. For in-person courses, the classroom teacher will communicate the approved textbook required by the partnering university. Students should obtain the required textbook(s) prior to the first day of the course. For online courses, the university may bill Franklin Community Schools for required digital resources, and those costs will be passed on to the student, with payment information.

ATHLETICS

Athletics at Franklin Community High School is governed by the rules of the Indiana High School Athletic Association (IHSAA), the FCHS athletic department, and the FCHS Athletic Code. Franklin's athletic teams, known as the Grizzly Cubs, are members of the Mid-State Conference. All students in good standing and in accordance with IHSAA rules and regulations are eligible to participate in our athletic programs.

ATHLETIC HANDBOOK & CODE OF CONDUCT

It is important that all athletes comprehend and regularly refer to the Athletic Handbook & Code Of Conduct located in the Appendix of this document.

FAN BUSES

When there is sufficient student interest, fan buses will be made available for athletic or band events. It is required that students pay a transportation fee when they sign to ride the bus. All buses leave and return to the high school. Only FCHS students may ride student fan buses. Students who go to an event on a fan bus are required to return on that bus unless special permission has been given. Only in unusual circumstances and when parents have communicated directly with the school administrator or the chaperone of the bus, will this permission be granted.

IHSAA ELIGIBILITY

All athletes must maintain passing grades in at least 5 of 7 subjects in each grading period and each semester in order to remain eligible for any and all IHSAA sanctioned contests. *The following grade checks will be used to determine athletic eligibility: End of First Nine Weeks, End of Semester 1 (Final semester grade will be used), End of Third Nine Weeks, and End of Semester 2 (Final semester grade will be used). The grade pull will occur on the day the building administration declares grades are official.* It is the responsibility of each athlete to maintain eligibility. Any students deemed ineligible at the end of a grading period will remain ineligible throughout the following grading period.

Students may attend an accredited institution for credit that is acceptable both for high school graduation and/or for college credit. The student must be enrolled in credit courses at FCHS at least 50% of the normal school day.
Students taking online classes (i.e. Franklin Academy students), a student may earn course credits by attending a non-traditional, virtual class provided that:

A. a written request for approval to the IHSAA has been granted
B. the courses are approved by the Dept. of Education
C. the School Board counts the credits earned toward graduation
D. classes are taken concurrently with a student's regular classes
E. total class time of the course is equivalent to the student's regular course

NCAA GUIDELINES FOR COLLEGE ATHLETES

A student who wishes to participate in Division I or II athletics in college must meet NCAA requirements for eligibility. For complete information, go online www.ncaa.org.

ATTENDANCE

ABSENCE PROCEDURES

A. Reporting Absences -Attendance Line 317-346-8007 Parents are expected to call the FCHS attendance office (317-346-8007) to report their student's absence on the same day as the absence and state the reason the student is not in attendance. There is a 24-hour voice mailbox available at this number. A parent call, however, does not mean that an absence will be excused.

B. If the parent is unable to call, a note or FAX (317-738-5703) is acceptable, if approved by the administration.
C. Medical documentation is required in order for the absence to be listed as a medical excuse. If medical documentation is not provided then the absence will count as a standard excused absence as long as other procedures are followed.
D. If the attendance office does not receive a call, note, or FAX within two days of the student's return, the absence will be considered unexcused and marked as truancy.
E. Please make early dismissal calls a minimum of 1 hour prior to the scheduled time to pick up a student. Otherwise, a student may not be readily available for immediate pickup.
F. If a student is receiving ongoing therapy or outpatient services, one-time documentation from the providing facility stating the beginning date, time each day, number of days a week, and ending date should be sent to the attendance office at the beginning of the treatment.

ACTIVITY PARTICIPATION AFTER AN ABSENCE

A student may not participate in extracurricular activities, practices, or after-school functions unless the student arrives at school by 9:30 AM. Students absent all day may not attend an extracurricular activity that day. If an extenuating school or family circumstance results in a student's failure to arrive by 9:30 AM or to attend all day, an exception can be made by the administration and/or the athletic director(s). A doctor/dentist appointment may be considered a pre-approved exception with proper documentation.

ATTENDANCE EXPECTATIONS

The Indiana Compulsory School Attendance Law requires students to attend school regularly. Regular school attendance improves learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for their development as students and responsible adults. Anything less than perfect attendance will have a detrimental effect on the individual student and his/her grade. Poor attendance interrupts the process of education. It impedes the continuity of the lessons presented, the ability of the student to understand and gain insight from the classroom experiences, and the student's ability to establish proper work habits.
The primary responsibility for school attendance rests with the parents and students. The school will assist the parents and the student in this responsibility. The cooperation of the student, parents, and school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

Franklin Community High School operates as a **closed campus**; therefore, students are not to leave the building during school hours without the consent of the administration. A student who is suspended or expelled from FCHS may not be on school property at any time during the time of suspension unless specific prior approval to do so is granted by one of the high school principals.

CERTIFICATE OF INCAPACITY

If a student has a continual medical condition that prevents him/her from attending school on a regular basis the student's parent can work with their family physician to complete a certificate of incapacity (copies are located in the main office). In order to assist families, a doctor's note will not be needed every time the student misses due to this documented illness, a parent/guardian call is still required stating this absence is part of the incapacity.

Administration can require a parent to obtain a certificate of incapacity to verify absences that are said to be due to a medical illness. If a parent does not send his/her child to school because of the child's

illness or mental or physical incapacity, it is unlawful for the parent to fail to or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded (Indiana Code 20-33-2-18). The certificate required under this requirement shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

A certificate of incapacity will only be accepted if the form is filled out in its entirety. A certificate of incapacity is only valid for the academic school year in which it is issued. A new certificate of incapacity will be required for subsequent academic school years. Forms should be submitted to the attendance office .

In the interest of student safety, a student who cannot attend school on a regular basis due to a medical condition under a certificate of incapacity is not permitted to participate in extra and co-curricular activities without administrative approval. Once a student is deemed healthy enough by his/her physician to attend school on a regular basis, the physician can submit a letter removing the certificate of incapacity and the student will then become eligible to participate in extra and co-curricular activities. Administrative consideration may be given for participation in some co-curricular activities where physical activity is not involved.

EXAMINATIONS-ATTENDANCE REQUIREMENTS

Students who miss a final exam are expected to make it up at the next possible opportunity, following the school's make-up schedule. Any exams not completed during these times will require administrative approval and a verified excused absence. During exams, parent calls to explain absences are expected on the day of the absence. See Attendance Policy for additional attendance information.

EXCUSED ABSENCES

In order for an absence to be excused, the parent must call the school and state the reason for the absence. The school expects confirming calls to be made on the day of the absence; if the call is not made the absence will be marked as "truant". It is the students' responsibility to arrange make-up work with their teachers.

FCHS realizes parent(s) may from time to time need to pick up their child from school during the school day. Whenever possible, please call at least an hour in advance. Otherwise, a student may not be readily available for immediate pickup. Parent/guardian picking up students must come in to sign out the student and present a photo ID. For emergency purposes, we may disrupt a class, but for general guidelines, please notify the school in advance at any time possible if you plan to pick up your student from school. During finals, students will NOT be released until a passing period to avoid disruptions to other students.

Indiana statutes and local policies recognize the following reasons for being absent:

1. **Personal illness or injury** Any student who is absent from school for five consecutive days due to illness must present a doctor's statement verifying that it is appropriate for the student to return to school. The school reserves the right to require a doctor's statement from students who are absent as indicated by the nature of the illness, such as communicable disease.
2. **Verified automobile accident**
3. **Death or serious illness in the immediate family**
4. **Religious observances**
   The Board not only desires to cooperate with those parents who wish to provide religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State. Upon the signed request of a student's parent, the building administration will allow exceptions to the student's continuous attendance at school for

religious instruction outside the school building by an authorized church or religious organization for no more than 120 minutes per week. A student must be properly registered and a copy of such registration must be filed with the administration. The time for the release of instruction or education may be arranged by the administration. The principal will also assume the appropriate continuance of the instructional program in the public school during such release times. No staff member shall encourage or discourage participation in any religious instructional program.

5. **Approved assignment at an election poll or approved service as a legislative page** Students who anticipate working the polls on Election Day must make sure their parent/guardian has notified the high school attendance office. The student must also pick up the appropriate form in the attendance office prior to leaving the building. This form must be signed by a person representing the Johnson County Registrar or by the candidate for whom the student is working. Any student not working the poll for the entire day must report back to school. Failure to do so will be considered unexcused. Students having questions concerning this procedure should see the attendance officer.
6. **College visitation** A student may visit a college where he/she is considering enrollment during a school day if it is pre-arranged with the Guidance Department**.** An arranged appointment must be confirmed. This one (1) day will not count against accumulated absences. Should a student make more than two (2) visitations, other days will count as excused absences unless the student has exceeded the 10-day absence limit or will exceed it with this absence. The regulations also apply to appointments made by coaches for athletes attempting to make college teams. College visitation days will not be approved immediately preceding or following a scheduled school vacation or during the month of May. Failure to follow the above procedure will result in an unexcused absence.
7. **Medical appointments** Every attempt should be made to schedule appointments after school hours. When appointments must be scheduled during the school day, the parent/guardian must call the school before the student will be permitted to leave the building. Students are expected to attend school before and after appointments when time permits. Students will be considered unexcused from classes missed unnecessarily. Absences from school for medical or legal reasons need to be verified with a **written** statement from a licensed medical practitioner or legal counsel or official with whom the student met. **Upon return to school, the student** must present this written verification to the attendance secretary before returning to class. Failure to do so will result **in the absence being unexcused.** The school may require medical notes for ongoing medical problems requiring frequent absence. Medical appointments should not be scheduled during semester tests. **Field trips**: Field trips are scheduled by teachers with administrative permission to broaden the experience of the curriculum. Students will be excused to go on field trips with written parent/guardian permission and a completed field trip form. Both must be completed no later than the day before the trip. Students are responsible for all work missed while on a field trip and should have the work completed upon their return to class, or as directed by the teacher. A sponsor may also refuse to take a student on a field trip if the sponsor can demonstrate to the administration that the student has a history of poor behavior or demonstrate that it is generally in the best interest of the school for the student not to attend. Under no circumstance are students allowed to drive to field trips without written administrative approval. Students who do so will receive a three-day suspension from school. Students who have missed 8 or more days of any class will not be allowed to attend a field trip. A principal may approve attendance only in extreme attendance issues due to documented medical situations.
8. **IHSAA Events:** IHSAA events scheduled during the school day are considered excused activities similar to a field trip.
9. **Serving in the National Guard** is limited to a maximum of 10 days serving.
10. **Military-connected family's** absences related to deployment or return.

11. **Verified court appearances**
12. **Out Of School Suspension**
13. **Such Other Good Cause as Determined By-Law** (20-8.1-3-18)
14. **Other reasons approved by administration**

LIMIT ON ABSENCES

In keeping with the Board-approved attendance philosophy, a student may not be absent from any class for more than ten (10) days each semester. When students reach their 5th unexcused absence in a rolling 10 weeks, a warning notice explaining the attendance policy will be sent home and a meeting with the administrator is required. When students reach their 10th unexcused absence, a letter will be sent home indicating that the student is in violation of the attendance policy and the student will be required to meet with a counselor or administrator to discuss their absences and develop an attendance contract. This “10th absence” letter also serves as a warning that the student will be reported to Johnson County Community Corrections at 15 unexcused and further absences will be reported to the Department of Child Services Continuation of school attendance after the tenth absence may be subject to the student complying with conditions (e.g. a doctor’s note may be required, certificate of incapacity) regarding any additional absences.

MAKE-UP WORK FOR EXCUSED ABSENCES OR WHEN STUDENT IS SUSPENDED

It is the student’s responsibility to arrange make-up work with each teacher.

A. For each day of an absence, the student has one (1) school/class day in which to complete the make-up. (e.g., a student has three days to make up their work for a three-day absence.) However, assignments, including tests, which have been made prior to the absence and that were due on or before the day the student returns, will be due on the date the student returns to school or as arranged by the teacher.
B. Homework requests made during absences should be arranged directly with the classroom teacher via email or telephone. Direct contact with the teacher is the best way for a student to receive instructions and directions when completing work missed during an absence. Students may arrange with the teacher to have work delivered to the guidance office for pick up at a later date or time. Students should also understand that spending extra time before or after school may be required by the teacher in order to compensate for missing instruction during extended absences.
C. Students suspended from school are expected to make up any missed assignments so they can keep current with academic issues taking place in the classroom.

TARDY

The prompt arrival of students prepares them for success the entire day. Arrival to class more than 10 minutes late will be classified as late arrival (see above) from that class. Students are expected to be at school on time – receiving a call from a parent does not necessarily excuse being late to school.

- Students who report late to school must report to the attendance office.
- Students are considered to be tardy if the student is not in his/her assigned room when the bell rings.

Tardy students are subject to the following discipline as determined by their teacher:

- 4th Tardy - Lunch detention
- 5th Tardy - Lunch detention
- 6th Tardy - 1 hr detention
- 7th Tardy - 2 hr detention

- 8th Tardy - Office referral may include night school or other discipline determined by HS admin
- 9th Tardy - 1 day ASI (alternative supervised instruction)
- More than 10 Tardies --- Suspension
- Subsequent Tardies --- Increased suspension leading to possible expulsion

Tardies reset every 9 weeks. Any student who reaches 10 or more accumulative tardies in one semester shall be considered “habitually tardy.” “ Habitually tardy” students will be subject to additional disciplinary action as deemed appropriate by an administrator. Additional disciplinary actions that may be considered for habitually tardy students include, but are not limited to: ineligibility for extracurricular participation (athletics, clubs, performing arts, prom, homecoming, etc), ineligibility for driving privileges, etc.
A student deemed “habitually tardy” to the first class of the day may be subject to having their tardy record turned over to the juvenile probation office for review.

TRUANCY

Students who miss school under the following circumstances will be considered truant:

A. Leaving school during the school day without parental knowledge or notification of school authorities.
B. Defying parental authority in the failure to attend school, or being absent from school without parental knowledge or approval.
C. Not reporting to one or more assigned classes.
D. Being observed in a place that is completely unacceptable for the excuse that is presented and being unable to offer a satisfactory explanation for being there.
E. Leaving class without permission from the classroom teacher.
F. An absence for any unsatisfactory reason if the student/parent has been told that a reason will not be acceptable.
G. Excessive unexcused absences may be counted as truancy.
H. Leaving school without signing out.
I. Arrival to class more than 20 minutes late will be classified as truancy from that class.

CONSEQUENCES FOR TRUANCY (EACH SEMESTER)
All class periods of truancy are considered unexcused absences. Repeated occurrences of truancy during the course of the school year will result in the student being identified as a “habitual truant.” A student will be considered a “habitual truant” after 10 unexcused absences in one school year. (See Limit on Absences).

Students will not be excused from school to conduct any prom-related business. Students who miss school, or who arrive late or leave early, will be required to provide a doctor’s note or suitable verifiable excuse for their absence to avoid being considered truant.

When a student is considered a “habitual truant,” if the student is under the age of eighteen, the Bureau of Motor Vehicles will be notified to suspend all driving privileges, and the student will be referred to the juvenile court. Students 18 years or older who are considered “habitual truants” will forfeit driving privileges to and from school. Further offenses may result in expulsion.

A student who is failing due to excessive absences may be removed from the class with a W/F and assigned elsewhere for the remainder of the semester. Repeated unverified/unexcused absences may

also warrant other disciplinary action, such as, but not limited to, loss of driving privileges, loss of prom/dances, loss of extra/co-curricular activities, ineligibility to earn credits, referral to alternative school, referral to juvenile detention, after school detention, suspension and expulsion, and may result in action taken under the compulsory school attendance laws (I.C. 20-33-2). See Discipline for additional possible consequences.

UNEXCUSED ABSENCE

An unapproved absence from school, during part or all of a school day, for any reason not included as an excused absence, is an unexcused absence. Examples would include but are not limited to:

A. car trouble
B. oversleeping
C. missing the bus
D. school closing assumptions
E. personal business
F. working
G. administratively determined unexcused absences
H. traffic issues

NOTE: Students are expected to make up missed work for any absence. Make-up work which includes late work, quizzes, projects, daily assignments, etc. may be granted in accordance with the teacher's classroom rules. Students are responsible for gathering missed work on their first day back to school whether they have class or not (block days). All work is due the following day unless other arrangements have been made with the teacher.

Students are considered truant after missing 20 minutes of any class.

Class Absence

Students in attendance at school are expected to attend their scheduled classes unless excused by the teacher or the administration. A total of ten (10) absences (excused or unexcused unless under doctor care) from a class may cause a student to be removed from the class and be ineligible for credit. Parents will be notified before a student reaches the point of being removed from class.

CONDUCT OF STUDENTS

ACADEMIC INTEGRITY

Academic integrity is the ethical commitment to honesty, trust, fairness, respect, and responsibility in research and coursework. It ensures that all work submitted is your own and that others' contributions are properly acknowledged. All assignments, quizzes, tests, papers, and other graded work are to be the product of the individual student being evaluated, unless the teacher has specifically stated otherwise. If, in the judgment of the instructor, a student uses **UNAUTHORIZED** artificial intelligence (AI) and/or another person's work and presents it as the student's own, the student may be given a failing grade for the specific assignment. Similarly, students who allow another student to copy their work for purposes of deception may be given a failing grade for the work."

ALCOHOL AND DRUG USE

Students are prohibited from possessing, using, distributing, or being under the influence of alcohol or drugs while at school, at school-sponsored activities, or on school grounds. When there is reasonable suspicion of use or impairment, the school may utilize a breathalyzer, blood or urine test, or other appropriate means to determine consumption.

Students who violate this policy during the school day will be recommended for expulsion on the first offense. Violations occurring at school-sponsored activities or on school grounds outside the school day may also result in a recommendation for expulsion. For a first offense, students who have not previously completed a drug and alcohol rehabilitation program may, at the discretion of the administration, be offered the opportunity to complete an approved rehabilitation program as part of a waiver of expulsion.

ARRIVAL & DEPARTURE FROM CAMPUS

All students are required to enter the building immediately upon arriving on the school property. Once in the building, students shall not leave until school ends at the scheduled end of their school day. Students needing to leave the school building or school grounds after they have arrived must obtain permission from a parent or administration. During the school day, all students entering and exiting the building are required to sign-in/out and enter and leave through the main office. Parents picking up their students must enter the building and show a photo ID.

BULLYING AND HARASSMENT

In accordance with Indiana Code IC 20-33-8-13.5 and related anti-bullying statutes, bullying by one student or group of students toward another student is prohibited, including conduct occurring through electronic, digital, or wireless communication.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal, written, electronic, or physical conduct, that are intended to harass, ridicule, humiliate, intimidate, or harm another student and create an objectively hostile school environment that:

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

This policy may apply regardless of where the conduct occurs when disciplinary action is reasonably necessary to prevent substantial disruption to the school environment or protect the rights of students to a safe and orderly educational setting.

Students, parents, and guardians are encouraged to report bullying immediately to a teacher, counselor, administrator, or through the STOPit anonymous reporting system available on the Franklin Community Schools website. Anonymous reports should include sufficient information to allow for an investigation.

All reports of bullying will be investigated promptly. Parents or guardians of the students involved may

be notified as appropriate, and the school may provide interventions, support services, counseling, corrective discipline, restorative practices, and referrals to outside agencies or law enforcement when warranted.

Knowingly making a false report of bullying may result in disciplinary action. Students who engage in bullying behavior are subject to disciplinary consequences, including suspension or expulsion.

Franklin Community Schools is committed to maintaining a safe, respectful, and inclusive learning environment through bullying prevention, education, intervention, and reporting procedures.

This version keeps the legal grounding, preserves the statutory definition, and reads much more like a modern student handbook rather than board policy language.

BUS TRANSPORTATION

The Franklin Community Transportation Department prides itself on the safe and efficient delivery of all students to their intended destination. In order to make this possible we have outlined below the expectations for all students who have chosen to ride our buses. While bus transportation is for most students a privilege, we are pleased to host students who assist us in providing a safe and enjoyable riding experience.

Expectations

To enhance student safety it is expected that all students:

- Will sit in a forward-facing position with legs, arms, feet, and head inside the bus and out of the aisle while the bus is in motion.
- Will not stand, swing, climb, or jump on the bus seat. Also, students are not to switch seats while the bus is in motion.
- Will not open bus windows more than halfway.
- Will not sit in the driver's seat or operate any of the school bus controls.
- Will not engage in eating, drinking, or chewing gum while on the bus.
- Will enter and exit only by the front door (unless otherwise instructed by the driver).
- Will not use hygiene products such as hair spray, perfume, nail polish, lipstick, make-up, etc. while on the bus.
- Will not bring glass containers on the bus such as glass jars, pop bottles, etc.
- Will not bring skateboards, animals, insects, or plants on the bus.
- Will keep personal items such as books, pencils, toys, etc. in their book bags.
- May use devices such as mobile phones or tablets as long as it is not a distraction to the driver or is being used in a way that is deemed inappropriate according to the FCS Acceptable Use Policy.
- Recording videos or taking pictures while on the school bus is forbidden.
- Make sure that cell phones are on vibrate while riding on the school bus.
- Transportation of large articles is not allowed. The size of the item should be such that it can be carried on a student's lap or on the floor of the bus under the seat in front of the student's seat.
- In either case, it will not extend beyond or above the height of the seat in front of the student (approximately 39").

Additional Guidelines

Violation of the following bus guidelines may result in disciplinary action.

- Students shall not leave the bus without the driver's permission, including in the event of a breakdown or accident.
- Students must board and leave the bus at the student's regular bus stop location unless given prior permission by the transportation director. The transportation director will direct the school to issue a bus pass when permission is granted.
- The student will obey the driver's instructions when crossing the road, boarding, during transport, or leaving the bus.
- The student will sit in the seat assigned to him/her by the driver. The driver reserves the right to change or adjust the student's assigned seat as he/she deems appropriate.
- The student is required to wear a safety belt when traveling on any bus that is equipped with them.

Questions or Concerns

If you have questions or concerns related to the expectations and guidelines listed above, please contact the Director of Transportation or building administration.

DEADLY WEAPONS

In accordance with Indiana Code IC 20-33-8-16, IC 20-33-8-17, and related Indiana statutes, students are prohibited from possessing, handling, transmitting, or storing a firearm, deadly weapon, destructive device, or other dangerous instrument while at school, at school-sponsored activities, on school transportation, or in vehicles on school property.

A deadly weapon includes any firearm, knife, electronic stun weapon, chemical substance, or other object capable of causing serious bodily injury. All knives, including pocket knives, are prohibited unless specifically authorized by school personnel for an approved educational purpose.

Violations of this policy may result in suspension, a recommendation for expulsion, referral to law enforcement, or other disciplinary action as permitted by law; possession of a firearm or destructive device on school property is subject to expulsion as required by Indiana law.

DESTRUCTION OF SCHOOL PROPERTY

Students who destroy or deface school property through acts of vandalism, during horseplay, or in fits of anger will be required to pay for the cost of replacing or repairing that property. Additional penalties, including expulsion, may be assigned, depending on the severity of the damage and/or the previous record of the student.

DRESS CODE

Due to varying clothing styles and fashion trends it is not possible to create a comprehensive list of everything that is or is not appropriate for the school environment. Administration, faculty, and staff will have the final authority to determine if a student's dress is appropriate for school. Below are general guidelines administration, faculty, and staff will use to determine if the dress is appropriate for school. NOTE: The following list is not considered comprehensive.

- In keeping with the Franklin Community Schools Guiding Principles, the Confederate flag is prohibited in and around all school buildings and grounds.
- Dress and grooming shall be within the limits of generally accepted good taste and should be appropriate for the context of daily school business.

- Any of the following items may violate this guideline if they inappropriately expose any part of the body:
    - halter-tops/tank tops, spaghetti straps, and muscle shirts
    - bare midriffs, bare stomachs, bare backs, cleavage, or posterior bodily creases
    - fishnet clothing or see-through apparel
    - clothing with holes or rips
    - shirts, tops, or dresses that have a scooped neckline
    - any clothing that inappropriately exposes parts of the student's body between the shoulders and the knees
    - any clothing that exposes undergarments and/or underclothing (excluding T-shirts)
    - shorts or skirts that are excessively short
- Student dress shall be such that it does not distract from the educational environment
- Clothing or accessories with profane, obscene, lewd, or vulgar slogans/designs are prohibited
- Clothing or accessories with slogans/designs that may be interpreted as advertising or advocating the use of illegal drugs, alcoholic beverages or tobacco are prohibited
- Wearing of hoods (exceptions are made for verified religious or physician verified medical reasons)
- Any face covering, paint, or masking that inhibits the ability to easily identify a student is prohibited
- Costumes (unless permitted as part of a special event or approved educational purpose)
- Clothing or accessories that promote sex or depict violence or vulgarity are prohibited
- Wearing sunglasses is prohibited (exceptions are made for physician verified medical reasons)
- Chains, spiked apparel or other attire that may damage school equipment or cause bodily harm are prohibited
- Special exceptions may be made for school sponsored spirit days
- Specific classroom needs may dictate additional dress/grooming requirements or exceptions
- Footwear must be worn at all times
- Blankets carried or worn by students
- Extra-curricular and co-curricular student activity groups sent to represent the school may be required to adhere to more stringent dress requirement
- Students who have questions about particular types or items of dress should talk to an administrator

Students should be appropriately covered from the bodily region starting at the shoulders and ending at knees. The definition of "appropriate" may vary depending on clothing style and what is exposed. Should the administration deem a student's dress to be unacceptable for school, the following procedures will be followed:

1. The student will be required to change into appropriate clothing and one hour of detention may be given. If alternative clothing is not available or refused, the student may be suspended and sent home.
2. Each successive dress code violation will receive more detention or other severe disciplinary action.

WHEN QUESTIONS REGARDING APPROPRIATE DRESS ARISE, THE ADMINISTRATOR'S DECISION IS FINAL.

EXTRA-CURRICULAR / CO-CURRICULAR ACTIVITIES (ECA)

CODE OF CONDUCT

This code of conduct includes all Franklin Community High School students who drive to school and/or are involved in any school-sponsored extra-curricular and/or co-curricular activities. This includes all clubs, community service groups, special interest clubs, community service groups, honor societies, performing arts groups, student journalism groups, and any other group determined by the administration to be a part of this category. All athletic groups and related personnel will not fall under this policy. Those groups will follow the athletic code of conduct. If there is ever a question of which policy a group will fall under the final determination will be made by building administration.

A student who drives to school or who is a member of a Franklin organization, group, or team, in any capacity, must be willing to assume the responsibilities that go along with being a member. Extra curricular and co-curricular (ECA) students are representatives of the school, and as such are held to high standards of conduct. It is with this reasoning in mind that Franklin Community High School will adhere to the policies outlined below. ECA students are role models and therefore are expected to be positive examples in school citizenship, scholastic effort, leadership, and personal appearance.

Participation in ECAs requires a student to commit time and effort to excel, to learn cooperation and team effort, and to exemplify good behavior both at school and away from school. Participation in high school ECAs is a privilege, not a right, and said participation may be denied any time that the conduct of a student is judged to be disruptive to the discipline, good order, or moral or educational environment of the high school.

ECA students, as representatives of Franklin Community High School, should serve as role models at school and in the community. Therefore, ECA students are expected to adhere to the Code of Conduct the entire calendar year. Students who cannot accept this challenge and responsibility should not become involved with the Franklin Community High School ECA programs. ECA students are expected to follow the ECA Code at all times including the time when they are away from school and not involved in school activities. ECA students should avoid situations or leave events where activities are occurring that violate this Code of Conduct, specifically parties or clubs. Self-discipline learned from the ECA experience should teach each student to make prudent decisions about his/her associations and behaviors.

ECA General Guidelines

1. Any student in violation of the school rules, as listed in the student handbook, will be disciplined by the school. If an ECA student is suspended from school, the student is ineligible to practice or to participate in any practices, contests, events, or performances during the term of the suspension.
2. A sponsor/advisor/teacher/coach/director (hereafter known as ‘sponsor’) shall establish specific group rules needed to ensure that the group functions smoothly. These rules are to supplement the ECA code and are not to supersede it. A sponsor may discipline the student within the structure of the sponsor’s specific team rules. ECA students are expected to share the ECA rules with their parents/guardians.
3. At the first official practice/meeting of each ECA group, the sponsor will conduct a team meeting where the FCHS ECA code of conduct and team rules and expectations will be covered.

4. A ECA student who has been suspended from a group for any percentage of the school year is expected to continue his/her association with the group as directed by the sponsor. The student may be required to attend all practices/meetings but may not be permitted to represent the group at an event. A student who has been suspended from participation for a full calendar year or longer will not associate with that group or any other ECA group during the suspension.
5. A student may not attend a practice, event, or contest unless the student arrives at school by 9:30 AM on the day of the practice or contest. See attendance guidelines for specific information regarding late arrival. Students who leave school early for any reason other than a verified doctor appointment are not eligible to participate or practice that evening.

Inappropriate Behaviors That Will Be Addressed

A. General conduct:

- Felonies, Misdemeanors, Acts of Delinquency, or behavior that discredits the group, team, and/or school
    - Violation of local, state, or federal law, or failing in a substantial number of instances to comply with the directions of sponsors and/or rules of the ECA program and the school are all grounds for suspension from all ECA's. A student will be suspended from ECAs for the use of violence, force, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with the ECA program. Damage or theft involving any school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, and possessing weapons are all grounds for suspension. A student will be suspended for urging other students to engage in the above conduct.

    - If a student is found to be in violation of any of the above, the consequence will be immediate suspension from the group. The length of the suspension will be determined by the administration. The student may be suspended from ECA participation, dismissed from the team/group, or suspended for the remainder of the student's high school career.

B. Hazing

- The Board of School Trustees believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

- If a student is found to be in violation of any of the above, the consequence will be immediate suspension from the team/group. The length of the suspension will be determined by the administration. The student may be suspended from participation, dismissed from the team or group, or suspended for the remainder of the student's high school career.
- Students have a duty to report hazing to a principal or any staff member. Students may use the STOPit anonymous reporting app or website to make a report.

C. Use of Alcohol, Tobacco, and Other Drugs (hereafter referred to as ATODs)

- Franklin Community High School believes that the ECA student who uses ATODs is a danger to himself/herself, his/her fellow students, and his/her opponents. FCHS further believes that the

primary purpose of the ATOD policy should be to educate, identify, and intervene. It is important to educate the student about the dangers of controlled substance use and to provide opportunities for assistance to those who endanger their health as well as the safety of others by engaging in the use of ATODs. Education can direct students away from substance use and abuse and toward a safe, healthy, and drug-free life. Identifying students who may be using or abusing ATODs can provide those students the opportunity to receive counseling and assistance. With this in mind, FCHS enforces the following ATOD policy:

- At no time is an ECA student who participates on a team/group permitted to consume, deal, deliver, or possess alcohol, tobacco, or other drugs (ATODs) during his/her high school career. This rule is in effect twelve (12) months of the year. Penalties are cumulative throughout a student's entire high school career.

Under this code, there are two circumstances in which a student can be subjected to the penalties named in section A, B, or C above:

1. Notification to a school official by a verified police report or court action substantiating a violation of this code.
2. A school-initiated investigation that determines that a violation has occurred. Rumors and innuendos are not a basis for determining if an infraction has occurred.

Addressing Inappropriate Behaviors

The ECA rules are meant to provide opportunities for students to make good choices and refrain from decisions that may impact their health or violate school rules. Therefore, when a student violates the ECA code of conduct, a decision may be made to apply a penalty directly to an ECA activity in addition to any other consequences they may have been assigned.

Code of conduct violations are cumulative, regardless of the nature of the offense. For example, a student is caught vaping at school, resulting in their first code of conduct violation. Later that school year the student violates the school Responsible Use Of Technology And Internet Use Policy (RUP), resulting in their second code of conduct violation. Although the first offense was for vaping and the second offense was for violating the school's RUP, both are code of conduct violations. Code of conduct violations includes but are not limited to drugs, alcohol, vaping, hazing, bullying, harassment, sexting, and any other illegal activities, school rule violations, or disobedience. The principal will have the final say to determine whether a code of conduct violation has occurred.

A. First Offense

The student shall be suspended from participation on any team/group for 3 weeks of the season and at least suspended from the first upcoming competition/event. If there are no competitions/events remaining in the current seasons, or the incident occurs out of season, the FCHS administration will determine when to appropriately apply the suspension. The administration may increase the number of competitions/events depending upon the situation. A student must miss 1 competition, but a student missing more than 25% of the competition season may appeal the length to the principal. Students may attend practices, meetings, or functions for the duration of the ECA suspension, but may not represent the school in any performance or event.

Students may attend practices, meetings, or functions for the duration of the ECA suspension, but may not represent the school in any performance or event.

B. Second Offense

The student shall be suspended from participation on any team/group for 3 weeks of season and at least suspended from two upcoming competitions/events. If there are no competitions/events

remaining in the current seasons, or the incident occurs out of season, the FCHS administration will determine when to appropriately apply the suspension. The administration may increase the number of competitions/events depending upon the situation. A student must miss 2 competitions, but a student missing more than 50% of the competition season may appeal the length to the principal.

C. Third Offense
The student shall be suspended from all ECA participation for a calendar year (365 days).

D. Fourth Offense
The student shall be suspended from all ECA participation for the remainder of the student's high school career.

Other Provisions

1. Student discipline should be served during any or all activities the student is currently participating in. When a student is involved in two activities and/or when the incident occurs out of season, FCHS administration will determine when and how to appropriately apply the suspension. (For example, when a student is involved in two types of activities such as a sport and co-curricular, the principal reserves the right to remove the student from both activities for the duration of time or apply the removal from only one activity depending upon the severity of the situation and the timing of future activities. Removal from both activities will only be considered when "in-season" for both activities.)
2. If a student has multiple violations of the ECA code of conduct and/or group/team rules the principal and sponsor may suspend the student from ECA participation, dismiss the student from the group/team, or suspend the student for the remainder of the student's high school career.
3. In the event the student is a part of a co-curricular group where a part of the student's grade is based on activities outside of the school day, the following protocol will be used.
    a. The student will still be subject to all other parts of this code of conduct.
    b. The student and parent can choose to withdraw from the course and the student will receive a W (withdrawal) on his/her transcript.
    c. If the student does not choose to withdraw from the course, the student will still attend the class but will be required to complete an alternate assignment (determined and assigned by the teacher) to appropriately allow the student to earn point values equal to the points missed.
    d. The nature of the course may not allow item (c) to occur in an appropriate manner. In this case, the teacher may develop a set of independent study coursework to compensate for both the classwork and the co-curricular work. The student must understand that the teacher will consider all pre and post-preparation work along with the work of the actual event in order to determine an appropriate assignment that equals the amount of work the other students are completing.
    e. Administration has the ability to remove the student from the class if they feel it is necessary and appropriate.
    f. If the student's suspension carries over to the next semester the student may be withdrawn from the course at the semester break. Future re-enrollment will be determined by the sponsor, guidance counselor, and administration. After a third infraction, the student will not be permitted to re-enroll.

Activities Conflict Co-Curricular (class-related) and Extracurricular (athletics and clubs) Cooperative Agreement.

The administrators of these programs understand that scheduling conflicts will occur. In order to deal with each participant fairly, a consistent policy is necessary. The participant must understand that the ultimate responsibility is for the student to communicate any scheduling conflicts to his/her coach and director.

Under this agreement, coaches, directors, and sponsors must communicate between departments in a timely fashion. The participant must communicate the conflict at least one (1) week in advance to the coach, director, or sponsor.

Activities Co-Curricular (Class Related–I.E., Newspaper And Yearbook) And Extracurricular (Athletics And Clubs) Cooperative Agreement

The faculty and staff of these programs understand that scheduling conflicts will occur. In order to deal with each participant fairly, a consistent policy is necessary. The participant must understand that the ultimate responsibility is for the student to communicate any scheduling conflicts to his/her coach and director.

1. Under this agreement, coaches, directors, and sponsors must communicate between departments in a timely fashion. The participant MUST COMMUNICATE the conflict at least one (1) week in advance to the coach, director, or sponsor.
2. LEVELS OF PRIORITY FOR CONFLICTS
    a. Competition should always take precedence over practice although every effort should be made to attend all practices.
    b. If two competitions occur simultaneously and one is for advancement to a higher level, the participant will attend the competition for advancement.
    c. If simultaneous competitions are of equal priority and the student has informed the director, coach or sponsor with at least one week's notice, the student may select which event to attend without penalty (i.e., no lowering of grade, no reduction of playing, or performance time, or reduction of participation).
    d. If simultaneous competitions are of equal priority and the student has not informed the director, coach, or sponsor with at least one week's notice, the participant will accept the consequences.
3. If the student has met the requirements of notifications:
    a. In the case of an activities conflict, students may receive an alternative assignment in a co-curricular event. Graded activities such as performances may be assessed as non-applicable or the student will be graded on their alternative assignment.
    b. If absent from a performance, athletic event, or non-athletic event due to simultaneous competitions, no penalty will be enforced (i.e.: no benching, no reduction of playing or performance time, or reduction of participation).
    c. If there is a simultaneous competition or conflict and time allows the participant to do both, the participant may not sit and watch other levels of competition in which he/she is not personally participating. The participant is to go to his/her other competition. Parents are responsible for providing transportation from one event to another with a note from a parent explaining the mode of transportation. This note must be approved 24 hours prior to the competition.
4. If there is a practice and competition conflict:
    a. An effort to get to practice after or prior to competition is required.

b. If the competition is a home event, the participant is to immediately report to practice as soon as his/her portion of the competition is over. The participant is to be excused from any portion of the competition in which he/she is not personally participating as determined by IHSAA team and individual sports guidelines (Team Sports: football, volleyball, soccer, basketball, baseball, softball) (Individual Sports: cross country, golf, tennis, swimming, and diving, wrestling, track).

OFF-CAMPUS ACTIVITIES

Students who attend or are participants in school-sponsored activities which take place off school grounds are subject to all of the rules and regulations of Franklin Community High School.

PASSES

Students in the hallway must have a pass during class time. Passes may be written or electronic. All hall passes should include: (a) the student's name, (b) the destination of the student, (c) the time leaving, and (d) the teacher's signature or approval.

1. It is the student's responsibility to have a pass to leave a classroom during the school day.
2. Each student shall have his own pass unless two or more students on the same pass remain together at all times. Multiple students should not be released from class at the same time except for specific academic needs.
3. Students are to be only in the areas designated on their passes.
4. When the student returns, the electronic pass should be closed by the teacher or the written pass should include the receiving teacher's signature and the time the student left to return to class.
5. Students are expected to take the shortest route to the destination specified on their passes and to proceed in a timely manner.

PERSONAL ELECTRONIC DEVICES / CELL PHONE/ WIRELESS

In accordance with state law IC 20-26-5-40.7 and school board policy A301, students are prohibited from accessing personal wireless devices during the school day which is generally described as “bell to bell.” Exceptions are only made for emergencies (defined in school board policy), or as stipulated in a student’s 504/IEP/ILP.

A “wireless communication device” means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including (but not limited to):

- a cellular telephone
- tablet computer or laptop computer
- gaming device
- smart watch that is connected to a cellular telephone, a cell tower, or the Internet
- Wireless headphones/earbuds

Additional restrictions or rules may be communicated to students by teachers and administrators to

help enforce this new policy

PROFANITY

The use of profanity in school or during school activities by students is prohibited.

PROVOCATION

Provocation/Inciting – Students who are found to be provoking, inciting, or escalating other students or situations will be subject to discipline. Students found to be provoking, inciting, or escalating (stirring up, spurring on, or annoying someone into doing something) other students or situations may be assigned discipline.a minimum of a night school depending upon the circumstances.

PUBLIC DISPLAY OF AFFECTION (PDA)

Excessive show of affection by students in school or on school property, including school activities that may take place away from the school building, is inappropriate conduct. Kissing and embracing are not considered to be appropriate behavior in school. See Student Discipline Chart for discipline consequences.

RESPONDING TRUTHFULLY AND FOLLOWING DIRECTIVES

Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter, are offenses in which the student will be disciplined. (Indiana Code 20-8.1 – 5.1-8, 9, 10)

DISCIPLINE

ADMINISTRATION OF DISCIPLINE

Administration reserves the right to modify discipline based on the severity and circumstances involved in the incident. The modifications that are made will comply with district policy. The modifications also take into account the past disciplinary record of the student (when appropriate) in determining the appropriate consequence. In certain circumstances, two different students may receive different consequences for the same infractions.

It is the duty of the high school faculty, staff, and administration to ensure that the school environment is one that is conducive to learning. It is our duty to protect the rights and privileges of all members of the school community; it is our duty to help each student grow to become a responsible, self-disciplined person, able and willing to assume his/her role as a law-abiding citizen in a democratic society. In order to carry out our duties, it is at times necessary to discipline those individuals who act counter to FCHS's goals. It is understood that all school disciplinary rules are in effect, not only on school grounds but also whenever and wherever any school activity is taking place. A student may be disciplined, including suspension or expulsion, for engaging in unlawful activity on and off school grounds, including during weekends, holidays, school breaks, and summer, when a student may not be attending school functions, if the activity may reasonably be considered an interference with school purposes or an educational function.

School officials may find it necessary to discipline students when their behavior interferes with school purposes or the educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators may take the following actions:

Removal From Class Or Activity:

- An administrator may remove a student from the teacher's class or activity for a period of up to 5 school days [not to exceed 5 days] if the student is assigned regular or additional work to be completed in another school setting.
- If a student is temporarily removed from a class, an administrator may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the administrator has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the administrator may place the student in another class or educational setting.

Driver's License Suspension

It shall be the practice of FCHS to notify the Bureau of Motor Vehicles to invalidate a student's driver's license or learner's permit under IC 9-24-2 (See Automobiles for more details).

- Upon the second suspension during a school year
- Upon expulsion from school
- Upon withdrawal from school prior to the student's 18th birthday
- Upon violating the Indiana Compulsory Attendance Law (IC 20-33-2)

It is the student's responsibility to acquire verification or reinstatement from the BMV before a student resumes driving after a driver's license has been suspended.

Suspension

A school administrator may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.

Expulsion

A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

Other Common Penalties

In addition to detention, night school and out of school suspension, these are other penalties which are commonly imposed:

- Suspension from the school bus
- Suspension from extracurricular activities
- Suspension of privileges, such as hall passes, use of the library, and attendance at extracurricular activities and convocations
- School cleanup
- Repair of damaged materials or pay for the costs of damage repair
- Writing assignments
- Loss of driving privileges to school
- Invalidation of driver's license
- Denial or revocation of work permits
- **This is not an all-inclusive list.**

DISCIPLINE OF STUDENTS WITH DISABILITIES

All students, including those with disabilities, are expected to follow the rules, policies, and procedures outlined in this handbook, except where otherwise specified in an Individualized Education Program (IEP) or Section 504 Plan. The Corporation will comply with all applicable federal and state laws concerning students with disabilities and will engage in an interactive process with students and their families to identify and provide appropriate reasonable accommodations. Disciplinary actions involving special education students will be conducted in accordance with the requirements set forth in 20 U.S.C. § 1415 et seq. and 511 I.A.C. 7-1-1 et seq.

GROUNDS FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
    c. Setting fire to or damaging any school building or school property.
    d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
    e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or another person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion,

harassment, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
4. Causing or attempting to cause damage to school or private property. Stealing or attempting to steal school or private property.
5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action is undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
6. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
7. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
9. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
10. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
        ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        iii. The student has been instructed on how to self-administer the prescribed medication.
        iv. The student is authorized to possess and self-administer the prescribed medication

11. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, gum, pouches, or any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
14. Possessing, using, distributing, purchasing, or selling over-the-counter medications of any kind or in any form. These products include but are not limited to antihistamines, decongestants, pain

relievers, sleep aids, etc.

15. Distributing, sharing, or offering any drugs or controlled substances to other students under the guise of candy or any other harmless item.
16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member. This includes AI created images, videos, or recordings.
24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
25. “Sexting” or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks or other similar activities that could result in harm to another person.
27. Using or possessing gunpowder, ammunition, or an inflammable substance.
28. Violating any board policy or administrative rules that are reasonably necessary for carrying out school purposes or an educational function, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry, or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
    f. violation of the school corporation’s acceptable use of technology policy or rules;
    g. violation of the school corporation’s administration of medication policy or rules;
    h. possessing or using a laser pointer or similar device.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner that is inconsistent with this rule may have the device confiscated by the school administration. Such a device may be returned to the parent.

B. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
    a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
    b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellants through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.
    c. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension of up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in the behavior described in this rule.

C. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
    - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
    - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in the behavior described in this rule.

D. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if

1. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or
2. the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.
LEGAL REFERENCES: I.C. 20-33-8 I.C. 35-31.5-2-86
I.C. 35-47.5-2-4 I.C. 35-47-1-5

PROCEDURES FOR SUSPENSION & EXPULSION

SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should 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;
    b. 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.
2. 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.
3. Following the suspension, the parent or guardian of a suspended student 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 principal.

EXPULSION PROCEDURE

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    a. legal counsel
    b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (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. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

NIGHT SCHOOL/DETENTION GUIDELINES

Administration reserves the right to require students to serve Detention/Night School for breaches of school regulations. Failure to serve will result in further disciplinary actions. When serving a detention/Night School, students are expected to conduct themselves according to the requirements set forth by the detention/Night School supervisor. Students are encouraged to complete homework assignments.

A. Students will be assigned to detention by the administration.
B. Detention will be held from 3:00 p.m. to 5:00 p.m. on Monday and Wednesday, 3:00 p.m. to 6:00 p.m. on Tuesday and Thursday.
C. No student will be admitted after 3:00 p.m.
D. Students are to work on schoolwork only; any other activities will result in them being asked to leave. A student asked to leave will be assigned one day out of school suspension.
E. All school rules apply during detention.
F. No talking, eating, sleeping, listening to electronic devices, disruption, or communication of any kind.
G. Transportation from detention will be the responsibility of the student or his/her parents.
H. Detention must be completed on or before the deadline assigned by the administrator or the student will be assigned additional consequences such as, additional detention time, night school, suspension, etc.

DISCIPLINARY CHART

Below are the Disciplinary Guidelines that will be in effect for the school year. These are guidelines and the administration reserves the right to modify the penalty based upon the circumstances, severity or number of infractions.

NS=Night School
OSS=Out of School Suspension
W/F = Withdraw/Fail
Det=Detention
FTS=Failure to Serve
ASI = Alternate Supervised Instruction

Infraction	**Minimum**	**Maximum**
Affection / PDA	Warning	1 day OSS
Alcohol	Expulsion	Expulsion
RUP Violation	Warning	Expulsion
Bus Misconduct	Warning	Expulsion
Bullying	NS	Expulsion
Academic Misconduct	0 (zero) on assignment	Expulsion
Cafeteria Misconduct	Cleanup and Seat Change	Cleanup and/or Night School
Car - Going to car without permission	NS and/or loss of driving privileges	Loss of driving privileges for 1 calendar year
Personal Electronic Device Violation	See Personal Electronic Device Policy	See Personal Electronic Device Policy
Disrespect	Warning	Expulsion

Disrupting Class	Warning	OSS
Dress Code	1 Hr Det (if can correct) or 1 Day OSS	Night School (if can correct) or 1 Day OSS
Driving / Parking Violations	Suspended Driving Privileges and/or NS	Suspended Driving for 1 calendar year
Driving without authorization (C-9, Cadet, Internship, etc.)	2 Night Schools	Suspension / Expulsion
Drugs	Expulsion	Expulsion
False Info / Lying (consequence will increase if student or school safety or well being is at risk.)	Lunch Detention	OSS
Fighting	3 Days OSS	Expulsion
Misuse of Pass or Senior Lanyard	1Hr Detention	Expulsion
Hall Misconduct	Warning	NS or OSS
Noncompliance / Insubordination	Warning	Expulsion
Knives	Expulsion	Expulsion
Locker Violation	1 Hr Det	OSS
Out of Bounds (Not in Assigned Area)	Lunch Detention	OSS
Parking Lot/Loitering	1 Hr Det	NS
Profanity or Obscene Language	2 Hr Det	OSS
Profanity or Obscene Language (directed at faculty, staff, or admin)	NS	Suspension / Expulsion
Provocation / Intimidation / Verbal Altercation	NS	OSS or Expulsion
Defamatory Remarks (including, but not limited to Gender, Race, or Religion) and Defamation	3 Days OSS	OSS or Expulsion
Sexual Harassment	3 Days OSS and Report Filed	OSS or Expulsion and Report Filed
FTS / Dismissed from Night School	1 Day OSS	Expulsion
Tardy (per class)	4th & 5th Lunch Det	8th Office Referral 10+ OSS
Theft	Lunch Detention and Restitution	Expulsion and Restitution
Threat	NS	Expulsion

Tobacco Violation	1 Day ASI and ticket may be issued Student may be required to complete educational course	Expulsion and ticket may be issued
Truancy	NS	Expulsion (may mean removal from one pd if truancies have occurred in the same class.)
Unexcused Absences	See attendance policy	See attendance policy

ELECTRONIC DEVICE / CELL PHONE DISCIPLINE

Deans will track cumulative progression, not per class,
Short and simple log entry: Phone Violation

- **Violation 1**
  a. Teacher asks student to place phone on their desk and writes log entry
  b. Teacher brings phone to office at earliest convenience
  c. Student may pick up phone at the end of the day
- **Violation 2**
  a. Teacher asks student to place phone on their desk and writes log entry
  b. Teacher brings phone to office at earliest convenience
  c. Dean contacts parent to pick up phone and assigns lunch detention
- **Violation 3**
  a. Teacher asks student to place phone on their desk and writes log entry
  b. Teacher brings phone to office at earliest convenience
  c. Dean contacts parent to pick up phone and assigns 1 day ASI
- **Violation 4**
  a. Teacher asks student to place phone on their desk and writes log entry
  b. Teacher brings phone to office at earliest convenience
  c. Dean contacts parent to pick up phone and assigns 1 day OSS
- **Violation 5**
  a. Teacher asks student to place phone on their desk and writes log entry
  b. Teacher brings phone to office at earliest convenience
  c. Dean contacts parent to pick up phone and assigns 3 days OSS
- **Violation 6**
  a. Teacher asks student to place phone on their desk and writes log entry
  b. Teacher brings phone to office at earliest convenience
  c. Dean contacts parent to pick up phone and assigns 5 days OSS
- **Violation 7**
  a. Teacher asks student to place phone on their desk and writes log entry
  b. Teacher brings phone to office at earliest convenience
  c. Dean contacts parent to pick up phone and possible expulsion
- **Refusal**
  Students blatantly refusing to turn in device at the beginning of class will be addressed for noncompliance

DRUGS/PARAPHERNALIA/DAB PENS

At any time a student is on the school premises or attending a school-sponsored activity FCHS will recommend expulsion on the first offense if the student is found to be in possession of, transmitting, selling, or having used illegal drugs. This includes students who use illegal drugs prior to attending school or a school-sponsored activity.

In addition to controlled substances or drugs for which a prescription is required under federal or state law, "look-alike" drugs are prohibited. Included under drugs and tobacco are smokeless electronic devices used to inhale any product. Electronic cigarettes, vapors, or any smokeless devices are considered paraphernalia and may not be possessed on school grounds.

A student who knowingly or intentionally possesses in school a "look-alike" drug will receive the same penalty that would apply should the substance actually have been an "illegal" drug. "Look-alike" drugs are defined as any substance:

1. Which is expressed or implied to represent a controlled substance;
2. Which is distributed under circumstances that would lead a reasonable person to believe that the substance is a controlled substance; or
3. Which by overall dosage unit appearance, including shape, color, size, markings, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe the substance is a controlled substance.

Furthermore, possession in school or at school activities of paraphernalia commonly associated with the use of drugs is strictly prohibited. Examples of paraphernalia include dab pens, bongs, water pipes, rolling papers, grinders, or any other devices commonly used with drug use. Being under the influence of drugs on school grounds or at school activities is prohibited as well. Having consumed a drug before coming to school or a school activity is a violation of this policy as well.

Students are strictly prohibited from distributing, sharing, or offering any drugs or controlled substances to other students under the guise of candy or any other harmless item. Even if a student unknowingly consumes a substance believed to be harmless that is later determined to be a drug, being under the influence on school grounds or at school-sponsored events remains a violation of policy.

DUE PROCESS

Suspensions

Before an FCHS student is suspended from school, the following procedures will be followed:

1. The student shall be informed of the charges against him or her.
2. A summary of the evidence against the student shall be given to the student orally or in writing.
3. The student shall be given an opportunity to explain his or her conduct, and to defend himself or herself.

Following this informal hearing, if the principal or designee determines that the student is to be suspended, the administrator will inform the student of the date(s) of the suspension. Reasonable efforts shall be made to notify immediately the parents either by telephone or in person if the student is to be suspended *out of school*. In the case of all suspensions, in school or out of school, the parent will be notified in writing. If the student or parents believe that the assistant principal has erred in judgment, an appeal may be made to the principal.

Expulsions

The following procedures shall be followed before a student is expelled:

1. A written statement will be sent by the principal to the superintendent, describing the student's misconduct and recommending expulsion.
2. If the superintendent agrees that there are reasonable grounds for expulsion, the

superintendent shall appoint a hearing examiner.
3. If a hearing is requested, the hearing examiner conducts the hearing and prepares a determination of the recommended expulsion.
4. An appeal to expulsion may not be submitted to the School Board. In the case of a student with a 504 or special education placement, the process does not go to the superintendent until a Manifest Determination is conducted.

Public Law 162, enacted by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension. The Franklin Community Schools Policy Book outlines in detail the rights and responsibilities of students in this regard.

LAW ENFORCEMENT OFFICIALS

A law enforcement officer may arrest a student and remove him/her from school. A law enforcement officer may confer with a student on school premises. School board policy and guidelines will be followed.

SEARCHES

CHROMEBOOK SEARCH

Chromebooks issued to students by FCHS are the property of Franklin Community Schools and are, as such, subject to search by school officials at any time.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of all lockers may be conducted by school authorities for any reason, at any time, without notice and/or student consent.

Except in the case of a general inspection of all lockers, searches of an individual student's locker must be based upon reasonable suspicion of the principal or designee that the locker is being used to store items which cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function; or that the locker contains items which are forbidden by State Law or School Rules. Searches shall be conducted by a member of the administration or a faculty/staff member acting at the direction of an administrator.

PERSONAL SEARCH

A member of the administration or a faculty/staff member acting at the direction of an administrator, may search the person of a student during any school activity if the principal has reasonable suspicion to believe that the student has on or about his or her personal items which cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, or items which are forbidden by State Law or School Rules. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the student
2. Any object in the possession of the student such as a purse, backpack, briefcase, or gym bag
3. A "pat down" of the exterior of the student's clothing
4. Drug Screening

During a search by administration or directed faculty member, every effort will be made to have a second staff member/admin observing. In addition, if an admin is not of the same sex, every effort will be made

to have the search conducted by a member of the same sex (admin team) if one is available, if not, then every effort will be to have a staff of the same sex witness the search.

Any searches of the person of a student which require removal of clothing other than a coat, jacket, socks, or shoes shall be referred to a law enforcement officer in accordance with this policy. Searches of the person of a student requiring this type of search shall be conducted in a private room by a person of the same sex as the student being searched. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional school employee of the same sex as the student, designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible, but prior notification to and consent by the parent or guardian is not required prior to conducting a search based upon reasonable suspicion.

PHONE SEARCH

The school reserves the right to search the content of personal student devices based on individualized reasonable suspicion of rule or law violations in accordance with school board policies.

VEHICLE SEARCH

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow a search of that motor vehicle upon reasonable suspicion of the principal that the vehicle may contain items which cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, or that the vehicle contains items which are forbidden by State Law or School Rules. Refusal of the student, parent or guardian, or owner of the motor vehicle to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto school premises. Searches shall be conducted by a member of the administration or a faculty/staff member acting at the direction of an administrator.

Anything found in the course of a search conducted in accordance with this section which could cause, or could reasonably be foreseen to cause, interference with school purposes or an educational function, or which is an item forbidden by State Law or School Rules, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing
2. Returned to the parent or guardian of the student from whom it was seized unless illegally possessed
3. Destroyed if it has no significant value
4. Turned over to any law enforcement officer in accordance with this policy

ASSISTANCE OF LAW ENFORCEMENT

A member of the administration or a faculty/staff member acting at the direction of an administrator may request the assistance of a law enforcement officer to search any area of the school premises, any student, or any motor vehicle on school premises if the administrator or designated faculty/staff member has reasonable suspicion to believe that the person or area to be searched possesses or contains items which cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, or which are forbidden by State Law or School Rules. When the law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

SEXUAL HARASSMENT

Examples of sexual harassment include jokes about a person's body; sexual remarks, jokes, or innuendoes; personally intrusive conversations; obscene gestures; staring or leering; inappropriate and unwelcome touching; lifting up skirts or pulling clothing; whistling or catcalling; pressing for dates or sexual activity; cornering or blocking the victim's passage; molestation; and rape. Sexual harassment also takes the form of obscene graffiti; displays of pornographic pictures, sexting or offensive related objects, such as condoms; and sexual gossip about a victim. Sexual harassment of any kind is a very serious offense, and the penalty will be severe and may include expulsion. Students are expected to report any incidents of sexual harassment to the principal or any staff members. Reports may be made using the STOPit anonymous reporting app or website available on the Franklin Community Schools website. All reports of sexual harassment will be reviewed by the Sexual Harassment Coordinator assigned by the Superintendent. In cases where students believe that the school officials have not responded correctly, they are encouraged to contact the Office of Civil Rights, State of Indiana. For more information regarding the School Board sexual harassment policy, please see page 81.

SUPERVISION REQUIRED

Students may not use the gymnasium, auditorium, or other areas of the high school during non-school hours unless they are supervised by a school staff member who is present.

SUSPENDED AND EXPELLED STUDENTS

A student who is suspended or expelled from FCHS may not be on school property at any time during the time of suspension unless specific prior approval to do so is granted by the high school administration.

THEFT

In all schools the danger of theft exists. Students are responsible for safeguarding their personal property in school, as well as school property that is issued to them, including textbooks and uniforms. The school will not replace stolen personal property and will expect students to pay for the replacement of stolen school property that has been issued to them. It is each student's responsibility to be certain that all such property is locked at all times when the student does not have it on his person.

TOBACCO/VAPING

The use and/or possession of tobacco or tobacco products inside of FCHS and on the property of the FCS is not permitted. This includes cigarettes, e-cigarettes, vaporizers, pipe tobacco, cigars, chewing tobacco, snuff, lighters, matches, pouches, or any other type of tobacco product. (I.C. 35- 46-1-10.5). The minimum age to buy nicotine products in Indiana has officially changed to 21. Any high school student in possession of cigarettes, e-liquids, or e-cigarettes may be ticketed for possession while on school property.

Use of or possession of tobacco, including smokeless tobacco, by a student on school premises or while attending a school-sponsored activity is a violation of school board policy. The use of a smokeless electronic device is included under this category and under drugs. Electronic smoking devices such as vapes, E-cigs, Herbal Vaporizers or any look-alike device simulating smoking regardless of what substance is being used will be treated as a tobacco violation unless the substance is considered an illegal drug or there is reasonable suspicion the device contains an illegal drug. See the discipline chart for more info. See Drugs for devices that are commonly used as paraphernalia such as dab pens. Using and/or possessing tobacco while traveling to and from school will be treated as a tobacco violation. Students in possession of any electronic smoking device, tobacco, vape juice, or other tobacco paraphernalia will be referred to law enforcement. Law enforcement may decide to cite for possession.

ENROLLMENT

Franklin Community Schools welcomes and serves all eligible students without regard to race, color, national origin, sex, disability, religion, military status, ancestry, genetic information, or any other protected characteristic as provided by law. The Corporation is committed to ensuring equitable access to educational programs, services, and opportunities for all students.

FINAL FORMS

Franklin Community High School welcomes all students and families. New student enrollment begins through FinalForms, our online registration platform, where families can complete required enrollment forms and submit necessary information. Access to FinalForms and additional enrollment information is available via the Enroll page of the Franklin Community Schools website. School counseling staff are also available to assist families throughout the enrollment process.

CHANGE OF PERSONAL INFORMATION

It is the obligation of each parent to update any change of address, telephone number, or email address as soon as it occurs. These updates can be made via FinalForms.

FOREIGN EXCHANGE STUDENT ADMISSION

The Board recognizes the positive cultural benefits to the students, staff, and the community of meeting students from other countries and having foreign exchange students as members of the student body of this corporation. Students will be accepted from foreign countries each year subject to the approval of the building administration. Foreign exchange students must adhere to all school regulations and must reside in the housing of a sponsoring family. Foreign exchange students are responsible for the same fees as any other student in the high school. Such foreign exchange students will be admitted and classified in the grade level that is commensurate with their age, years of schooling, and/or educational goals and will be considered resident students for the period they remain with the approved family residing in Franklin Community Schools.

HOMESCHOOL STUDENTS (NON-ACCREDITED)

Franklin Community High School welcomes homeschool students to attend our school. Homeschool students enrolling are required to follow all enrollment procedures as transfer students. See guidelines under students transferring to FCHS for more information.

Full-Time Enrollment Homeschool Students

When homeschool students enroll in FCHS, the administration will consider accepting grades and credits for courses taken at the homeschool following a process as determined by the administration. The process may include automatically receiving grades and credits, evaluating the curriculum and/or textbooks used for each course, and/or requiring the student to complete the FCHS approved final assessment and/or End of Course Assessments in those courses under consideration for credit approval.

Partial Enrollment Homeschool Students

A. Homeschool students may request and be approved for a partial schedule.
B. By IHSAA guidelines, if a homeschool student wants to participate in athletics, they must
    a. live within the FSC attendance district

b. be enrolled at FCHS for a minimum of one class per day
c. provide proof to the IHSAA that the eligibility rules will not be compromised including passing a physical examination, participating in the required number of practices in the given sport, and all other IHSAA rules
d. provide verification that the student has been homeschooled for the past three consecutive years
e. complete all statewide examinations given by the DOE
f. submit grade information to FCHS to affirm the student is passing all courses as required by the IHSAA and FCHS guidelines by the specified date

C. Any homeschool student wanting to participate in any co-curricular activities would need the approval of the FCHS administration.

LATE ENROLLMENT

Students who have been enrolled in another school corporation will be accepted as transfer students whenever the family moves within the boundaries of Franklin Community Schools. However, a student will not receive credit at Franklin Community High School after the third week of a semester unless he/she has been enrolled in another school corporation during that time or with administration approval. Proof of residency, transcripts, current grade information, birth certificate, and health records will be requested before an incoming student will be enrolled. A student that enrolls in the second semester will not be scheduled for a full-year class unless he/she has taken the first semester of the class.

RESIDENCY REQUIREMENTS

Resident students are those whose legal settlement is within the corporation's geographic boundary. A student's legal settlement will be determined under applicable Indiana law. A student's legal settlement will also determine the student's school attendance area within Franklin Community Schools. Any question in regards to a student's legal settlement must be directed to the office of the superintendent (317-346-8700).

TRANSFERRING TO FRANKLIN COMMUNITY HIGH SCHOOL

A. Students moving into Franklin Community Schools will be accepted as transfer students. The following information is needed in order to enroll: Proof of Residency, Birth Certificate, Immunization Record, current grades at the time of withdrawal from the previous school, and transcript. In cases where students live with only one parent due to divorce or separation, proof of physical custody is required. Students in special education programs must provide a copy of the student's most recent IEP and the results of the student's most recent educational evaluation. Once the required enrollment information is gathered, the parents and student must make an appointment with the appropriate guidance counselor for an enrollment conference.
B. A student enrolling only for the second semester will not be scheduled for a full-year class unless he/she has taken the first semester at his/her previous school.
C. For a variety of reasons, a student may wish to enroll in a different/higher level of study of a subject. Reasons might include knowledge of subject content obtained prior to high school, in the workplace, or within the family environment. In consultation with a guidance counselor and an administrator and with the approval of the instructor, a student may take a placement test to see if he/she is capable of success at this more advanced level.
D. Any student who transfers to Franklin Community High School and wants to participate on an athletic team needs to contact the Franklin Community High School Athletic Office and schedule a time to meet with an athletic director. Together, the athletic director, athlete, and a parent will

complete the IHSAA Transfer Form. Athletes are not eligible to compete at the varsity level until the IHSAA Transfer Form is complete.

E. For any student transferring as a homeschool student see additional guidelines as outlined in the Homeschool Student section of this handbook.
F. For any student transferring from a non-accredited private school, the administration will consider accepting grades and credits for courses taken at the private school following a process as determined by the administration. The process may include automatically receiving grades and credits, evaluating the curriculum and/or textbooks used for each course, and/or requiring the student to complete the FCHS approved final assessment and/or End of Course Assessments in those courses under consideration for credit approval.

VOCATIONAL SCHOOL ATTENDANCE

Juniors and seniors can arrange with the counselors to attend our vocational and technical programs housed at Central Nine (C9). Students who enroll must remain throughout the school year. If a student is suspended, expelled, or withdraws from C9, his/her status also applies to his/her enrollment status at Franklin Community High School. A student with excessive absences to C9 may, after being warned of and counseled about the problem, be withdrawn from C9 courses and placed in study halls at Franklin Community High School.

Vacation periods for Franklin Community High School and the vocational schools do not always coincide. A student is required to attend the vocational school even if Franklin Community High School is on vacation and to attend Franklin Community High School even if the vocational school is dismissed.

WITHDRAWAL

A. A student anticipating withdrawal from school should have a parent/guardian contact the Guidance Department at least one day before the final attendance day. This allows teachers to be notified and to release grades earned at that time. An official withdrawal form can then be carried by the student to the new school.
B. Franklin Community High School will forward educational and health records to a school where a student intends to enroll upon request from the receiving school.
C. No student under the age of eighteen will be allowed to withdraw from high school unless he/she meets the requirements mandated by state statute.
D. When transferring to another school, records must be requested within 30 days, otherwise pursuant to IC 20-26-13-10, a student will be reported to Indiana Clearinghouse for Information on Missing Children (ICIMC).
E. A student who withdraws from FCHS for any reason other than to enroll at another school may not enroll again and receive credits after being absent for three weeks or more. All rental books and library books shall be returned, and any fees owed shall be paid.

GENERAL INFORMATION

AGE OF MAJORITY

Eighteen-year-old students are required to follow the same rules and procedures as younger students. In certain cases, eighteen-year-olds may assume responsibility for their own attendance and request not to have their parents contacted when problems arise:

- If they are married.
- If a court order of emancipation is on file in the office.
- If students can prove they are permanently living separately from their parents and financially supporting themselves.

AHERA ANNUAL NOTIFICATION

Under the Asbestos Hazard Emergency Responses Act (AHERA), Franklin Community Schools are required to notify, in writing, all parents, guardians, and staff, on an annual basis, each school year, and file a copy of the notice in the management plan. The notice must advise that the management plan is available for inspection, without cost or restriction during normal business hours.

Notification of Asbestos Removal Projects

1. No removal projects are planned for the 2026-2027 school year.
2. Cost estimates have been acquired for the removal of all remaining asbestos-containing materials. FCS will plan future budgets to complete abatement projects

Operations and Management

1. 6-month surveillance inspections for all buildings containing asbestos materials.
2. Inspections were completed by Asbesco Laboratory, Inc. ensuring the asbestos contained in the above buildings remains in safe conditions for the occupants of such buildings.

A Look Ahead

FCS will continue diligent efforts to manage and control existing asbestos-containing materials. If further information is needed, contact the Director of Operations.
bettsw@franklinschools.org

ANNOUNCEMENTS & NOTIFICATIONS

Messages to Students

Emergency messages requiring the student to leave school immediately will be delivered to the student's classroom. All other messages from parents/guardians should be communicated through school email accounts. Students will be responsible for checking school email on a daily basis.

Student Announcements

Announcements are sent out to students bi-weekly via email. Students are responsible for knowing announcement content regardless of their attendance. All announcements are required to be approved

by the appropriate teacher, coach, advisor, or administrator before they will be publicized. Some announcements may be shared by PA at the start of school.

Parent Communication

Franklin Community High School uses ParentSquare for school communication. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number as listed in FinalForms. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified.

Sign/Posters

Signs and posters related to school activities may be posted with the approval of the administration. These are to be placed in approved locations only. Materials used to hang posters or signs must comply with administrative guidelines. Posters or signs pertaining to non-school activities shall be approved by the administration.

Publications

All student newspapers, magazines, the yearbook, and the television station, Grizzly Cub Network, are published and produced by FCHS students. Students who may want to help with the production of these publications are urged to contact the advisors. The publications material may not always reflect the views of Franklin Community Schools. Content is controlled and edited by the staff editors working under school board guidelines and policies. The staff will publish only legally protected speech adhering to the legal definitions of libel, obscenity, and the invasion of privacy. Advertising information can be obtained by calling 317-346-8100. The purpose of these publications and broadcasts is to inform the students, faculty, and community members of news, information, and issues that influence or affect them.

BICYCLES

Students who ride bicycles or mopeds to school should lock them in the bicycle rack provided for that purpose.

CAFETERIA

The FCHS Cafeteria provides daily options for breakfast and lunch.

Breakfast

Breakfast is served before school each morning. All students who qualify for free or reduced lunches qualify for free or reduced breakfast.

Lunch

Students may pay for lunch on a daily basis, or they may make payments to their personal accounts and draw from them when needed. Students will not receive change from the cafeteria; extra amounts will be credited to their accounts. The following guidelines define where students may go during the lunch period. All students are required to be aware of and follow these guidelines.

During Lunch, students may:

A. Remain in the cafeteria - students may only leave the cafeteria if given permission. To leave the lunchroom area, the students must obtain a pass prior to their lunchtime.

B. Only consume food and drink in the cafeteria or in the outside courtyard or in another area when approved by the administration. Students are not permitted to eat lunch in the restroom. Only bottled beverages may be carried elsewhere. Only consume food purchased from the cafeteria, school vending machines, or brought from home. Food may not be delivered to students during lunch.
C. Be in the courtyard directly outside of the cafeteria (unless privilege is taken away).
D. Sign out with permission and use the designated lunch time restroom.
E. Students may be denied use of the cafeteria for inappropriate behavior.

CHROMEBOOK INFORMATION

Each student will receive an assigned Chromebook and is responsible for maintaining it in good condition. Chromebooks are to be used for educational purposes only and in accordance with the school's Acceptable Use Policy and digital citizenship expectations.

- Chromebooks are assigned to individual students and should never be shared or exchanged. Students are responsible for keeping their device and login secure, in their possession, and accounted for at all times.

- Chromebooks should be handled with care at all times, especially the screen, which is sensitive to pressure and damage. Only clean with a soft, dry microfiber cloth or anti-static cloth. Avoid eating, drinking or any liquids near your device, placing heavy objects on top of your device, rough handling, pressure on the lid or screen, and items left on the keyboard when closing the device. Students should never attempt to repair, alter, or take apart the Chromebook themselves as this will void the warranty. Please report any damage to Chromebook Help Desk Immediately

CLASS PICTURES/SENIOR PICTURES

Class pictures will be taken in August. All students must have their pictures taken for their Student Identification Cards and for identification purposes in PowerSchool. Other than individuals who have an exemption for religious reasons, students may not wear hats, hoods, or other types of head coverings in I.D. pictures. Students are not required to purchase picture packets and there is no charge for students to be photographed. For students in grades 9, 10, and 11, the picture taken by the school's contracted photography company will be included in the yearbook. For a senior picture to appear in the yearbook, each senior must have his/her picture taken by the school photographer at the designated times. Information will be distributed to all seniors by the yearbook sponsor.

COMMENCEMENT EXERCISES

Students who meet all graduation requirements are permitted to participate in commencement exercises. Seniors who fail to meet requirements will not be eligible to participate; however, upon meeting requirements, they may participate in the next exercises which are held. Students and parents of students who wish to participate in commencement exercises shall agree to the following rules, in addition to any other reasonable rules that may be necessary to ensure dignified graduation for the graduates, their families, and the school.

1. Each participant is required to attend the entire commencement practice session unless special permission is received for a student to be absent.

2. Each participant is expected to meet the commencement dress code that is established prior to the practice.
3. Each participant shall have fulfilled all senior checkout requirements prior to graduation practice.

DANCES

All students who wish to purchase tickets for dances must be in good standing. All students must show their school student identification card for entrance into the dance.

Homecoming Dance

Only FCHS students are permitted to attend the Homecoming dance held in the fall. No outside guests are allowed. Students may be subject to taking a breathalyzer test before entering (or during) the dance.

Junior-Senior Prom

Each spring the members of the junior class honor graduating seniors at the annual prom. The prom is open to all members of the FCHS junior and senior classes, not including Adult-Learners, in good standing and their approved guests. No person below grade nine or over age 20 is permitted to attend as a guest. Any out-of-school guests must be registered and approved prior to attendance. A student who brings a guest will be held responsible for that guest's behavior. Students and guests may be subject to taking a breathalyzer test before entering (or during) a dance.

Special requests for guests over the age of 20 to attend a dance must be approved by the building administration. Special requests will only be approved for a student with a disability or medical need.

DELIVERIES

No deliveries of balloons, gifts, flowers or commercial food will be permitted at school during school hours. Any lunches dropped off may only be picked up from the office during passing periods or a student's assigned lunch time.

DISCRIMINATION

As required by Title IX, Franklin Community High School announces to all stakeholders of the school corporation that it does not discriminate on the basis of sex, age, race, color, religion, handicapping conditions, and national origins, including limited English proficiency in educational programs or activities. A grievance procedure is in effect for anyone who believes discrimination has taken place.
Any inquiries or complaints may be directed to Mrs. Michelle Bright, Director of Human Resources, Franklin Community School Corporation, Franklin, IN 46131, phone 317-346-8000, Section 504, Title IX and ADA Coordinator.

DRIVING PRIVILEGES

Driving to and from school is a privilege. Students who drive to school will be placed in the random drug testing pool and follow the Drug Testing guidelines. Driving and parking privileges may be revoked if a

student tests positive. Students may be required to submit to additional drug testing in order to reinstate their driving and parking privileges.

Parking Pass

Students are permitted to drive motor vehicles to school as long as they have registered the vehicle in the office and display a student parking tag. Student tags may be purchased for $15.00 per school year through the main office and must be signed by the student and a parent/guardian.

Driver Regulations

Students are expected to follow the following regulations:

A. Students are not to loiter in the parking lot. Upon parking your car, leave the vehicle and enter the building immediately.
B. Students are to park in the lot designated by their parking tags and in spaces marked as student parking during school hours. Cars must be parked between two lines designated for a single parking space.
C. Students may not park by any curbs around the building.
D. Students driving to and from school must park on campus.
E. Observe posted speed limits. If none is posted, the speed limit is 20 mph. Full stops must be made at all stop signs. No passing of cars or driving through the grass while on school grounds.
F. Students should not go to their cars during the day without a pass or permission from the office and/or an administrator.
G. Buses have the right of way at all times. DO NOT walk or drive between buses at any time.
H. All students must have their cars registered and display their parking pass on their rearview mirror. The tag must be clearly visible at all times on campus.
I. Cars parked in “no parking areas,” fire lanes, wrong permit areas, prohibited parking spaces, parked improperly (not inlined spaces), or cars whose owners have violated driving rules may be towed at the owner’s expense.
J. Improper operation of a motor vehicle can result in:
    a. Loss of parking sticker and the privilege to drive to school and/or various levels of detention assigned.
    b. Suspension from school or expulsion from school
K. Student vehicles may be searched by school administrators any time there is reasonable suspicion of a violation of school rules. Students’ motor vehicles may be searched by school authorities when there is reasonable cause to believe that drugs, weapons, stolen goods, or items of an illegal or prohibited nature may be in the vehicle.
L. In keeping with the FCS Guiding Principles, the Confederate flag is prohibited in and around all school buildings and grounds.
M. Students who violate school rules may lose the privilege of driving to school.
N. Students who have excessive attendance or tardy issues may lose the privilege of driving to school.
O. Any driver under eighteen may have his/her driver’s license revoked/not issued if the student is suspended two (2) or more times from school (IC 20-8-14), habitually truant (IC 20-33-2-11), under expulsion from school (IC 20-33-8-24), or considered a dropout (IC 20-33-2-28.5).

DUTY TO REPORT

Maintaining a safe school environment is the duty of the entire school community including students. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person(s) or damage property when the

student has information about such actions or plans may result in disciplinary action up to expulsion from school. (Indiana Code 20-8.1 – 5.1-8, 9, 10) If a student is not sure the information they have is important (including rumors), valid, real, or truthful the information should still be reported to faculty, staff, or administration so that an appropriate investigation can occur. **A student may use the** STOPit **anonymous reporting app or website available on the Franklin Community Schools website to make reports. Reports submitted anonymously must include enough information to facilitate an investigation.**

ELEVATOR

Students must receive permission from the school nurse to use the elevator. Students who use the elevator without permission or misuse their elevator badge card will be subject to discipline.

EMERGENCY DRILLS / EMERGENCY SITUATIONS

The school is required by law to hold emergency drills each year; it is most important that students take these drills seriously and maintain a quiet atmosphere that will permit instructions to be heard. Failure to maintain silence during an emergency drill or emergency situation will result in disciplinary action.

No one is permitted to enter the building after a fire drill until he or she is instructed to do so by an administrator or his/her representative. The fact that the fire signal stops does not mean students should go back into the building. A fire could cause the alarm to stop. Each teacher has the exit plan for the classroom posted. Students should familiarize themselves with the proper exits from each of their rooms.

In regard to the safety of everyone, students are required to immediately follow the directions of school personnel during emergency drills and emergency situations. Failure to comply with the directions of school personnel will result in disciplinary action.

EQUAL OPPORTUNITY

Franklin Community High School is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origins, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

INJURIES

Franklin Community High School cannot be responsible for expenses resulting from any injury to a student while attending FCHS or participating in extra-curricular activities, including athletics.

LOCKER AND LOCKER INSPECTIONS

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms 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 that cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, or which are forbidden by State Law or School Rules. The locker should provide no expectation of privacy.

Students are NOT permitted to share lockers with other students, regardless of the relationship between the two parties. Students caught sharing lockers will be subject to discipline. Students who share their locker combinations with others will not be permitted to request a new locker or a change in the combination.

The student's use of the locker does not diminish the School Corporation's ownership or control of the locker. The School Corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire and other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen materials, and to prevent the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

The School provides lockers as a convenience to students. Combinations are changed when a new student is assigned to a locker, and it is the student's responsibility to keep the combination to themself and the locker locked at all times. The School cannot accept responsibility for any items missing from a student's locker. Nothing may be taped to a student locker, nor may any objects be fastened in such a way that damage to the locker may occur. Any expenses caused by damage to the locker will be charged to the student..

LOST AND FOUND

Articles found in the building should be turned into the main office. It is the student's responsibility to check the main office for his/her lost items. Unclaimed lost items will be donated monthly to a local community organization. All personal belongings are the responsibility of the student. FCHS cannot accept responsibility for any lost items.

NONCUSTODIAL PARENTS

A noncustodial parent, unless restricted by court order, will be given access to all information in the student's permanent files. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The noncustodial parent may not visit with the student during the school day, nor may the student be released to the noncustodial parent unless written permission is given by the custodial parent. A certified copy of a court order restricting the rights of the noncustodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitation of, the noncustodial parent. A valid picture ID will be required to obtain information.

NURSE/CLINIC VISITS

Students Leaving School Due to Illness

A clinic is available for students who have medical needs at school, and a nurse is on duty or on-call throughout the school day. A student who wishes to see the school nurse during school hours is required to present a pass signed by the teacher who released the student. Examples of health needs that students should be released from class with are outlined below. All other health needs may be

addressed before school, during passing period, during lunch, or after school in the health clinic by the nurse. Parents of students with chronic conditions are encouraged to contact the nurse to discuss health problems so that their student may be given a pass to come to the clinic on an as-needed basis.

FCS will not release students who are ill during the school day to walk or drive home unless accompanied by a parent or parent's emergency designee or guardian. This decision has been made with students' safety a primary goal. If a student feels ill during the school day, he/she must obtain a pass from the classroom teacher and then go to the health clinic to be assessed by the nurse. If the nurse feels it is necessary for the student to leave the school she will contact the student's parent, guardian, or emergency designee in that order. That person then will show identification prior to signing out the student from the main office. Families are encouraged to give the school current and accurate emergency notification contacts for this reason.

Health Clinic Guidelines for School Exclusion

A. Oral temperature of 100.4 degrees or more - Students with a temperature of 100.4 degrees or more will be sent home. If the fever persists for 2 days, even without other symptoms, a physician should be consulted. The student may return to school after they are fever free for 24 hours without a fever reducer.
B. Conjunctivitis (pink eye) - If pink eye is suspected, students should be examined by a health care provider and approved for readmission to school, or remain home until the affected eye is clear and free of purulent drainage. With bacterial conjunctivitis, the exclusion is recommended until 24 hours after starting topical antibiotic therapy.
C. Impetigo -Impetigo is a bacterial skin infection characterized by pus-filled red bumps that form on the face(particularly around the nose and mouth) or on the extremities. Diagnosis and treatment is required by a physician. Students should be kept home until 24 hrs after initiating antibiotic therapy. Draining lesions should be adequately covered at all times with a dry dressing.
D. Scabies - Diagnosis, and treatment is required by a physician. Students may return the day after treatment.
E. Head Lice (Pediculosis) - Students found with head lice will need to be picked up immediately from school. After treatment and upon returning to school, the student will be examined by the school nurse. If no live lice are found, students may return to school.
F. Active Vomiting or Diarrhea - Students should be symptom-free for 24 hrs. without the aid of medication before returning to school.
G. Undiagnosed rash, if fever is present - Diagnosis and treatment from a physician are recommended. Students should be symptom-free for 24 hrs before returning to school.
H. Chicken Pox (Varicella) - Students must be excluded from school until all vesicles have formed scabs or crusts.
I. Shingles - Students may remain at school only if the site of an outbreak can be kept covered and dry.
J. Strep throat - If a strep culture is positive, the student may return to school 24hrs after antibiotic therapy is initiated and is fever free.
K. Pertussis (Whooping Cough) - Diagnosis and treatment are required by a physician. Students may return to school after the first 5 days of antibiotic therapy have been completed.
L. MRSA - MRSA skin infections require diagnosis and treatment by a physician. Students with an abscess, boil, sore, or skin lesion that is draining may remain at school only if the area can be kept covered and dry with a bandage. Any student with a draining skin eruption that cannot be contained and kept dry with a bandage will be excluded from school until cleared by a physician.

Use of Medications

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child requires medication to benefit from his/her educational program.

Before any medication or treatment may be administered by school personnel to any student during school hours, the Board shall require a written prescription from the child's physician for all prescription drugs accompanied by the written authorization of the parent. In the case of nonprescription drugs, preparations, or remedies, written authorization from the parent must be on file in the office of the principal. Students cannot carry any medication on their person without authorization by the school nurse.

All medications that are listed as a controlled substance must be brought to the principal's office or the school nurse's office by a parent or guardian. Only prescription medication in its original container; labeled with the student's name, date, and exact dosage will be administered. Parents may administer medication to their child in the presence of Health Services personnel or designee once the above criteria are met. Parents must give written authorization for medication to be administered to their child by Health Services personnel or designee during school hours.

According to Senate Bill 376, any student in grades K-12 may not take any medications home from school. Parents must pick up medications from school. Parents can authorize, in writing, that someone 18 years or older may pick up the medication. Students will not be allowed to transport medications to or from school for any reason, as per Indiana Law and FCS guidelines.

Meningococcal Disease

Indiana law requires each year that parents/guardians be informed about "meningococcal disease and its vaccines" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention (CDC) recommends routine meningococcal immunizations at 11 to 12 years of age. This immunization is commonly called Menactra. Johnson County Health Department has this immunization available for free to those individuals who are eleven to eighteen years old and do not have health insurance that provides coverage for immunizations. To obtain this immunization, please call the Johnson County Health Department for an appointment at 317-346-4368, or speak with your healthcare provider.

Immunizations

Indiana State law requires that parents or guardians of school-age children enrolling in a school system for the first time submit one of the following types of information:

1. Documentation that the child is fully immunized.
2. Documentation that immunizations have been started with a schedule for completion.
3. An authorization for the new school to receive medical records from a prior school.
4. A written objection to immunizations due to religious or medical reasons.

For a complete listing of the immunizations required for your child, please visit http://www.in.gov/isdh/17094.htm or contact your child's school.

In accordance with Indiana law, please be advised that your child cannot be permanently enrolled and may be denied the opportunity to attend school unless written information of the type listed above has been provided to the school on or before the first day of school. The purpose of this law is to keep our school children healthy in order to take full advantage of the provided educational opportunities.

Medical Screenings

The following tests are given throughout the school year. If you do not want your child tested, you must return a signed, written statement to the school office as soon as possible.

Hearing Screening: In order to identify students with hearing loss, hearing tests will be given to all students in kindergarten, first, fourth and tenth grades, students transferred from other school districts, students suspected of having hearing loss, and students enrolled in speech therapy. If your child does fall into one of the above categories, and you would like to have him/her tested, please notify the school office.

PERSONAL PROPERTY

The Board is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. The school recommends that students leave all personal items at home. In the event this is not possible, students and parents are strongly encouraged to take appropriate precautions to make sure the student's personal items are not left unattended or unsecured. Students should use their assigned locker and the locks provided to them by the physical education department and/or athletic department to secure items in locker rooms. Students should not carry large sums of money or expensive personal items to school. Large sums of money brought to school for school purposes should be in the form of a check. If a check is not possible the student and parent should develop a plan to ensure the money is directly delivered to the appropriate faculty/staff member as soon as the student arrives at school. The school will not conduct an investigation into a lost or stolen item unless the administration has reasonable suspicion of the student(s) involved and the student has taken the necessary precautions to prevent theft.

PESTICIDE USE AT SCHOOLS RULE – 357 IAC 1-16

The purpose of Rule 357 IAC 1-16 is to minimize the potential for pesticide exposure to students at schools. This rule is put in place to establish requirements for those who apply pesticides at schools, to establish restrictions on the use and storage of pesticides at schools, to establish a record-keeping requirement for pesticides applied at schools, and to establish a parent, guardian, and staff registry and notification requirement for pesticides applied at schools.

Typical facility maintenance requires the use of pesticides from time to time. Effective pest management and appropriate landscaping maintenance and turf care involve the use of pesticides. Although we are not able to eliminate the use of pesticides completely, we will make every effort possible to apply these types of products during the summer months and/or during other extended break periods.

FCS is committed to the safety of all students and staff. As part of the rule, FCS must provide 48 hours of advance notice before applying pesticides. FCS will notify all registered parents, guardians, and staff

members of these applications. To request notification, you must register in the office at your school building. The registry will ask for your name, phone number, and email address. You may request to be added to the registry at any time during the year.
For more information please contact the FCS Director of Operations, Benji Betts at 317-346-8741 or by email at bettsw@franklinschools.org

PHOTOS/VIDEO: TAKING PHOTOS/VIDEO ON SCHOOL GROUNDS

Students are not permitted to take photos/video of any other person without the direct permission of that person. Students are not permitted to take photos/video that either intentionally or unintentionally demean or harm someone or break any school policy. Per the cell phone policy, possession of a cell phone or other electronic communication device (ECD), by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this guideline, or otherwise engages in misuse of this privilege. Any photo/video-taking device such as a **cell phone or camera is prohibited in areas that are considered private including restrooms, locker rooms, health clinics, and while in the main office**. This includes taking selfies and may result in discipline for any student participating in taking a photo/video or allowing their photo/video to be taken. See Cell Phone under discipline for more info.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding student participation in surveys, the collection and use of information for marketing purposes, and certain physical examinations or screenings. These rights include the ability to:

- Consent before a student participates in any federally funded survey concerning protected areas such as political beliefs, mental or psychological conditions, sexual behavior or attitudes, illegal or self-incriminating behavior, religious beliefs, privileged relationships, or family income.
- Receive notice and the opportunity to opt their student out of:
    - Protected information surveys not funded by the U.S. Department of Education;
    - Non-emergency, invasive physical examinations or screenings not otherwise permitted by law; and
    - Activities involving the collection, disclosure, or use of personal information for marketing or distribution purposes.
- Inspect, upon request:
    - Protected information surveys;
    - Instruments used to collect personal information for marketing purposes; and
    - Instructional materials used as part of the educational curriculum.

These rights transfer to students who are 18 years of age or emancipated minors under Indiana law.

Franklin Community Schools has adopted policies regarding these rights in accordance with federal law and will provide annual notice to parents and guardians, as well as notification prior to applicable

surveys or activities. Parents who believe their rights have been violated may file a complaint with the U.S. Department of Education.

Additional information regarding the Protection of Pupil Rights Amendment (PPRA) may be found through the following resources:

- U.S. Department of Education – PPRA Overview
- Official PPRA Statute (20 U.S.C. §1232h)
- Federal Regulations – 34 CFR Part 98

SAFE SCHOOLS

The Franklin Community Schools believes that the safety and security of students and staff is a major priority. Maintaining safe schools requires the collaborative effort of the Board of School Trustees, administrators, teachers, students, parents, and the community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure the welfare of students and staff.

As used in this statement, a safe school refers to weather-related items, utility emergencies, catastrophic occurrences, and criminal activities including but not limited to: physical aggression, hostile behavior, harassment (per School Board Policy), or possession of weapons. These behaviors will not be tolerated, and anyone who demonstrates such behaviors will be held accountable for his/her actions in accordance with the student handbook, the Indiana Code, and civil and criminal law.

If you see something, say something. As noted in the Duty to Report section of this handbook, it is critical for students to report any actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property. While speaking directly to a responsible adult is the best way to report a concern, a student may use the STOPit anonymous reporting app or website available on the Franklin Community Schools website to make reports. Reports submitted anonymously must include enough information to facilitate an investigation.

STUDENT AIDES

Faculty and staff members may be permitted to have students assist in classrooms, offices, and around campus for any number of activities. Students wishing to serve as Student Assistants must obtain an application from the guidance office and complete it fully. To remain eligible for student assistant positions, students must not have any failing grades at the end of any grading period. The placement of and need for student assistants will be determined by the building administration.

STUDENT COUNCIL

The student council is made up of student representatives who represent student interests with the administration, sponsor social activities, and lend support to student organizations. Membership requirements, as defined in the constitution:

A. Students from each class are required to fill out a student application each spring.

B. The three officers (President, Vice-President and Secretary) and two representatives from each grade level will make up the executive council which will carry out the responsibilities assigned by the council.
C. Student council members are required to attend regular general meetings that meet twice a month as well as student council events. Attendance points are recorded for each event. Members who do not have the required points per semester will be removed from council membership.

STUDENT IDs

As an added measure of school safety, students are issued student IDs. The following guidelines should be followed:

A. Student IDs must be easily accessible at all times during school hours.
B. IDs may be attached to other areas such as book bags, jackets, pockets, etc…but must be displayed upon request.
C. If an ID is lost or misplaced, it is the responsibility of the student to purchase a new one from the office.
D. Failure to follow this policy may result in school discipline.

STUDENT RECORD (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

A. The right to inspect and review the student's education records within 45 days after the day the Franklin Community High School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
B. 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 FCHS to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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.
C. The right to provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical

consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining the prior written consent of the parents or the eligible student

A. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
B. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
C. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
E. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the

system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

F. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs, or (c) improve instruction. (§ 99.31(a)(6))
G. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
H. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
I. To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
J. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10)
K. Information the school has designated as "directory information" under § 99.37.

Franklin Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the FCS to include this type of information from your child's education records in certain school publications. Examples include

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing the weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]
If you do not want FCS to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the later of the 14th day of the current school year or August 31st. Franklin Community High School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Grade level
- The most recent educational agency or institution attended
    - Major field of study
    - Dates of attendance
    - Degrees, honors, and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

SCHOOL TELEPHONE USAGE

During the school day students may request to use a telephone in the main office area in cases of emergency. Students will not be released from class to use the office telephone. Classroom telephones may be used with the teacher's permission. After school, a telephone is available to students for school-related use at the high school's main entrance.

VENDING MACHINES

Vending machines are provided for use at designated times. The office will not be available for students to receive change to use the vending machines. Vending machines are not to be used during class time. All vending machines are owned by outside contractors. The high school is not responsible for refunding any money lost in any vending machine. The high school will notify the vending company if a student loses money in a vending machine, but cannot guarantee that the company will refund the money.

VISITORS

Franklin Community High School welcomes the active interest of parents and citizens in their public schools. However, since schools are a place of work and learning, only parents, guardians, legal representatives, or school invited guests will be granted permission to visit during school hours. Arrangements to visit a classroom must be made prior to the visit. Parents are asked to reschedule a visit if the teacher is absent.

In an effort to promote and maintain school safety, all parents and other visitors must use the front doors of the school and report to the main office, show a picture ID, sign in, and receive a visitor pass. This pass must be visible and worn at all times. Visitors must stay in the designated areas that pertain to the reason for their visit and must be escorted to and from the areas by a staff member. All visitors must again report to the main office when leaving the building to sign out. Anyone who is not a faculty/staff member or a current student will be termed a "visitor."

A student who is suspended, expelled, or has withdrawn from FCHS may not be on school property at any time unless specific prior approval to do so is granted by the high school administration.

Visitors are not permitted to bring pets or any other animals into the building without prior permission from the administration. If pets or animals are permitted in the building the owner will be required to provide documentation that the animal has current vaccinations and is disease-free.

SCHEDULE

Franklin Community High School operates on a modified seven-period day. Class instructional time is a minimum of 240 minutes per week. If study halls are offered, only one per semester may be taken. Students should consider extracurricular activities, the rigor of classes, and career goals when choosing a course load.

DAILY TIME SCHEDULE

General Schedule

School begins at 7:45 AM on Mon, Tue, Wed, & Fri. On Thursday, students operate on a late arrival schedule, with school starting at 8:30 AM. School ends each day at 2:45 PM.
Before school, between the times of 7:20-7:45 (8:05-8:30 on Thurs), students may only enter the building through Door 55 (Bus Entry), Door 1 (Main Door) or Door 6 (Student Parking Entry). After the opening bell all students, parents and patrons must enter the building through the main front entrance (Door 1). For any athletic business, Door 15 will be opened from 8:30 AM – 3 PM. This entrance will not allow for building access – only to the athletic office.

2-Hour Delay Student Schedule

School will begin at 9:45 am and end at 2:45 pm, unless otherwise notified.

DROPPING OFF/PICKING UP STUDENT

Doors will not open in the morning until 7:15 am (7:55 on Thurs). Between 7:15-7:45 am (8-8:30 on Thurs) and between 2:30-3:15 pm, no vehicles except school buses will be permitted in the one-way front drive. During these times, students may only be dropped off and picked up utilizing the car rider line by following the blue arrows from Cumberland Drive. All students are to be dropped off and picked up at Door 54/55 during these designated times. No student vehicles are to be parked in the bus parking lot and/or any faculty lots at any time during the school day.

Please refer to the Arrivals and Departure section of Student Conduct for additional expectation.

CLOSING/DELAYS

Announcements of school closings and delays are made through ParentSquare, on major Indianapolis television and radio stations, on the FCS home page at franklinschools.org and through the FCS Phone Message System–Alert Now. At FCHS, the 2hr delay start time is 9:45 every day including Thursdays.

APPENDIX

ATHLETIC HANDBOOK & CODE OF CONDUCT

Revised - July 8, 2024

A. PURPOSE
   a. The purpose of this handbook is to inform athletes and their parents or guardians of the rules, regulations, and information that help us best achieve our mission for the athletic department. Participating in high school athletics is a privilege that carries with it a great deal of responsibility. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct in addition to team rules for their sport. You are expected to represent Franklin, your family, and your community in a positive manner as a student-athlete of Franklin Community High School. The Indiana High School Athletic Association (IHSAA) provides governance for all high schools in the state of Indiana. Eligibility in all IHSAA sanctioned sports can be determined using Appendix A.

B. MISSION, VISION, AND CORE VALUES
   a. MISSION: To provide an environment where students grow and are prepared for their futures while inspiring pride within our school and community.
   b. VISION: To enhance the growth of student-athletes by learning, modeling, and promoting integrity, trust, and leadership.
   c. CORE VALUES: Individual Student Growth, Integrity, Trust, Leadership

C. CODE OF CONDUCT
   a. A student who is a member of a Franklin athletic team in any capacity (athlete, cheerleader, student athletic trainer, student manager, or statistician) must be willing to assume the responsibilities that go along with being a member of a team. Student-athletes are highly visible to a large segment of the school and the community. Thus, to participate in athletics as representatives of the school, student-athletes should be held to high standards of conduct, sportsmanship, and physical training. It is with this reasoning in mind that the athletic department will adhere to the policies outlined below. Student-athletes and athletic support personnel are role models and therefore are expected to be positive examples in school citizenship, scholastic effort, leadership, and personal appearance. Participation in athletics requires a student to commit time and effort to excel, to learn cooperation and team effort, and to exemplify good behavior both at school and away from school. Participation in high school athletics is a privilege, not a right, and said participation may be denied any time that the conduct of an athlete is judged to be disruptive to the discipline, good order, morale or educational environment of the high school. Student-athletes are expected to follow the Athletic Code at all times including the time when they are away from school and not involved in school activities. The Code of Conduct is in effect 365 days a year, 24 hours a day, 7 days a week, beginning on the first day of fall practice or the first day of school of a student athlete’s freshman

year. The Code of Conduct begins on the first day of enrollment for a transfer student. Under this code, there are three circumstances in which a student-athlete can be subjected to the penalties named within:

i. Notification to a school official by a verified police report or court action substantiating a violation of this code.
ii. A school-initiated investigation that determines that a violation has occurred.
iii. Failure to pass random drug testing as administered by the school.

D. GENERAL GUIDELINES

a. Code of conduct violations are cumulative, regardless of the nature of the offense. For example, a student is caught vaping at school, resulting in their first code of conduct violation. Later that school year the student violates the school RUP, resulting in their second code of conduct violation. Although the first offense was for vaping and the second offense was for violating the school's RUP, both are code of conduct violations. Code of conduct violations includes but are not limited to drugs, alcohol, vaping, hazing, bullying, harassment, sexting, and any other illegal activities, school rule violations, or disobedience. The principal will have the final say to determine whether a code of conduct violation has occurred.
b. Any student-athlete in violation of the school rules, as listed in the student handbook, will be disciplined by the school. If a student-athlete is suspended from school, the student-athlete is ineligible to participate in any practices or contests during the term of the suspension.
c. A head coach shall establish specific team rules needed to ensure that the program functions smoothly. These team rules are to supplement the athletic code and are not to supersede it. A head coach may discipline the student-athlete within the structure of the coach's specific team rules. A copy of each head coach's team rules will be distributed at the beginning of the season and discussed by the head coach at the team's student/parent meeting.
d. A student-athlete who has been suspended from a team for one game or any percentage of the season is expected to continue his/her association with the team as directed by the head coach. Suspended athletes are allowed to participate in summer sports programs. A student-athlete who has been suspended from participation for a full calendar year or longer will not associate with that team or any other Franklin athletic team including team summer programs.
e. Per IHSAA by-laws (Rule 3-8), a student-athlete who is ineligible under the rules of a prior school will carry that ineligibility ruling to the new school. If a student-athlete transfers from Franklin Community High School while ineligible, the ineligibility ruling will follow the student-athlete and will be noted on the IHSAA transfer form. If a student-athlete transfers into Franklin Community High School while serving a suspension at his/her previous school the student-athlete will serve out the remainder of his/her penalty at Franklin Community High School.
f. A student-athlete may not attend a practice or contest unless the student-athlete arrives at school by 9:30 AM on the day of the practice or contest. This rule may be waived with the approval of the principal or his/her designee provided the student's absence is adequately verified in writing by a doctor or another professional. (see attendance) In addition, a student who leaves school early is not eligible to participate or practice unless the absence is due to a verified doctor appointment.

g. A student-athlete is considered academically eligible if he or she has received passing grades (D or better) in five (5) classes that earn them credit at the end of the last grading period. The student-athlete must always be enrolled in at least 5 classes that will earn them credit.
h. If a student-athlete quits a team after the first contest, he/she may not try out for the next sports season or participate in pre-season conditioning/workouts until the team he/she quits finishes its current regular season. Only mutual consent of the coaches involved and the athletic director may waive this rule. If a student-athlete is dismissed from a team, other than being cut from a team, only mutual consent of the coaches involved and the athletic director may waive this rule.
i. Before a student-athlete can participate in open gym, conditioning, tryouts, or official practice, the following documents must be signed and filed in the athletic office:
    i. Current IHSAA physical form (The physical examination must occur between April 1 and the student athlete's first participation.);
    ii. Registered in FinalForms with completed signatures for Concussion and Sudden Cardiac Arrest forms, Consent & Release form, Drug Testing Policy, Code of Conduct, and Transportation form.

E. INAPPROPRIATE BEHAVIORS THAT WILL BE ADDRESSED
a. General Conduct (violation of local, state, or federal laws, felonies, misdemeanors, acts of delinquency, or behavior that discredits the team/school). Consequences for each offense are subject to administrative decision making, and can be increased based on severity of the incident.
    i. First offense: Minimum 1 contest suspension up to 50% season suspension.
    ii. Second offense: Minimum 50% season suspension up to 365 day suspension.
    iii. Third offense: The student-athlete shall be suspended from athletic participation for the remainder of the student athlete's high school career.
b. Alcohol, Drugs, Tobacco (including vapes, e-cigs, etc.)
    i. First offense: 25% season suspension and successfully complete a drug test prior to their return to play and at least one random test during the season to be administered by FCHS at the expense of the parent/guardian.
    ii. Second offense: 50% Suspension complete a drug test prior to their return to play and at least one random test during the season to be administered by FCHS at the expense of the parent/guardian. The student-athlete must also complete an educational program through an approved resource.
    iii. Third offense: The student-athlete shall be suspended from athletic participation for the remainder of the student athlete's high school career.

c. Social Media/Harassment/Bullying/Hazing
    i. Consequences for each offense are subject to administrative decision making, and can be increased based on severity of the incident. Disciplinary actions may include, but are not limited to; warning, remediation, suspension, exclusion, or termination.
    ii. Examples:
        1. The use of violence, force, coercion, threat, intimidation, passive resistance, or other conduct constitutes an interference with the athletic program or any school activities. Student-athletes are responsible for the information contained in written or electronic transmissions (i.e.,e-mail) and any information posted on the public

domain (i.e., Twitter, Facebook, etc.). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program, and Franklin Community Schools.

2. Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches, or other school personnel is inappropriate behavior and unbecoming of a Franklin Community High School student-athlete. Any individual identified on a social networking site that depicts illegal or inappropriate behavior, due to the Conduct Code or other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines. Students have a duty to report hazing to a principal or any staff member. Students may use the STOPit anonymous reporting app or website to make a report.

F. OTHER PROVISIONS
   a. Honesty Clause
      i. If the student-athlete is found to be dishonest during an investigation, their consequence will advance to the next highest level of their infraction.
   b. Calculating Consequences
      i. An athletic season is defined as the time from the first official practice until elimination from the IHSAA tournament or completion of the scheduled contests if there is no IHSAA tournament.
      ii. The percentage of contests suspended will be calculated using the total number of scheduled contests including pre-season IHSAA interschool scrimmages if it is applicable. The minimum penalty is one contest.
      iii. All suspensions will be based on the number of scheduled contests at the lowest level at which the student-athlete participates. If a student-athlete participates in two athletic teams during the same athletic season, the same penalties will apply to each sport.
      iv. Any penalty imposed under this policy shall apply to any athletic team in which the student-athlete is participating at the time the penalty is imposed and to any athletic team in which the student-athlete might choose to participate during the term of the penalty.
      v. In the event the penalty is not completed in the student athlete's current athletic season, the number of suspended contests remaining on the penalty will carry over into the next athletic season.
      vi. If a student-athlete is not participating in an athletic season at the time a violation of this policy is confirmed, the penalty will apply to any subsequent athletic season in which the student-athlete participates and shall remain in effect until successfully served.
      vii. A suspension is only considered fulfilled if the student-athlete completes the athletic season in good standing. A student-athlete must serve his/her suspension in a sport that he/she participated in during the previous school year. If a student-athlete did not participate in a sport during the previous school year, the student-athlete will serve the suspension in the next sport season in which he/she participates.

G. Athletic Code Appeals
   a. A student-athlete who has been penalized for violating the Franklin Community High School athletic code may have the right to an appeal. The consequence set forth by the athletic department will remain in effect until the appeal process has been completed. A student-athlete may appeal a penalty, to the building principal or designee, under one of the following situations:
      i. New evidence has been discovered that was not presented to the athletic department prior to the penalty.
      ii. The athlete feels that there is an extenuating circumstance involved with the detail(s) of their situation that is not addressed by the verbiage and/or intent of the athletic code of conduct.
      iii. The athlete wishes to pursue other methods of consequences such as extensive community service in order to reduce their penalty and/or be reinstated to participate in activities such as practice or off-season conditioning. This situation is applicable for 365 days or career term suspensions. The student-athlete is responsible for organizing, planning, and presenting the community service activity to the Athletic Director, Principal, or Principal's designee. The Athletic Director, Principal, or Principal's designee has the right to approve or amend the proposed plan to either reduce or to be reinstated to participate in activities such as practice or off-season conditioning. The student-athlete must submit their appeal to the principal or designee, in writing, within three school days after the student-athlete is notified of his/her penalty. (Email submissions of appeals are considered appropriate.) The appeal must describe which of the above categories the appeal is being filed under and provide all of the necessary detail to support the request for the appeal. The principal or designee will respond to the appeal request within two (2) school days of receiving the request. Upon receiving the written appeal the principal or designee will review its content. The principal or designee will then take one of three actions:
         1. Uphold the original suspension based on the information presented.
         2. Overturn or modify the original suspension. NOTE: Modification can also mean an increase in the original consequence assigned by the athletic department if the appeals committee does not feel that the code of conduct was properly implemented.
         3. Assign the matter to an appeals committee to make the final determination. The hearing will occur within three (3) school days of the principal's determination to assign the matter to an appeals committee. A building administrator will chair the hearing committee. The administration will appoint a hearing committee of two (2) coaches from a different sport and two (2) non-coaching faculty members. The hearing committee will decide to support, modify, or rescind the suspension. NOTE: Modification can also mean an increase in the original consequence assigned by the athletic department if the appeals committee does not feel that the code of conduct was properly implemented.The principal's decision on this matter is considered final. If the matter is referred to an appeals committee,the committee's decision is considered final.

RESPONSIBLE USE OF TECHNOLOGY AND INTERNET USE POLICY (RUP)

Book POLICIES
Section Section A - Basic Commitments
Title A300 - Responsible Use of Technology and Internet Use Policy
Code
Status Active

A300

1. Statement of Corporation Policy:
Franklin Community School Corporation ("Corporation") believes accessing content on the Internet is essential to fully prepare students for their careers and life. The goal in providing access to the Internet and other technology to staff and students is to promote educational excellence by facilitating instruction, collaboration, innovation, and communication. The Corporation's students and employees (collectively "Users") accessing the Internet are representing the Corporation and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution.

It is the joint responsibility of students, parents, and employees of the Corporation to assure the appropriate and effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. The smooth and reliable operation of the Corporation's technological resources is dependent upon the proper conduct of the end users who must adhere to stated policies.

Use of any and all technological resources is a privilege, not a right, and as such, users take seriously the responsibilities associated with this user agreement. Inappropriate use may result in a cancellation of some or all privileges and/or other appropriate discipline. The Corporation reserves the right to read, print, delete, store, or use any transmission on this system at its discretion and grants permission to use this system for educational purposes only.

2. Scope of Use:
To ensure that students receive a quality education in an intellectually stimulating environment, both during in-person learning and virtual/eLearning learning, it is the goal of the Corporation to provide all students with access to a variety of technological resources. All technological resources shall be used in accordance with any and all Corporation policies as well as local, state, and federal laws governing the usage of technology and its component parts. All users shall use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies.

This policy applies to all technology provided by the Corporation as well as the personal devices of Users. This includes, but is not limited to, telephones, cellular devices, digital media players, tablets, laptop and desktop computers and work stations, direct radio communication, Internet access, voice mail, e-mail, text messaging, direct messaging through device applications, facsimile transmission and receipt, artificial intelligence, including language-generation tools and large language models, and any computer based research and/or communication.

3. Definition of Terms Used:
"Confidential information" means information that is declared or permitted to be treated as confidential by state or federal law, including the Family Education Rights and Privacy Act ("FERPA"), or Corporation policy or guideline on access to public records.

"Proprietary information" means information in which a person or entity has a recognized property interest such as a copyright.

"Personal device" includes cell phones, smart phones, laptops, tablets, handhelds or any other device that is not the property of the Corporation but is used at school or a school activity, or connected to Corporation technology by a wired or wireless link.

"Technology" means computers and computer systems, public and private networks such as the Internet, artificial intelligence, including language-generation tools and large language models, phone networks, cable networks, voice mail, e-mail, telephone systems, copiers, fax machines, audio-visual systems, cellular devices, tablets, laptop and desktop computers, direct radio communications, text messaging, direct messaging through device applications, and similar equipment as may become available.

"User" means a Corporation employee, student, volunteer, or other person authorized to use Corporation technology.

4. Ownership of Corporation Technology and Information:
The technology provided by the Corporation and all information stored by that technology is at all times the property of the Corporation. Documents and other works created or stored on the Corporation technology are the property of the Corporation and are not the private property of the user. This includes all information created using technology and/or placed on a website, blog, and/or other storage device.

5. Conditions and Standards for Responsible Use of Technology:

a. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the Corporation's mission. Technology should be used by students to learn and communicate in correlation with the curriculum while under a teacher or supervisor's direction. Student owned personal devices and Corporation technology shall be used by students under teacher supervision with the purpose of improving instruction and student learning.
b. Users will become familiar with and comply with all expectations of the Corporation for the responsible use of Corporation technology as communicated in school handbooks, school Corporation policy, and other communications and standards concerning the use of Corporation technology.
c. Users shall NOT use the Technology to: Access, create, send or receive, store, or display obscene materials; create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language; access or use other individuals' accounts, information, or files without permission; access websites, files, or other information or resources using passwords not specifically assigned to themselves; wantonly waste corporation resources; damage, disable, or otherwise disrupt the operation of the network; or violate any local, state, or federal statutes, including but not limited to copyright law. Users shall not send, receive, view, or download materials that are harmful to minors, as defined by I.C. 35-49-2-2, on Corporation technology.
d. Users must respect and protect the privacy and intellectual property rights of others and the principles of their school community. The IT Services Staff are the only individuals authorized to select, adopt, and allow the use of Technology, hardware, software, and web-based resources for Users, including resources for website creation, multimedia projects, presentations, and other collaborations. The IT Services Staff in consultation with the Superintendent's other designees will select resources based upon online safety, coordinated professional

development, and informed technical support. If a teacher or student desires to use an alternate resource, they must make a request to the IT Services Staff via the established process. Further, Users shall not alter, delete, or destroy data, information, or programmatic instructions contained in or on Corporation technology without permission from the IT Services Staff. Personally generated files and documents may be deleted by the User who created them, unless they may include propriety information, a student's personally identifiable information, and/or information potentially subject to litigation.

e. Any recording made on school grounds or during instructional time, whether in-person or virtual, may be subject to copyright laws and the protection of the privacy rights of others, including personally identifiable information about a student protected by the Family Education Rights and Privacy Act ("FERPA"). Where IT Services Staff or other Corporation staff have reasonable suspicion that a recording, data, or image was made in violation of this Policy, such item may be confiscated by Corporation staff. Any use of a recording device to invade the privacy of another person will result in sanctions for the person making the recording.
f. Users must notify IT Services Staff if they have violated the conditions established for the use of Corporation technology or have witnessed or become aware of another user misusing Corporation technology. Users shall be responsible for noting and reporting any inappropriate use of Corporation technology in violation of Corporation policy or conduct standards including threats, bullying, harassment, or communications proposing or constituting a violation of the law or the Student Code of Conduct.
g. If a user creates a password, code or encryption device to restrict or inhibit access to electronic mail or files, the user will provide access to that information when requested to do so only by the user's supervisor, or the IT Services Staff. This includes personal technology brought to or accessed during the work or student day or at a school activity including bus transportation. The IT Services Staff or a designee shall be authorized to override any password, code or encryption device to access the technology. Users shall not use Corporation technology anonymously or use pseudonyms to attempt to escape from responsibilities under this policy, regulations, or the law.
h. Creation of an account, access to a new application, or any other initial use of software or technological applications in the public domain (non-Corporation managed technology) must be under the supervision of a teacher, for instructional purposes, and only on school approved sites.
i. A user shall never use another user's password, or account, even with the permission from the user. Any need to have access to another user's account shall be addressed with the IT Services Staff.
j. An unauthorized attempt to log on to Corporation technology as a System Administrator may result in severe discipline including termination for employees and expulsion for students.
k. Students shall not be required to divulge personal information for access to a non-Corporation managed technology.
l. Students will be permitted access to the Internet through Corporation technology.
m. In order to comply with the Children's Internet Protection Act ("CIPA") and I.C. 20-26-5-40.5, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. Thus, Student use shall be filtered to minimize access to inappropriate materials. Student access to inappropriate materials despite the presence of the filter shall be reported immediately to the IT Services Staff. The filtering software shall not be disabled or circumvented without the written authorization of IT Services Staff.
n. The corporation may utilize a wide variety of third-party web-based applications in its curriculum. Although these applications are widely used by the education community and support K-12

institutions, the terms of service for many sites require explicit parental permission for children under the age of 13. The Children's Online Privacy Protection Rule permits the corporation to provide the necessary consent for educational purposes.

o. While online, student users shall not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate.
p. Students, parents and staff are advised that any student connection to any Internet or network provider not under Corporation control may not be filtered to the same degree as connection through Corporation provided access. The Corporation is not responsible for the consequences of access to sites or information through resources that circumvent the Corporation's filtering software.
q. Users accessing the Internet through personal devices connected to Corporation technology must comply with this policy.
r. The Corporation may provide network access for personal devices. Physically connecting to the network via a wire or connecting to a non-designated wireless network without prior authorization from IT Services Staff is prohibited. Users connecting personal devices to Corporation technology do so at their own risk. The Corporation is not responsible for damages to hardware or software as a result of the connection of personal devices to Corporation technology.
s. Users must not knowingly cause damage to Corporation technology, including transmit a computer virus or other malware that is known by the user to have the capability to damage or impair the operation of Corporation technology, or the technology of another person, provider, or organization, nor shall a user take any action that could cause damage to Corporation technology or other Corporation property.

6. Conditions and Standards for Responsible Use of Electronic Communication:

a. Communications with students/parents/guardians, even if not using school resources, are within the jurisdiction of the Corporation to monitor as they arise out of one's position. For official Corporation business, employees are to use a Corporation email account when communicating with a student/parent/guardian via email.
b. Electronic communication between staff and students/parents/guardians should be written as a professional representing the Corporation. This includes word choices, tone, grammar, and subject matter.
c. All data stored or transmitted on Corporation computers shall be monitored. Corporation email accounts shall not be used for sending or attempting to send anonymous messages.
d. Unauthorized photos and videos of students and staff shall not be shared or posted electronically.
e. Electronic correspondence is a public record under the public records law and may be subject to public inspection.
f. The line between professional life and personal life must be clear at all times. Corporation employees should only use their Corporation account or other approved communication method (Google, Zoom, etc.) to communicate with students and/or parents and guardians, and should only communicate on matters directly related to education. Relationships associated with such educational social media accounts should only be with members of the educational community, such as administrators, teachers, students, and parents of such students.
g. All Corporation employees will be responsible for information that they make public through the use of electronic communication. Teachers are the gatekeeper for the privacy and protection of students. When other people can see your conversations with students (i.e. followers on social media), you may be endangering them and also violating the Family Educational Rights and Privacy Act ("FERPA").

7. Conditions and Standards for Responsible Use of Virtual Instruction:

a. All policies, rules, and applicable state and/or federal law apply when in virtual learning classrooms.
b. All staff and students should conduct themselves as if they are physically present in the classroom.
c. Staff shall monitor attendance to ensure student privacy.
d. Staff and students shall manage screen sharing options while conducting or participating in class.
e. Staff shall stop class if it is necessary to protect the privacy of a student or a group of students.
f. No individual, including parent(s) or guardian(s), shall record a class session unless it is a staff member and there is an educational reason for doing so and necessary permission has been obtained.
g. If an unauthorized individual is in a session, staff shall direct the outside individual or group to leave the session immediately. If they refuse to do so, staff shall end the class and start a new, private session. If a student notices an unauthorized individual present in the class, he or she should report that individual to the staff member in the meeting. The staff member should report the intrusion to IT Services Staff and administration immediately.

8. Access to Information and Investigation of Potential Violations:

a. The Corporation recognizes it may not be possible to technologically limit all Internet access to only those materials that support and enrich the curriculum according to adopted policies and reasonable selection criteria. For this reason, at the discretion of the Corporation or the Superintendent, technology protection measures may be configured to protect against access to any material considered inappropriate for students to access. Further, the technology protection measures will not purposefully be disabled at any time that students may be using the Technology to help protect against access to materials that are prohibited under the Children's Internet Protection Act and/or Corporation policy and guidelines. Any User who attempts to disable the technology protection measures will be subject to discipline. The Superintendent or his designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been blocked by the technology protection measures. The determination of whether material is blocked shall be based on curriculum concerns, including the content of the material and the intended use of the material, policy concerns, network concerns, and safety concerns.
b. Users shall not have an expectation of privacy in any use of Corporation technology or the content of any communication using that technology, and the IT Services Staff or a designee may monitor their use of technology without notice to them, and examine all system activities the user participates in including but not limited to, e-mail, recorded voice and video transmissions, to ensure proper and responsible use of the Corporation's technology. Monitoring shall include the use of voicemail but shall not include monitoring a live communication between two or more parties unless at least one user is aware of the monitoring. In addition, use of Corporation technology may be subject to production pursuant to the Indiana Access to Public Records Act, Ind. Code 5-14-3.
c. A user's history of use and all data stored on or sent to or from Corporation technology shall at all times be subject to inspection by the IT Services Staff or a designee without notice to the user before or after the inspection.
d. If IT Services Staff has reasonable suspicion to believe a user has violated this policy or additional Corporation rules, the IT Services Staff or a designee may investigate to determine if a violation has occurred. If the investigation is not conducted by IT Services Staff, the results of the investigation shall be reported to the IT Services Staff by e-mail or in person, and the IT Services Staff shall take appropriate action.

e. A decision by IT Services Staff in response to an investigated allegation of a violation of this policy or additional Corporation rules may be appealed in writing to the Superintendent within five (5) calendar days. The Superintendent's decision concerning continued access to Corporation technology and any other penalty shall be final.

9. Violations of Responsible Use of Technology:

a. Violations of this policy may result in denial of further access to technology, suspension or expulsion of students, and discipline of employees including suspension or termination of employment. Such a violation by a person affiliated with a contractor or subcontractor rendering services to the Corporation may result in cancellation of the contract of the contractor or sub-contractor. A violation of this policy by parent(s) or guardian(s) may result in legal measures including, but not limited to, the following measures to ensure the safety and privacy of Users: cease communication and civil or criminal charges.
b. A user observing or learning of a violation of this policy is required to report the violation to the Executive Director of Technology or user's immediate supervisor (for employees or volunteers) or to a teacher or other school administrator (for students).

10. Social Media Use:

a. Users' personal or private use of social media, even when occurring off school property and outside school hours, may have unintended consequences that affect the school environment.
b. Social media use should be in a manner sensitive to the Student Code of Conduct and the employees' professional responsibilities.
c. The intent of this policy is not to infringe upon Users' legal rights, such as the freedom of expression, religion, and association. For example, this policy does not prohibit an employee from posting content outside the scope of their employment and on a matter of public concern. However, those rights do not include permission to post inflammatory comments and/or any statements that could compromise the Corporation's mission, constitute cyber-bullying or harassment, or cause a substantial disruption to the school environment.

Violations: Violations of the social media use provision may result in disciplinary action (including expulsion for students or termination for employees), confiscation of the device, loss of use of Corporation technology resources, referral to law enforcement or the Department of Child Services, and the recording, data, or image made in violation may be deleted. If the Superintendent, Executive Director of Technology, or designee has reasonable suspicion to believe an employee or student has violated this policy or Corporation rules related to technology, they may investigate to determine if a violation occurred.

11. Protection of Proprietary and Confidential Information Communicated or Stored on Corporation Technology:

a. Users of the Corporation's technology are expected to protect the integrity of data, personal privacy, and property rights of other persons when using Corporation technology.
b. The practice of using distribution lists to send information shall not excuse the erroneous disclosure of confidential information. Users shall determine that distribution lists are current and review each name on any list before sending confidential information including, but not limited to, personally identifiable information about students protected by the Family Educational Rights and Privacy Act ("FERPA").
c. Users should not access confidential information in the presence of others who do not have authorization to have access to the information. Confidential information should not be left visible on the monitor when a user is away from the monitor.
d. Users should not copy, file share, install or distribute any copyrighted material such as software, database files, documentations, articles, music, video, graphic files, and other information, unless the user has confirmed in advance that the Corporation has a license permitting copying,

sharing,installation, or distribution of the material from the copyright owner. Violation of the right of a copyright owner will result in discipline of a student or employee.

12. Incurring Fees for Services:

No user shall allow charges or fees for services or access to a database to be charged to the Corporation except as specifically authorized in advance of the use by IT Services Staff. A fee or charge mistakenly incurred shall be immediately reported to the IT Services Staff. Incurring fees or charges for services to be paid by the Corporation for personal use or without prior authorization of the IT Services Staff may result in discipline including suspension or expulsion of a student, or suspension or termination of an employee.

Users shall thoroughly review terms and conditions of any programs, software, or applications prior to accepting the terms and conditions. Users are responsible for ensuring the terms and conditions comply with Corporation policy and procedures and state and federal law. Users who are unsure of the terms and conditions shall contact the IT Services Staff prior to accepting any terms and conditions. Accepting terms and conditions that violate Corporation policy or procedures or state or federal law may result in discipline as discussed within this policy.

13. Liability

Use of Technology is at the User's own risk. The system is provided on an "as is, as available" basis. The Corporation is not responsible for any damage Users may suffer. The Corporation is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Corporation's system, nor is it responsible for damages or injuries from improper communications or damage to property used to access Corporation technology. The Corporation is not responsible for financial obligations arising through unauthorized use of the educational technologies or the Internet.

14. Training

All students and those staff members shall receive annual training on cyber bullying, cyber security, and appropriate responses.

47 U.S.C. §254(h)(5)(B)-(C), 254(l)
20 U.S.C. §67777(a)
47 C.F.R. §54.520(c)(1)(i)
Children's Internet Protection Act (CIPA)
I.C. 20-26-5-40.5
Franklin Community School Corporation
Adopted: 5-13-24
Revised:

RANDOM DRUG TESTING & EDUCATION POLICY

Random Drug Testing & Education Policy:Alcohol, Tobacco, & Other Drugs

Statement Of Need And Purposes Of The Program

A. All Franklin Community Schools students in grades 7-12 may participate in the random drug, tobacco, and alcohol testing program. In addition, students who park vehicles at school or drive on school property, those who plan to be involved in any extra-curricular/co-curricular activities, and those involved in clubs or other student groups recognized by the school administration are required to participate in the random drug testing program in order to be eligible to participate in these activities. Note: Grade 6 students who participate in middle school athletic teams will also be included in this policy. No other 6th grade students will be included in this policy.

B. It is a privilege for students who meet both the scholastic and physical conditions of eligibility to participate in any of these activities. All of these activities require that students be at their best and chemical-free in order to provide a safe environment for themselves and other students who potentially could be affected.

C. Franklin Community Schools administrators have designed this program to:

1. Direct students away from substance abuse,
2. Protect students who park their vehicles at school or drive on school property, and those who participate in any extra-curricular/co-curricular activities,
3. Educate participants and parents about the serious physical, mental, and emotional harm caused by substance abuse,
4. Assist participants, who might be tempted to use illegal substances,
5. Prevent injury, illness, and harm as a result of substance abuse,
6. Maintain extra-curricular/co-curricular program environment free of drugs, tobacco, alcohol, and intoxicants,
7. Educate and expose participants to a procedure frequently and increasingly used in society.

D. It is recognized that serious attention is being given to substance-abuse problems in private businesses and industries, government, schools, and colleges throughout the country. Results of studies throughout the United States reveal an increasing substance abuse problem and indicate that more than education alone is necessary to encourage students to choose a lifestyle free of substance abuse. This policy is consistent with Franklin Community Schools' rules and regulations concerning the use and abuse of drugs, alcohol, and intoxicants. The Franklin Community Schools has a strong commitment to the health, safety, and welfare of its students.

Introduction

The effective date of this program is July 29, 2011. This program does not affect the current policies, practices, or rights of Franklin Community Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Franklin Community Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Consent

Each student who participates in extracurricular activities or drives to or from school designated, by signing off on receipt of the student handbook, that they are aware they are bound by this policy that is located in our student handbook. Failure to comply will result in non-participation and/or denial of a student driving permit to school.

At the beginning of each selection date, school year, sports season, or when a student moves into the district and/or joins an extracurricular or co-curricular activity, all students wishing to participate in that

school year's activities will be subject to random testing for illicit or banned substances. Once a student is placed in the random drug testing pool of students, they will remain in the testing pool throughout their high school career. Any parent (or student over 18) may request to be taken out of the pool by submitting a written request to the high school administration. Any request will disqualify the student from participation in any school activity and/or driving to or from school for 365 days from the date of the request. Any student who refuses to submit to random drug testing will not be allowed to practice or participate in designated Franklin Community Schools activities or drive to and from school activities for 365 days from the date of the refusal.

Students who do not participate in extracurricular activities or drive to school can still be voluntarily enrolled in the random drug testing group by their legal guardians. These students and parents shall be provided with a consent form, a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug testing program at Franklin Community Schools.

This random drug testing policy in no way supersedes the student code of conduct (handbook) and its contents. It is still the responsibility of faculty, staff, and administration to maintain a safe and orderly educational environment. In situations where this policy and the student code of conduct may appear to conflict, the administration will make the determination as to which policy is best applicable in this scenario including any consequences assigned to the student.

Non-Punitive Nature Of Policy

No student, who is randomly drug tested, will be penalized academically for testing positive for illegal drugs or banned substances under this policy. The results of drug tests pursuant to this policy will not be placed in a student's permanent record. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by a valid and binding subpoena or another legal process, which the Franklin Community Schools Board of School Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before the response is made by the Franklin Community Schools Board of School Trustees, to the extent permitted by such subpoena or legal process. Any student under an alternative to expulsion contract will be held accountable to the stipulations set forth in that contract.

Testing Procedures

1. Names will be drawn from one large pool of those designated to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. The principal/designee will use an independent laboratory/agency to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.
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. The collection of samples will be done in a non-offensive manner, which ensures the integrity of the sample.
3. Upon being selected for a drug screen under this policy, a student will be required to provide a fresh sample according to the quality control standards and policy of the laboratory conducting the analysis.
4. All students will remain under school supervision until they have produced an adequate sample. If the student is unable to produce a sample by the end of the school day, the student will be suspended from activities included in this policy.
5. All samples will meet the requirements set forth by the testing company. If the sample does not meet the required specifications the student will be required to produce another sample. If it is

determined, by reasonable suspicion, that tampering or cheating has occurred during the collection, any students involved will become ineligible for all activities included in this policy for 365 days. This will be reported to the parent/guardian. Any attempt or effort by any student to alter a sample that has been submitted for drug testing or that is being submitted for drug testing, will be considered a severe disruption. This includes possession of chemicals identified as agents known to invalidate such tests. The student who produces the sample and/or the person(s) who attempted to alter the sample will be subject to suspension and/or a recommendation for expulsion.

6. Immediately after the sample is taken, the student may return to class with an admittance slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
7. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also, performance-enhancing drugs such as steroids may be tested. If the test is determined invalid, after leaving the student's possession, the student will be tested again as soon as possible and will also remain eligible until further testing is completed.

Refusing To Take A Drug Screen

If a student is randomly selected and refuses to take a drug screen, he/she will be ineligible for athletics and for a parking permit for 365 days. The student must also submit to a drug screen before privileges are reinstated.

Collection Of Specimen, Chain Of Custody

The principal will establish guidelines to set up the collection environment, guarantee the validity of samples, and supervise the chain of custody.

Test Results

1. This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing students from participating in extracurricular activities and restricting him/her from driving to or from school.
2. The principal/designee will be notified of a student testing positive (that is if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal/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 will be considered in determining whether a positive test has been satisfactorily explained.
3. If the test is verified positive, the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. 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 student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Handbook and the Student Handbook. A student involved in non-athletic extracurricular activities who tests positive will be subject to the disciplinary consequences outlined in the Student Handbook.

   A student driver who tests positive will be subject to the disciplinary consequences outlined in the Student Handbook, including removal of driving privileges.. Students who are only drivers will not have their driving privileges suspended if testing positive for tobacco if they are of legal age to consume tobacco products. However, the student will still be suspended from all other extra-curricular activities.

Franklin Community Schools reserves the right to continue testing at any time during the remaining school year for any participating student who tested positive and did not make a satisfactory explanation.

4. Drug testing results sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.

Statistical Reporting And Confidentiality Of Drug Test Results

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without expressed written consent of the Franklin Community Schools Board of School Trustees. However, the lab will provide the building principal with a quarterly report showing the number of tests performed, the rate of positive and negative tests, and what substances were found in the positive random specimens.

Under this drug-testing program, any staff coach or sponsor of Franklin Community Schools 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 Franklin Community Schools' commitment to confidentiality with regard to this program.

Financial Responsibility

1. Under this policy, Franklin Community Schools will pay for all initial random drug tests and all initial reasonable suspicion drug tests.
2. A mandatory drug test for a student who initially indicated they would not participate in any extra-curricular activity for the remainder of the school year 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.
4. The parent/guardian will be responsible for the cost of any drug test given as the result of a parent/guardian's request that a student is tested outside of the random testing pool.
5. In order to return to participation, the student will be required to test ATOD free. The parent/guardian will be responsible for the cost of this drug test.

Additional Rules For Co-Curricular, Extra-Curricular, And Athletics

Apart from this drug-testing program, Franklin Community Schools coaching staff/sponsors of each sport/activity have their own rules and requirements. Coaches/sponsors 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.

A student who violates school policy may also violate a Code of Conduct. Students who voluntarily participate in such privileges understand that they are subject to additional discipline which may include suspension from an after-school activity.

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25-26	26-27 ~~Removed~~ Added
PAGES 2-6	
To remain in the virtual learning environment, students must maintain academic good standing (GPA > 2.0) and good attendance (≤ 5 unexcused absences/semester). Further, high school students must continue adequate progress toward graduation by earning at least 5 credits each semester. If allowable by Indiana law, the FCVS principal may decide if a probationary semester is appropriate.	To remain in the virtual learning environment, students must maintain academic good standing (GPA > 2.0) and good attendance (≤ 5 unexcused absences/semester). Further, high school students must continue adequate progress toward graduation by earning at least 5 credits each semester. ~~If allowable by Indiana law, the FCVS principal may decide if a probationary semester is appropriate.~~ Students who receive failing grades on all courses in a semester will be required to meet with the counselor or principal in any subsequent semesters that the student is enrolled, including reenrollments.
• Report card issued via FCS PowerSchool	• Report card issued via FCS PowerSchool at end of each semester
Indiana Online (6-12): Students participate in live, synchronous classes with a certified Indiana Online teacher (not an FCS employee). Students will interact with a teacher four days a week (Monday, Tuesday, Thursday, and Friday). Wednesdays are reserved for office hours for students who need additional support. Grades and attendance are recorded by the Indiana Online teacher. Students needing or wanting additional classes	**Indiana Online (6-12):** Students participate in live, synchronous classes with a certified Indiana Online teacher (not an FCS employee). Students will interact with a teacher four days a week (Monday, Tuesday, Thursday, and Friday). Wednesdays are reserved for office hours and academic intervention for students who need additional support. Grades and attendance are recorded by the Indiana Online teacher. ~~Students needing or wanting additional classes may take one to two asynchronous~~

may take one to two asynchronous courses via Indiana Online or Edmentum. Asynchronous courses are self-paced.	~~courses via Indiana Online or Edmentum.~~ Asynchronous elective courses are self-paced.
1. Academic Calendar: EdOptions and Indiana Online have their own academic calendars. However, the calendars are similar to FCS. Students will follow the FCS calendar for breaks, but EdOptions and Indiana Online may begin or end semesters at slightly different times. Families should attend to these slight discrepancies. All partners will collaborate with FCS and families on state-mandated testing dates.	**1. Academic Calendar:** ~~EdOptions and Indiana Online have their own academic calendars. However, the calendars are similar to FCS. Students will follow the FCS calendar for breaks, but EdOptions and Indiana Online may begin or end semesters at slightly different times. Families should attend to these slight discrepancies. All partners will collaborate with FCS and families on state-mandated testing dates.~~ FCVS has two different calendars for students K-5 and 6-12. These calendars have start and stop dates and breaks which differ slightly from the district calendar. Families should follow the virtual school calendars and attend to any directives given by FCVS administration regarding breaks and academic expectations. All partners will collaborate with FCVS and families on state-mandated testing dates.
6. Grades: Grades can be monitored in the relevant online platform at any time, but the grades are entered into PowerSchool at the close of the grading period each 9 weeks. Semester grades for high school courses will be documented on the Franklin Community Virtual School transcript. Students' grades will not be weighted at the high school level for courses taken at Franklin Community Virtual School.	**6. Grades:** Grades can be monitored in the ~~relevant~~ Genius (K-12) or Canvas (6-12) platform at any time, but the grades are entered into PowerSchool at the close of the grading period each 9 weeks. Semester grades for high school courses will be documented on the Franklin Community Virtual School transcript. Students' grades will ~~not~~ be weighted at the high school level for courses taken at Franklin Community Virtual School according to the weighting scale.
ATTENDANCE	

Research shows that regular attendance correlates with high achievement; for this reason, FCS, in accordance with state regulations, has determined that students may incur no more than 10 absences. All absences, excused or unexcused, count toward this limit. Exempted absences are not included in this limit.	Research shows that regular attendance correlates with high achievement~~; for this reason, FCS, in accordance with state regulations, has determined that students may incur no more than 10 absences. All absences, excused or unexcused, count toward this limit. Exempted absences are not included in this limit~~.
A. Reporting Absences -Parents are expected to call the FCVS attendance office (317-346-8975) to report their student's absence on the same day as the absence and state the reason the student is not in attendance. There is a 24-hour voice mailbox available at this number. A parent call, however, does not mean that an absence will be excused. **Families must also notify the virtual teacher at Indiana Online (grades 6-12).** To report an absence with the virtual teacher, please complete the Indiana Online Academy Attendance Notification Form to provide the student's name, date of absence(s), and reason for the absence. You can also attach any pertinent documentation related to the absence. Families with students attending EdOptions (grades K-5) need only contact FCVS via the attendance line.	A. Reporting Absences - **a. K-5**: Parents are expected to call the FCVS attendance office (317-346-8975) to report their student's absence on the same day as the absence and state the reason the student is not in attendance. There is a 24-hour voice mailbox available at this number. A parent call, however, does not mean that an absence will be excused. **b. 6-12:** Families must notify the virtual teacher at Indiana Online (grades 6-12). To report an absence with the virtual teacher, please complete the Indiana Online Academy Attendance Notification Form to provide the student's name, date of absence(s), and reason for the absence. You can also attach any pertinent documentation related to the absence. ~~Families with students attending EdOptions (grades K-5) need only contact FCVS via the attendance line.~~
EXCUSABLE REASONS (outlined in Policy C175): MUST BE REPORTED WITHIN 24 HOURS	
The Corporation accepts only the following as excusable reasons for absence from school. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:	All absences must be reported to the school office either by the form for 6-12 or the attendance line for K-5. A parent/guardian must call the school to report the absence by 9:00 am.

A. Professional Appointments (i.e. doctor, dentist, therapist).
Proper documentation as outlined in this policy will be required.

B. Personal Illness
The principal may require a doctor's confirmation if s/he deems it advisable, such as after 2 consecutive absences.

C. Out-of-School Suspension

D. Death in the Immediate Family

E. Required Court Attendance

F. Observance of a Bona-Fide Religious Holiday

G. Military connected families' absences related to deployment and return

H. Recovery from a documented accident

I. Maternity Leave

J. Such other good cause as determined by law (I.C. 20-8.1-3-18 and Policy #C175).

PROFESSIONAL APPOINTMENT REQUIREMENTS

Notice of appointment will be required upon return to school and can be emailed directly to the FCVS principal or Students/Families should produce relevant documentation (as outlined in Policy C175) within 24 hours following the day the student returns to school.

K-12 Unexcused Absences

A. All absences must be reported to the school office. A parent/guardian must call the school to report the absence by 9:00 a.m.

B. Upon the **fifth unexcused** absence within a 10-week period, a parent/guardian will receive an attendance letter informing him/her of the number of unexcused absences from school. Per Senate Bill 282, families are required to conference with school administrators within ten instructional days of the fifth unexcused absence. At this meeting, an attendance plan will be developed and should be followed. Schools will work with families to schedule the conference at a convenient time. A school administrator, teacher, counselor, and parent/guardian should attend the conference. The parent/guardian may bring a representative if notice is provided to the school at least 48 hours before the conference.

C. Upon the tenth unexcused absence and thereafter, failure to provide documentation in compliance with Board Policy C175 will be considered to be in violation of this policy. On the tenth unexcused absence, a letter is issued from the school as verification of the student's

counselor. The documentation must contain the following to be considered an acceptable absence:

A. Name of Student
B. Date and Time of Appointment
C. Return date to School
D. Any limitations and their duration

Failure to produce documentation within three (3) days may result in a violation of this policy. Absences that do **not** accumulate against this guideline include field trips and/or college visits.

UNACCEPTABLE REASONS FOR ABSENCES

Any absence from school not authorized or in violation of this policy is considered unacceptable.

Elementary (K-6)

A.

B. Upon the **fifth unexcused** absence within a 10-week period, a parent/guardian will receive an attendance letter informing him/her of the number of unexcused absences from school. Per Senate Bill 282, families are required to conference with school administrators within five instructional days of the fifth unexcused absence. At this meeting, an attendance plan will be developed and should be followed. Schools will work with families to schedule the conference at a convenient time. A absence from school. Per Senate Bill 282, an affidavit will be filed with the prosecutor's office for students accumulating 10 unexcused absences.

D. Upon the fifteenth absence, excused or unexcused, the school will send a notice to Johnson County Community Corrections and DCS for further action. A letter will be sent to parents/guardians as well.

E. Upon the accumulation of 18 unexcused absences, per Senate Bill 282, the student's attendance data will be submitted to the prosecutor's office.

TARDINESS

The prompt arrival of students prepares them for success the entire day. Students who report late to school must check-in at the main office to obtain admittance to the building.

Consequences for tardiness are outlined in the Middle/High/Virtual School Handbooks.

TRUANCY

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location without parental knowledge. Absence is defined as non-present in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within twenty (20) minutes after the official start of the school day.

school administrator, teacher, counselor, and parent/guardian should attend the conference. The parent/guardian may bring a representative if notice is provided to the school at least 48 hours before the conference. (See Guideline C175-R2 for additional information)

C. Upon the **tenth** absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the tenth absence, a letter is issued from the school as verification of the student's attendance at school. All absences, **excused or unexcused**, count toward this 10-day limit. Per Senate Bill 282, an affidavit will be filed with the prosecutor's office for students accumulating **10 unexcused** absences.

D. Upon the **fifteenth** absence, **excused or unexcused**, the school will send a notice to Johnson County Community Corrections and DCS for further action. A letter will be sent to parents/guardians as well.

E. Upon the accumulation of **18 unexcused** absences, per Senate Bill 282, the student's attendance data will be submitted to the prosecutor's office.

Middle (7-8)

A. All absences must be reported to the school office. A

NOTICE TO THE INDIANA BUREAU OF MOTOR VEHICLES

In accordance with Indiana law, the building principal and/or attendance officer shall keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license. The student's current license cannot be revoked for habitual truancy. The building principal and/or attendance officer shall notify the Bureau of Motor Vehicles of each student who is a habitual truant. The disciplining of truant students shall be in accord with Board policies and due process described in the Student Code of Conduct and Board Policy 5611.

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
   No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building principal.

parent/guardian must call the school by 9:00 a.m. to report the absence.

B. Upon the **fifth unexcused** absence, a parent/guardian will be given a warning notice informing him/her of the number of absences from school.

C. Upon the **tenth** absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the tenth absence, a letter is issued from the school as verification of the student's attendance at school. All absences, **excused or unexcused**, count toward this 10-day limit.

D. Upon the **fifteenth** absence, **excused or unexcused**, the school will send a notice to Johnson County Probation/Office of Family and Children and DCS for further action.

High School (9-12)

A. All absences must be reported to the school office. A parent/guardian must call the school by 9:00 a.m. to report the absence.

B. Upon the **fifth unexcused** absence, a parent/guardian will be given a warning notice informing him/her of the number of absences

CERTIFICATE OF INCAPACITY

If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this requirement shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

from school.

C. Upon the **tenth** absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the tenth absence from a class, a letter is issued from the school as verification of the student's attendance at school. All absences, **excused or unexcused**, count toward this 10-day limit. Upon the fifteenth absence, the school will send a notice to Johnson County Probation/Office of Family and Children and DCS for further action.

D. Due to work missed, any absence of ten (10) or above may result in loss of credit from the class.

E. Upon the fifteenth absence, **excused or unexcused**, the school will send a notice to Johnson County Probation/Office of Family and Children and DCS for further action.

EXCESSIVE ABSENCES (7-12)

When students reach their tenth absence, unexcused and excused, a letter will be sent home indicating that the student is in violation of the attendance policy and will be referred to Johnson County Juvenile Community Corrections at fifteen absences.

At the **10th absence**, the student/parent or guardian will be

required to meet with a counselor or administrator to discuss their absences and develop an attendance contract. The following interventions can be utilized to assist with attendance concerns: A. After-school detention B. Referral to alternative school C. Loss of driving privileges for school D. Referral to Juvenile Detention for truancy E. In-school suspension F. Out-of-school suspension G. Loss of high school credit H. Possible loss of extra and co-curricular participation, prom, dances and after school activities I. Possible expulsion Exempted absences are not included in these 5,10,15-day thresholds. (See Policy #C175.) MAKE-UP WORK FOR EXCUSED ABSENCES OR WHEN STUDENT IS SUSPENDED	

It is the student's responsibility to arrange make-up work with each teacher. Please consult Indiana Online or EdOptions policies regarding make up work and make up assessments.

PRE-ARRANGED ABSENCES

Pre-arranged absences may be considered an unacceptable absence and subject to the ten (10) day rule in all school levels. Prior to the absence, parents are expected to notify the school of the absence.

TRUANCY

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location without parental knowledge. **Absence** is defined as non-present in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location 10 minutes after the official start of the school day. More information is available in Student Conduct: Truancy

NOTICE TO THE INDIANA BUREAU OF MOTOR VEHICLES

In accordance with Indiana law, the building principal and/or attendance officer shall keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license. The student's current license cannot be

revoked for habitual truancy. The building principal and/or attendance officer shall notify the Bureau of Motor Vehicles of each student who is a habitual truant. The disciplining of truant students shall be in accord with Board policies and due process described in the Student Code of Conduct and Board Policy 5611. **CERTIFICATE OF INCAPACITY** If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this requirement shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.	
OFF CAMPUS ACTIVITIES	
Students who attend or are participants in school-sponsored activities which take place off school grounds are subject to all of the rules and regulations of Franklin Community Virtual School.	Students who attend or are participants in school-sponsored activities which take place off school grounds are subject to all of the rules and regulations of Franklin Community Virtual School and the hosting school.
Personal Electronic Devices (Senate Bill 185)	

Students may carry a cell phone while in school buildings, but student cell phones are expected to be off, out of sight, and not in use for any reason in the classroom including online unless they have teacher approval. Students are not permitted to take photos or videos of any other person without the direct permission of that person. Students are not permitted to take photos or videos that either intentionally or unintentionally demean or harm someone or break any school policy. Student cell phones are for emergency use with permission or educational purposes only – see specific cell phone rules in the student discipline section. Possession of a cell phone or other electronic communication device (ECD), by a student is a privilege, that may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege. Any photo/video taking device is prohibited in areas that are considered private including restrooms, locker rooms, health clinics, and while in the main office. Taking pictures or videos of other students and staff at school is a violation of this policy unless given direct consent.	(Awaiting new board policy)
FCVS ACADEMIC AND OTHER POLICIES	

6. Grades: Grades can be monitored in the relevant online platform at any time, but the grades are entered into PowerSchool at the close of the grading period each 9 weeks. Semester grades for high school courses will be documented on the Franklin Community Virtual School transcript. Students' grades will not be weighted at the high school level for courses taken at Franklin Community Virtual School.	**6. Grades:** Grades can be monitored in the relevant online platform at any time, but the grades are entered into PowerSchool at the close of the grading period each 9 weeks. Semester grades for high school courses will be documented on the Franklin Community Virtual School transcript. Students' grades will ~~not~~ be weighted at the high school level for courses taken at Franklin Community Virtual School according to the weighting scale.
EARLY GRADUATION (JUNIORS) / MID-YEAR GRADUATION (SENIORS)	
Juniors and Seniors who have earned the required number of credits; who have completed Graduation Pathways; and who have completed all of the required classes may be graduated after six or seven semesters (respectively). These procedures shall be followed by all students planning early/mid-year graduation. 1. Students should apply for early/mid-year graduation by the end of their sophomore (junior grad) and/or junior year (mid-year grad). 2. The student shall file with the counselor a completed application, properly signed by the student and the parent or guardian. 3. The student shall have a grade point average of 1.66 or above. 4. Early / mid-year graduates are considered completed with their high school program and are no longer considered students. Early/mid-year graduates are not permitted to participate in any extracurricular activities	~~Juniors and Seniors~~ Students who have earned the required number of credits; who have completed Graduation Pathways; and who have completed all of the required classes may be graduated ~~after six or seven semesters (respectively)~~. These procedures shall be followed by all students planning early/mid-year graduation. 1. Students should apply for early/mid-year graduation by the end of the semester preceding the school year in which they intend to graduate. ~~by the end of their sophomore (junior grad) and/or junior year (mid-year grad).~~ 2. The student shall file with the counselor a completed application, properly signed by the student and the parent or guardian. 3. The student shall have a grade point average of 1.66 or above. 4. Early / mid-year graduates are considered completed with their high school program and are no longer

(athletics, clubs, etc.). Early/mid-year graduates must get administrator approval and be in good standing in order to attend prom. 5. Early/mid-year graduates are permitted, and encouraged, to participate in the graduation commencement ceremony. 6. Students who are scheduled as mid-year graduates will have the lowest priority for any full-year courses when enrollment in these courses exceeds the number of available places for students. 7. Students who have not completed a graduation pathway will not be allowed to graduate early. Students with an IEP/504 may be approved on a case-by-case basis. 8. Students who have not completed a senior project will not be allowed to graduate early. 9. By electing to be an early/mid-year graduate, juniors/seniors accept the responsibility to keep themselves informed of all school deadlines that may apply to them. Announcements concerning graduation announcements, graduation practice, cap and gown pick-up, etc. are not necessarily mailed home. Early/mid-year graduates must meet all announced deadlines. 10. Juniors choosing to be early grads are still a part of the junior cohort and do not earn senior incentives. They can participate in the Senior Walk and Senior Graduation activities.	considered students. Early/mid-year graduates are not permitted to participate in any extracurricular activities (athletics, clubs, etc.). Early/mid-year graduates must get administrator approval and be in good standing in order to attend prom. 5. Early/mid-year graduates are permitted, and encouraged, to participate in the graduation commencement ceremony. 6. Students who are scheduled as mid-year graduates will have the lowest priority for any full-year courses when enrollment in these courses exceeds the number of available places for students. 7. Students who have not completed a graduation pathway will not be allowed to graduate early. ~~Students with an IEP/504 may be approved on a case-by-case basis.~~ 8. Students who have not completed a senior project will not be allowed to graduate early. 9. By electing to be an early/mid-year graduate, students ~~juniors/seniors~~ accept the responsibility to keep themselves informed of all school deadlines that may apply to them. Announcements concerning graduation announcements, graduation practice, cap and gown pick-up, etc. are not necessarily mailed home. Early/mid-year graduates must meet all announced deadlines. 10. Students ~~Juniors~~ choosing to be early grads are still a part of their respective ~~the junior~~ cohort and do not earn

	senior incentives. They can participate in the Senior Walk and Senior Graduation activities. 11. Students in Cohort 2029 and beyond must complete a diploma seal in order to qualify for early graduation.
ADMINISTRATION OF DISCIPLINE	
None	All students, including those with disabilities, are expected to follow the rules, policies, and procedures outlined in this handbook, unless otherwise specified in an Individualized Education Program (IEP) or Section 504 Plan. The Corporation will comply with all applicable federal and state laws regarding students with disabilities and will engage in an interactive process with students and their families to determine and provide appropriate reasonable accommodations.
GRADUATION REQUIREMENTS	
Guidelines are as follows: a. Credits earned at any state-accredited school(s) will be accepted. b. Not all credits earned at other schools are acceptable for transfer to FCVS. Any credits through a non-accredited program will be evaluated by FCVS officials, who will determine if credits will be transferred, and the number of credits that will be accepted. Courses that transfer will not be weighted. c. Indiana Online Academy, Courseware, and APEX online courses will not be weighted. d. The maximum number of credits that may be earned from a combination of correspondence courses, online coursework, college courses, and night school is four unless approved through administration. All courses must be approved in advance by the administration and monitored by a counselor.	**Guidelines are as follows**: a. Credits earned at any state-accredited school(s) will be accepted. b. Not all credits earned at other schools are acceptable for transfer to FCVS. Any credits through a non-accredited program will be evaluated by FCVS officials, who will determine if credits will be transferred, and the number of credits that will be accepted. c. Courses that transfer will not be weighted. d. ~~Indiana Online Academy,~~ Courseware, and APEX online courses will not be weighted. e. The maximum number of credits that may be earned from a combination of correspondence courses, online coursework, college courses, and night school is four unless approved through administration. All courses must be approved in advance by the administration and monitored by a counselor.
GRADING SCALE	

Franklin Community Virtual School uses a 4.0 grading scale.

Grades 9-12 Grading Scale

A+	4.00	(100%)
A	4.00	(99%-92%)
A-	3.66	(91%-90%)
B+	3.33	(89%-88%)
B	3.00	(87%-82%)
B-	2.66	(81%-80%)
C+	2.33	(77%-72%)
C	2.00	(77%-72%)
C-	1.66	(71%-70%)
D+	1.33	(69%-68%)
D	1.00	(67%-62%)
D-	0.66	(61%-60%)
F	0.00	(59%-0%)

GPAs are based on grades earned in all credit-bearing classes. GPAs are carried to three decimal places. Students who retake a class will have the highest grade earned counted for their GPA. The lower grade earned will no longer be counted as part of the student's GPA. If the student received credit the first time the class was taken, no additional credit will be earned when the class is repeated.

Franklin Community Virtual School uses a 4.0 grading scale and a 4-Tier system of weighted grades. The weights have been determined by the level of rigor and the alignment to the college-level curriculum. The grading scale and 4-Tier system is outlined below:

Grades 9-12 Grading Scale

A+	4.00	(100%)
A	4.00	(99%-92%)
A-	3.66	(91%-90%)
B+	3.33	(89%-88%)
B	3.00	(87%-82%)
B-	2.66	(81%-80%)
C+	2.33	(77%-72%)
C	2.00	(77%-72%)
C-	1.66	(71%-70%)
D+	1.33	(69%-68%)
D	1.00	(67%-62%)
D-	0.66	(61%-60%)
F	0.00	(59%-0%)

4-Tier System(weighted grades)

Tier 1 = no increment
Tier 2 = 0.33 increment
Tier 3 = 0.50 increment
Tier 4 = 1.0 increment
*Grades lower than a C- will not be weighted

	A listing of weighted courses is outlined on the website at www.franklinschools.org/virtual under Online Courses. GPAs are based on grades earned in all credit-bearing classes. GPAs are carried to three decimal places. Students who retake a class will have the highest grade earned counted for their GPA. The lower grade earned will no longer be counted as part of the student's GPA. If the student received credit the first time the class was taken, no additional credit will be earned when the class is repeated.
DISTRICT GRADING SCALE The Franklin Community Schools have adopted a corporation-wide grading scale: 90-100% = A 80-89% = B 70-79% = C 60-69% = D 0-59% = F	~~DISTRICT GRADING SCALE~~ ~~The Franklin Community Schools have adopted a corporation-wide grading scale:~~ ~~90-100% = A~~ ~~80-89% = B~~ ~~70-79% = C~~ ~~60-69% = D~~ ~~0-59% = F~~
GRADING CRITERIA FOR INDIANA ONLINE	
Grading Categories - Elementary • In-Class/Participation 20% • Assessments 80%	~~**Grading Categories - Elementary**~~ ~~• In-Class/Participation 20%~~ ~~• Assessments 80%~~
• **All** required assignments, quizzes, and tests should be completed before taking the final exam. Students **will receive zeros** on all remaining incomplete assignments.	• **All** required assignments, quizzes, and tests should be completed before taking the final exam. Students **will receive zeros** on all remaining incomplete assignments.

• The final exam is 20% of the student's overall course score. • A final exam **must be completed** in order to earn a score in the course. • A blank submission for the final exam will be treated as no submission for the final exam. • During the final exam, students may be permitted to use tools such as calculators, pencil, paper, or course notes if specified by the teacher.	• The final exam is 20% of the student's overall course score. • ~~A final exam **must be completed** in order to earn a score in the course.~~ • A blank submission for the final exam will be treated as no submission for the final exam. • During the final exam, students may be permitted to use tools such as calculators, pencil, paper, or course notes if specified by the teacher.
SCHEDULING YOUR COURSES	
Students must have 40 credits for the Core 40 diploma or 47 credits to earn the Academic Honors or Technical Honors Diploma from Franklin Community Virtual School. When scheduling your courses, use this booklet to learn more about the content of each course, possible prerequisites, and possible fees. The counselor will conduct scheduling sessions to assist students and parents with course selections.	Students must have 40 credits for the Core 40 diploma or 47 credits to earn the Academic Honors or Technical Honors Diploma, cohort 2029 and beyond must have 42 credits and any preferred seal requirements completed to earn your diploma from Franklin Community Virtual School. When scheduling your courses, use this booklet to learn more about the content of each course, possible prerequisites, and possible fees. The counselor will conduct scheduling sessions to assist students and parents with course selections.
TRUANCY	
Students who accumulate 6 or more absences from school will be required to meet with the school counselor or principal. If the student accumulates 10 or more consecutive or 18 or more cumulative unexcused absences in one semester, they will be withdrawn from the virtual learning environment in accordance with IC 20-19-9-5.	Students who accumulate ~~6~~ 5 or more absences from school will be required to meet with the school counselor or principal. If the student accumulates 10 or more consecutive or 18 or more cumulative unexcused absences in one semester, they will be withdrawn from the virtual learning environment in accordance with IC 20-19-9-5.
GROUNDS FOR SUSPENSION OR EXPULSION	

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract as defined by state law is excluded from this rule.	11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. ~~Low THC Extract as defined by state law is excluded from this rule.~~

Franklin Community Virtual School
2025-2026

Student and Parent Handbook

Shelbie Murphy
Principal
317-346-8976
murphys@franklinschools.org

Cristy Williams
School Counselor
317-346-8977
williamscr@franklinschools.org

FCVS Attendance Line
317-346-8975

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Grad Path Coordinator (Senior Projects)
317.346.8162
weidmanm@franklinschools.org

In alignment with the district's strategic plan and to better serve the needs of our students and families, Franklin Community Schools (FCS) is expanding educational options for students. Beginning in the 2024-2025 school year, FCS will offer a K-12 virtual learning experience powered by Edmentum EdOptions Academy (K-5) and Indiana Online (6-12). All learning partners are fully accredited virtual learning providers.

Board Approved: PENDING

MISSION STATEMENT

Together, we empower greatness in all learners through collaboration, dynamic partnerships, and rich experiences that develop a
world-class learning environment.

VISION

Franklin Community Schools - where education is
student-centered and innovative and learners are inspired to become great!

BELIEFS

In a safe and nurturing environment, students:
*Learn at different rates and in different ways
*Learn more effectively while actively engaged
*Develop positive relationships with adults and peers

GUIDING PRINCIPLES

Individual Student Growth

Franklin Community Virtual School will provide learning
experiences that maximize individual student potential.

Communication

Franklin Community Virtual School will share and receive
information in a clear, concise, and timely manner.

Systemic Continuous Improvement

Franklin Community Virtual School will utilize a fluid process that engages stakeholders in defining, analyzing, and evaluating possible solutions.

Collaboration

Franklin Community Virtual School will provide opportunities for students, parents, and staff to work together to achieve common goals.

Trust

Franklin Community Virtual School will build an atmosphere of
confidence through an open and transparent environment.

Franklin Community Virtual School (FCVS)

Families and students are responsible for all information in this handbook.

A student may register at FCVS if the following enrollment criteria are met:

- Proof of Indiana residency (IC 20-19-9-6) and, if appropriate, out-of-district transfer approval,
- Reliable internet connection,
- Commitment to attend at least one semester in the virtual learning environment and abide by the engagement and attendance expectations,
- Signed and submitted parent/student contract,
- Registration completed prior to the deadline, and
- Student and parent/guardian attendance at required orientation meetings (IC 20-19-9-2 & IC 20-19-9-3).

A transition to FCVS may occur only during allowed registration periods. However, other circumstances may require a transition from the traditional learning environment to the virtual learning space. The following considerations are only examples and do not encompass all possibilities.

(1) A family may provide credible documentation from a medical professional stating a virtual learning environment is in the best interest of the student.
(2) A case conference committee may decide that a transition to the virtual environment is in the best interest of the student.
(3) An expulsion examiner or building administrator, in consultation with a student and their family, may decide that a virtual learning environment is in the best interest of the student.

To remain in the virtual learning environment, students must maintain academic good standing (GPA > 2.0) and good attendance (≤ 5 unexcused absences/semester). Further, high school students must continue adequate progress toward graduation by earning at least 5 credits each semester. Students who receive failing grades on all courses in a semester will be required to meet with the counselor or principal in any subsequent semesters that the student is enrolled, including reenrollments.

Indiana Code (IC 20-19-9-3) requires FCVS to remind families that “a person who knowingly or intentionally deprives a dependent of education commits a violation” under IC 35-46-1-4.

To participate in the virtual learning environment, students must have a reliable internet connection. Students must sign and comply with FCS Policy A300: Responsible Use of Technology and Internet Use Policy.

Franklin Community Virtual School: Full-time Virtual Opportunities

Grades K-5 - Powered by EdOptions Academy

- Learning takes place at home
- Monday-Thursday Attendance Requirements: Daily engagement with an EdOptions Teacher in ELA/literacy, math, science, and social studies (synchronous attendance in all four classes); Plus recorded online engagement in asynchronous class(es) or assignments outside of class for at least one hour/day = 5 hours/day of attendance total
- Friday Attendance Requirements: Recorded online engagement in asynchronous class(es), meeting(s) with teacher(s), remediation, extension, or assignments for at least five hours = 5 hours of attendance
- Asynchronous elective options provided
- Grade-level, standards-based material in all core subject areas including specials
- Consistent feedback from and engagement with certified EdOptions teacher
- Report card issued via FCS PowerSchool at the end of each semester
- Services provided for all students with an IEP, ILP, and/or 504 Plan
- FCVS staff will serve as Teacher of Record for IEPs and/or ILPs
- FCVS counselor will serve as the case manager for 504 Plans
- Must participate **on-site** for all state-mandated assessments including, but not limited to, DIBELS (dyslexia testing), IREAD-3 (second and third grades), and ILEARN checkpoint and summative assessments (third and fourth grades)
- Communicate with FCVS via ParentSquare and the student's FCS email account (check regularly)
- Permitted to participate in after-school clubs and activities

Grades 6-8 - Powered by Indiana Online

- Learning takes place at home
- Monday, Tuesday, Thursday, & Friday Attendance Requirements: Daily engagement with Indiana Online Teachers in ELA, math, science, and social studies (synchronous attendance in at least 50% of total enrollments); Plus recorded online engagement in asynchronous class(es) or assignments outside of class for at least two hours/day = 6 hours/day of attendance total
- Wednesday Attendance Requirements: Recorded online engagement in asynchronous class(es), meeting(s) with teacher(s), remediation, extension, or assignments for at least six hours = 6 hours of attendance
- Asynchronous elective options provided
- Grade-level, standards-based material in all core subject areas including specials
- Consistent feedback from and engagement with certified Indiana Online teachers
- Report card issued from FCS PowerSchool at the end of each semester
- Services provided for all students with an IEP, ILP, and/or 504 Plan
- FCS teacher will serve as Teacher of Record for IEPs and/or ILPs
- FCVS counselor will serve as the case manager for 504 Plans

- Must participate **on-site** for all state-mandated assessments including, but not limited to, ILEARN checkpoint and summative assessments
- Communicate with FCVS via ParentSquare and the FCS student's email account (check regularly)
- Permitted to participate in after-school clubs and activities

Grades 9-12 - Powered by Edmentum and Indiana Online

- Learning takes place at home
- Monday, Tuesday, Thursday, & Friday Attendance Requirements: Daily engagement with Indiana Online Teachers in ELA, math, science, and social studies (synchronous attendance in at least 50% of total enrollments); Plus recorded online engagement in asynchronous class(es) or assignments outside of class for at least two hours/day = 6 hours/day of attendance total
- Wednesday Attendance Requirements: Recorded online engagement in asynchronous class(es), meeting(s) with teacher(s), remediation, extension, or assignments for at least six hours = 6 hours of attendance
- Asynchronous elective options provided
- Grade-level, standards-based material in all subject areas
- Consistent feedback from and engagement with certified Indiana Online teachers
- Students must participate in a minimum of 5-6 classes and pass at least 5 per semester and remain on track for a Core 40 diploma (May supplement Indiana Online schedule with Edmentum if needed)
- The schedule developed in collaboration with the FCVS counselor
- Report card issued from FCS PowerSchool at the end of each semester
- FCVS transcript and diploma
- Accommodations provided for students with an IEP and/or ILP
- FCVS staff will serve as Teacher of Record for IEPs and/or ILPs
- FCVS counselor will serve as the case manager for 504 Plans
- AP and Dual Enrollment courses available
- Must participate **on-site** for all state-mandated assessments including, but not limited to, ILEARN Biology, PSAT, and SAT
- May participate in afterschool clubs and activities, except IHSAA athletics
- Communicate with FCVS via ParentSquare and the student's FCS email account (check regularly)
- Complete Indiana Graduation Pathways requirements, including a senior project
- Participate in FCS Graduation exercises

Power behind the Learning Platforms

Edmentum EdOptions (K-5): EdOptions is a fully accredited online platform providing a synchronous virtual learning experience for students. Students are assigned a certified EdOptions instructor for each course they are enrolled in. Students are expected to interact with their EdOptions teacher each day school is in session. The EdOptions teacher (not an FCS employee) will communicate regularly with the student and their family to support the student's academic needs (including following IEPs, ILPs, and 504 plans). Grades and attendance are recorded by the EdOptions teachers.

Indiana Online (6-12): Students participate in live, synchronous classes with a certified Indiana Online teacher (not an FCS employee). Students will interact with a teacher four days a week (Monday, Tuesday, Thursday, and Friday). Wednesdays are reserved for office hours and academic intervention for students who need additional support. Grades and attendance are recorded by the Indiana Online teacher. Asynchronous elective courses are self-paced.

Edmentum Apex/Courseware (9-12): Students work completely self-paced, asynchronous through an online course. Students are expected to maintain a reasonable pacing schedule in order to complete coursework on time. Edmentum courses will be added to a high school student's Indiana Online schedule in collaboration with the FCVS counselor.

FCVS Academic and Other Policies

1. **Academic Calendar:** FCVS has two different calendars for students K-5 and 6-12. These calendars have start and stop dates and breaks which differ slightly from the district calendar. Families should follow the virtual school calendars and attend to any directives given by FCVS administration regarding breaks and academic expectations. All partners will collaborate with FCVS and families on state-mandated testing dates.

2. **Attendance:** Students are required to virtually attend synchronous EdOptions and Indiana Online classes and to work consistently, following the pacing provided in Edmentum and Indiana Online, for asynchronous courses where daily activity is monitored. Students may work ahead each week.

   Students will be designated "In Attendance Virtual" or "VP" for attendance reporting to the state of Indiana via PowerSchool. Once again, students must maintain the pacing guidelines suggested by each program. Five or fewer absences during any one semester is acceptable. Failure to maintain an acceptable attendance record may result in an Attendance Conference with parents/guardians facilitated by the FCVS principal. Ongoing attendance difficulties may require removal from Franklin Community Virtual School.

   ****If a student accumulates 10 consecutive or 18 cumulative unexcused absences, per Indiana Code 20-19-9-5, they are considered habitually truant and must be withdrawn from the Virtual Learning Experience****

3. **Curricular Resources & Fees:** Students will be issued a Chromebook, case, and charger from FCS. Additionally, any other required materials or manipulatives will be provided by FCS or our learning partners. Students will check out these materials, as all FCS students do, and will be responsible for lost, stolen, or damaged devices or materials.

4. **Cyberbullying:** Cyberbullying is the use of the internet and related technologies (cell phones, smartphones, Chromebooks, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyberbullying or cyberstalking. Cyberbullying of any kind is not tolerated at FCS.

5. **Discipline:** Like traditional students, virtual students are considered FCS students and are held accountable to the same policies and expectations.

6. **Grades:** Grades can be monitored in the relevant online platform at any time, but the grades are entered into PowerSchool at the close of the grading period each 9 weeks. Semester grades for high school courses will be documented on the Franklin Community Virtual School transcript. Students' grades will be weighted at the high school level for courses taken at Franklin Community Virtual School according to the weighting scale.

7. **National Honor Society and other academic awards:** As with students taking traditional FCHS courses, students attending FCVS may qualify for academic honors and awards.

8. **Senior Project:** All students graduating from FCS will be required to complete the state-required Graduation Pathways for graduation. Seniors will need to complete a Senior Project as part of this graduation requirement. Students will work with the Grad Path Coordinator (GPC) to progress through project checkpoints along the way. These projects will require additional hours outside of class time to be completed. Seniors will have a final presentation at the conclusion of their projects. **Students will not be eligible to graduate if they fail to complete their project.**

9. **State Testing:** Students must participate in District and Statewide assessments on-site. By law, statewide assessments must be completed in person and will be administered by trained, certified FCS staff. FCS will collaborate with students, families, and online partners to communicate testing schedules in a timely manner.

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TITLE IX (STUDENT) SEXUAL HARASSMENT ALLEGATION PROCEDURE

General Policy Statement and Scope

Complaints that fall under this section are sexual harassment complaints in which a student is either the Complainant (alleged victim) or Respondent (alleged harasser).

The term "sexual harassment" as used in this procedure shall mean conduct based on sex, including, but not limited to failure to conform to stereotypical notions of masculine or feminine traits such as:

A. a Corporation employee conditioning the provision of an aid, benefit, or service of the Corporation on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);

B. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Corporation's education program or activity; or

C. "sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

    A. Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.

    B. Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

    C. Sexual Assault with an Object is using an object or instrument to penetrate unlawfully, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

D. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

E. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.

F. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by State law.

G. Consent refers to words, actions, inactions, or any other conduct that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.

H. Incapacitated refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:

a. a current or former spouse or intimate partner of the victim;

b. a person with whom the victim shares a child in common;

c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred;

e. or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the

safety of others; or (2) suffer substantial emotional distress.

The term "consent" as applicable to this procedure shall mean an individual voluntarily agreeing, by words or actions, to the proposal of another individual. An individual may be incapable of consent due to mental or physical incapacitation. The vast majority of Corporation students are incapable of giving consent to sexual contact because Indiana law generally establishes the age of consent as 16.

The Corporation is committed to promptly responding to reports of sexual harassment. All reference to "days" within these procedures shall mean instructional days. The procedures described below may be subject to temporary delays based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, translation, or accommodation needs) with written notice to both parties explaining the reason for the delay.

Title IX Coordinator(s) The Board designates and authorizes the following individual(s) to oversee and coordinate the Corporation's Title IX compliance. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator.

Title IX Coordinator
998 Grizzly Cub Drive, Franklin, IN 46131
317-346-8700
titleix@franklinschools.org

The Title IX Coordinator is responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The Title IX Coordinator shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.
The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board of School Trustees. Questions about this policy should be directed to the Title IX Coordinator.

Grievance Process

The Corporation's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent. All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will receive training regarding topics related to this process, including the definition of sexual harassment, the scope of the Corporation's education program and activity, and how to conduct these grievance procedures.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will objectively evaluate all relevant evidence – both inculpatory and exculpatory. Further, no credibility determination will be based on a person's status as a Complainant, Respondent, or witness.

Consistent with the law, the Corporation will presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
The Corporation will utilize the preponderance of the evidence standard when determining responsibility. The Corporation will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege. Further, questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or to prove consent.

Report of Sexual Discrimination/Harassment

Anyone who believes that a student or staff member has possibly been the target of sexual harassment should immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or the Title IX Coordinator. Any person may report sex discrimination, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator. **Any employee with reason to believe that a student or staff member has been the target of sexual harassment must report the behavior to their building-level leader, such as a principal.** If a Corporation employee fails to report an incident of Sexual Harassment of which the Corporation employee is aware, the Corporation employee may be subject to disciplinary action, up to and including termination.

The Corporation accepts anonymous reports submitted using the STOPit website. However, anonymous reports may hamper the Corporation's ability to respond to allegations of sexual harassment.

The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given Third-Party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any Third Party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly make false statements or knowingly submit false information during the grievance process, including intentionally making

a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook.

Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies and/or administrative guidelines, the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

Response to a Report and Supportive Measures

Upon receipt of a report, the Title IX Coordinator must promptly, usually within two (2) days, contact the Complainant to discuss the availability of supportive measures.

Supportive measures are non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Such measures are designed to restore or preserve equal access to the Corporation's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Corporation's educational environment or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence in the case of employees, increased security and monitoring of certain areas of the campus, and other similar measures.

In addition to discussing the availability of supportive measures, the Title IX Coordinator will also consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without filing a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator will make contact with the Complainant in person, via phone, or via a virtual meeting in order for the Complainant to ask questions. If the Complainant is a student under the age of eighteen, the student's parent will be contacted simultaneously.

A "formal complaint" is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the Corporation investigate the allegation(s) of sexual harassment.

Even in instances where a Complainant chooses not to file a formal complaint, supportive measures may continue at the discretion of the Title IX Coordinator.

The Title IX Coordinator may decide to sign a formal complaint to investigate the allegation(s) of sexual harassment against the wishes of the Complainant where moving forward without an investigation would be unreasonable. Such circumstances may include but are not limited to, reports that indicate multiple Respondents, the involvement of a Corporation employee, and/or continued sexual harassment of the Complainant and others.

While there is on deadline by which a Complainant must file a formal complaint, the Corporation encourages Complainants to submit a formal complaint within ten (10) days of meeting with the Title IX Coordinator. In instances where enough time has passed that the Corporation cannot gather evidence, the Corporation may not be able to investigate.

The Corporation will offer supportive measures to a Complainant who is the subject of an anonymous report. However, should a Complainant desire to initiate the grievance process, the Complainant cannot remain anonymous or prevent the Complainant's identity from being disclosed to the Respondent.

Emergency Removal

Subject to limitations and/or procedures imposed by State and/or Federal law, the Corporation may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purpose of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any individual (including self) before or at any time during the proceedings described herein, that justifies removal. If the Corporation determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy Policy C375 – Suspension and Expulsion of Students with Disabilities, Policy C375 – Suspension and Expulsion of Students, Policy C375 – Due Process Rights, and Policy 5620 – Court Assisted Resolution of Suspension and Expulsion.

An emergency removal does not affect or modify any rights a student receiving special education may have under the IDEA, Section 504, or the ADA.

If the Respondent is a non-student employee, the Corporation may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the Corporation Community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Notice

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties (to the extent known) containing the following information:

A. notice of the Board's grievance process, including any informal resolution processes;
B. notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident if known. The written notice must:

1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be an attorney, and may inspect and review evidence;

3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, additional allegations are uncovered and therefore investigated, the Corporation will provide a supplemental notice of the additional allegations to the parties whose identities are known.

Dismissal and Consolidation

In certain instances, the Corporation may dismiss or consolidate formal complaints. Such instances of dismissal include but are not limited to, when the alleged conduct, even if true, would not constitute sexual harassment, when the Respondent is a non-student or non-employee of the Corporation, or when a Complainant notifies the Title IX Coordinator they would like to withdraw the formal complaint. A dismissal does not preclude the Corporation from taking action under another provision of the applicable code of conduct, board policy, and/or employee handbook. If a formal complaint is dismissed, the Corporation will promptly inform the parties of the reason for dismissal and the right to appeal.

Further, the Corporation may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

Informal Resolution Process

Upon receipt of a formal complaint and after providing sufficient notice to the parties, the Corporation may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the allegations. The Corporation may not require the parties to participate in the informal process but instead must obtain the parties' voluntary, written consent to participate.

The informal process is not available to resolve allegations that an employee sexually harassed a student. Further, at any time during the informal process, any of the parties may end the informal process and initiate the investigation and determination process.

Investigation of a Formal Complaint of Sexual Harassment

Unless the Corporation dismisses a formal complaint or the parties resolve a formal complaint through the informal process, the Corporation will investigate the allegations of sexual harassment and make a determination regarding responsibility.

The burden of proof and collection of evidence rests with the Corporation. To that end, the Title IX Coordinator, in conjunction with a designated building-level leader, will conduct an investigation.
The means of investigating a formal complaint include, but are not limited to, the Complainant, Respondent, witness interviews, and review of documentation. The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Corporation will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Evidence or information related to the allegations under investigation may not be discussed by the parties, except with their chosen advisors. The parties may not substantially disrupt the educational environment. Absent extenuating circumstances, the collection of evidence for an investigation should conclude within thirty (30) days.

The parties may be accompanied to any meeting or proceeding related to the investigation by an advisor of their choice, who may be but is not required to be an attorney. Apart from a union representative accompanying an employee who is a party, employees are discouraged from serving as advisors to students.

Advisors may not be present on behalf of the party they accompany and should request or wait for a break in the meeting if they wish to interact with the Title IX Coordinator or building-level leader. Advisors may confer quietly with parties as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the party and their advisors should ask for a break or step out of the meeting. An advisor who disrupts the process will receive one warning, after which if continued disruption occurs the advisor will be removed from the meeting/proceeding. In such an event, the parties will be given the opportunity to reschedule and be accompanied by another advisor.

When the Title IX Coordinator and building-level leader have completed their collection of evidence, they will provide both parties with an equal opportunity to inspect and review any evidence obtained that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

The parties and any advisors must execute the provided non-disclosure agreement before they may receive the evidence for review. Following the execution of the non-disclosure agreement, the Title IX Coordinator and/or building level leader will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) calendar days to submit a written response, which the Title IX Coordinator will consider prior to the completion of the investigative report.

At the conclusion of the investigation, the Title IX Coordinator and building-level leader shall create an investigative report that fairly summarizes relevant evidence. At least ten (10) days prior to the time of determination, the Title IX Coordinator and building level leader will send the report in an electronic format or a hard copy to each party and the party's advisor, if any, for their review and written response.

Determination of Responsibility

Generally, the designated administrators shall serve as the decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigative report has been sent to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, each party will be afforded the opportunity to submit written, relevant questions that a party wants to be asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The process of written questions and follow-up questions should generally take thirty (30) days or less. Within a reasonable time period following the written questions, the decision-maker will issue a written determination regarding responsibility applying the preponderance of evidence standard.

The written determination will include the following content:

A. identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;

B. description of the procedural steps taken;

C. findings of fact supporting the determination;

D. conclusions regarding the application of the applicable code of conduct to the facts;
E. a statement of, and rationale for, the result as to each allegation, and

F. the procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The decision-maker will provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Remedies

Where, following the formal or informal process, the Corporation determines a Respondent responsible for sexual harassment, the Corporation shall provide remedies designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures and/or discipline up to and including expulsion. The Corporation's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent (or the Title IX Officer if the Superintendent is the Respondent) may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

Appeal

Following the decision-maker's determination regarding responsibility, either party may appeal to the designated governing body representative. An appeal should be submitted in writing within ten (10) days of the party's receipt of the determination. Note, that appeals will only be considered if based on one of the following:

A. procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);

B. new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or

C. the Title IX Officer, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter. and
Both parties shall have five (5) days after the submission of an appeal to submit a written statement in support of, or challenging the decision-maker's determination. The governing body representative will issue a written decision describing the result of the appeal and the rationale for the result within forty-five (45) days. The governing body representative's decision will be provided simultaneously to the parties.

Nothing herein shall prevent the Superintendent (or the Board when the Superintendent is the Respondent) from imposing any remedy, including disciplinary sanction, while the appeal is pending.

Retaliation

The Corporation prohibits retaliation against persons who report, testify, assist, or participate or refuse to participate in any manner in an investigation, proceeding, or hearing. Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX..
Complaints alleging retaliation may be filed according to the grievance process set forth above.

Confidentiality

The Corporation will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual

Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA's regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the Corporation's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Record-keeping

The Corporation will maintain records from an investigation, determination, appeal, and informal resolution for seven (7) years.

Reports otherwise required by Law

These procedures do not affect or alleviate mandatory reporting required by state or federal law- for example, reporting of suspected child abuse or neglect to law enforcement or the Department of Child Services.

Legal
I.C. 31-33-5-1
I.C. 20-33-8
20 U.S.C. 1092(F)(6)(A)(v)
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Act of 2004 (IDEA), as amended
20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
34 C.F.R. Part 106
34 U.S.C. 12291(a)(10)
34 U.S.C. 12291(a)(8)
34 U.S.C. 12291(a)(30)
42 U.S.C. 1983
42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
OCR's Revised Sexual Harassment Guidance (2001)

GENERAL INFORMATION

ATTENDANCE

The Board requires all students enrolled in the schools and programs it offers to attend school regularly in accordance with the laws of the State. The Board's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Research shows that regular attendance correlates with high achievement.

"Attendance" as used in this guideline shall mean to be physically present in a school or at another location where the Board's educational program being offered at the times established by the Board and teacher is being conducted.

Synchronous learning means same-time learning, and attendance is required. Teachers will take attendance for these sessions. Students will attend their scheduled synchronous course time as determined by their live course schedule.

Asynchronous learning means learning away from the live course format. Students should be completing asynchronous coursework on school days where live classes are not in session. Minutes should be consistent with the expectations of their grade level.

A. Reporting Absences
    a. **K-5:** Parents are expected to call the FCVS attendance office (317-346-8975) to report their student's absence on the same day as the absence and state the reason the student is not in attendance. There is a 24-hour voice mailbox available at this number. A parent call, however, does not mean that an absence will be excused.
    b. **6-12:** Families must notify the virtual teacher at Indiana Online (grades 6-12). To report an absence with the virtual teacher, please complete the Indiana Online Academy Attendance Notification Form to provide the student's name, date of absence(s), and reason for the absence. You can also attach any pertinent documentation related to the absence.
B. **Medical documentation is required in order for the absence to be listed as a medical excuse. If medical documentation is not provided then the absence will count as a standard excused absence as long as other procedures are followed.**
C. If the absence is not reported within two days of the student's return, the absence will be considered unexcused and marked as truancy.

EXCUSABLE REASONS: MUST BE REPORTED WITHIN 24 HOURS

All absences must be reported to the school office either by the form for 6-12 or the attendance line for K-5. A parent/guardian must call the school to report the absence by 9:00 am.

Students/Families should produce relevant documentation (as outlined in Policy C175) within 24 hours following the day the student returns to school.

K-12 Unexcused Absences

A. All absences must be reported to the school office. A parent/guardian must call the school to report the absence by 9:00 a.m.
B. Upon the **fifth unexcused** absence within a 10-week period, a parent/guardian will receive an attendance letter informing him/her of the number of unexcused absences from school. Per Senate Bill 282, families are required to conference with school administrators within ten instructional days of the fifth unexcused absence. At this meeting, an attendance plan will be developed and should be followed. Schools will work with families to schedule the conference at a convenient time. A school administrator, teacher, counselor, and parent/guardian should attend the conference. The parent/guardian may bring a representative if notice is provided to the school at least 48 hours before the conference.
C. Upon the tenth unexcused absence and thereafter, failure to provide documentation in compliance with Board Policy C175 will be considered to be in violation of this policy. On the tenth unexcused absence, a letter is issued from the school as verification of the student's absence from school. Per Senate Bill 282, an affidavit will be filed with the prosecutor's office for students accumulating 10 unexcused absences.
D. Upon the fifteenth absence, excused or unexcused, the school will send a notice to Johnson County Community Corrections and DCS for further action. A letter will be sent to parents/guardians as well.
E. Upon the accumulation of 18 unexcused absences, per Senate Bill 282, the student's attendance data will be submitted to the prosecutor's office.

TARDINESS

The prompt arrival of students prepares them for success the entire day. Students who report late to school must check-in at the main office to obtain admittance to the building.

Consequences for tardiness are outlined in the Middle/High/Virtual School Handbooks.

TRUANCY

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location without parental knowledge. Absence is defined as non-present in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within twenty (20) minutes after the official start of the school day.

NOTICE TO THE INDIANA BUREAU OF MOTOR VEHICLES

In accordance with Indiana law, the building principal and/or attendance officer shall keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license. The student's current license cannot be revoked for habitual truancy. The building principal and/or attendance officer shall notify the Bureau of Motor Vehicles of each student who is a habitual truant. The disciplining of truant students shall be in accord with Board policies and due process described in the Student Code of Conduct and Board Policy 5611.

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building principal.

CERTIFICATE OF INCAPACITY

If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this requirement shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

AGE OF MAJORITY

Eighteen-year-old students are required to follow the same rules and procedures as younger students. In certain cases, eighteen-year-olds may assume responsibility for their own attendance and request not to have their parents contacted when problems arise:

1. If they are married.
2. If a court order of emancipation is on file in the office.
3. If students can prove they are permanently living separately from their parents and financially supporting themselves.

STUDENT RESPONSIBILITIES FOR VIRTUAL LEARNING

- Students should establish a dedicated workspace that is free from distractions.
- Students should check their email, as well as teacher communication tools, daily.
- Students must be in contact with the teacher by telephone and video conferencing within the first week of the school year. During this week, teachers will work with students to ensure technology is working, open communication is established, student concerns are addressed, and a working relationship is begun. The teacher's phone number can be found on the home page or on the Teacher Contact page.
- Students working with IOA must complete all activities in the Welcome (Start Here) Module during the first week of the school year.
    - Students need to complete the Indiana Online Academy Onboarding Activity, which links to the Indiana Online Academy Onboarding Website. The website explains how to navigate through our student information system, Genius, and our learning management system, Canvas. The onboarding website also helps you when you have questions about how to submit a file or record a video, how to start a thread in a discussion or see what you missed on quizzes.
    - Upon reviewing the Indiana Online Academy Onboarding Website, students will need to complete the Indiana Online Academy Onboarding Quiz.
    - The final activity in the Welcome (Start Here) Module is to sign off on the Indiana Online Academy Academic Integrity Contract.
- Synchronous learning
    - Students will attend their scheduled synchronous course time as dictated by their schedule.
        - Classroom expectations:
            - The camera should be turned on unless directed by the teacher otherwise.
            - The student's school dress code should be adhered to.
            - The student's learning space should be free from excessive noise or distractions.

        - Only the student should be on camera unless approved by the teacher ahead of time.
            - For students grades K-5, the student's parent or learning supporter may be present in the room with their student during synchronous instruction, but should not be present on camera or verbally participating in any form.
        - Appropriate classroom behavior is expected (ie, no sleeping, eating food, listening to music, etc.)
        - Participation in all activities, applications, etc. is expected
        - Teacher chat guidelines should be followed (ie, on topic, classroom appropriate, kind, etc.)
        - At no time should students be recording lessons, teachers, other students or any classroom activities without the explicit permission of the virtual teacher.
    - Attendance will be reported daily.
        - To report an absence, please follow procedures for absence reporting

- Asynchronous learning
    - Students should utilize the asynchronous course(s)' Pacing Guide and target dates for completing assignments to help progress through the course within the semester time frame.
    - During asynchronous learning days and/or weeks, students are expected to log in for the expected number of days and complete all assigned activities and assignments.
- Students should consider that an online course requires additional time and effort. Time management is essential. Online learning is more convenient and flexible but is in some ways more difficult.

Password and Login Information

Students will be emailed a login and instructions to establish a password during the enrollment process. The student's login information is emailed to the email account provided at the time of registration. Students must have an active, school email account at the time of registration to receive their login information.

INDIANA ONLINE PLATFORM

Because Indiana Online Academy does not have physical classrooms, we rely on our Learning Management System (LMS) for the purpose of our internet-based learning, as well as video conferencing software to connect with our students. Our LMS serves as a structure for disseminating course content and information, managing course administration such as grades, and allowing students to submit assignments in a secure manner while our video conferencing software allows us to meet synchronously with our students.

The Indiana Online Academy utilizes both synchronous learning (at the same time with the teacher) and asynchronous learning (not at the same time with the teacher) for its courses. Students must be motivated, self-disciplined, and have good time management skills. Your online course score will be transcripted by your school and will become part of your permanent school record.

- **Participate** – In an online course, it is not enough just to log in. You need to "speak up" so that your teacher and your classmates know you are there! That means asking questions, reading and sending emails, and posting your comments, questions, and concerns on discussions, if applicable.
- **Modules** - All Indiana Online asynchronous course modules must be completed in order. You can skip around within the module, but you must complete all tasks in the module before you can progress to the next module. A module may require a prerequisite.

- **Backup** - Save a backup copy of all assignments that you create in Microsoft Office (Word, Excel, and PowerPoint) or Google (Docs, Sheets, and Slides). You may be asked to revise or edit your work and re-submit it.

AHERA ANNUAL NOTIFICATION

Under the Asbestos Hazard Emergency Responses Act (AHERA), Franklin Community Schools are required to notify, in writing, all parents, guardians, and staff, on an annual basis, each school year, and file a copy of the notice in the management plan. The notice must advise that the management plan is available for inspection, without cost or restriction during normal business hours.

Notification of Asbestos Removal Projects

1. No removal projects are planned for the 2024-2025 school year.
2. Cost estimates have been acquired for the removal of all remaining asbestos-containing materials.

FCS will plan future budgets to complete abatement projects

Operations and Management

1. 6-month surveillance inspections for all buildings containing asbestos materials.
2. Inspections were completed by Asbesco Laboratory, Inc. ensuring the asbestos contained in the above buildings remains in safe conditions for the occupants of such buildings.

A look ahead:

FCVS will continue diligent efforts to manage and control existing asbestos-containing materials. If further information is needed, contact the Director of Operations.
bettsw@franklinschools.org

Personal Electronic Devices (Senate Bill 185)

Students may carry a cell phone while in school buildings, but student cell phones are expected to be off, out of sight, and not in use for any reason in the classroom including online unless they have teacher approval. Students are not permitted to take photos or videos of any other person without the direct permission of that person. Students are not permitted to take photos or videos that either intentionally or unintentionally demean or harm someone or break any school policy. Student cell phones are for emergency use with permission or educational purposes only – see specific cell phone rules in the student discipline section.
Possession of a cell phone or other electronic communication device (ECD), by a student is a privilege, that may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege. Any photo/video taking device is prohibited in areas that are considered private including restrooms, locker rooms, health clinics, and while in the main office. Taking pictures or videos of other students and staff at school is a violation of this policy unless given direct consent.

CHANGE OF PERSONAL INFORMATION

It is the obligation of each student or parent to report to the office any change of address, telephone number, or email address as soon as it occurs. FCVS information will be sent out via email and phone on a regular basis.

CLASS PICTURES/SENIOR PICTURES

Class pictures will be taken in August. Students must have their pictures taken for their Student Identification Cards and for identification purposes in PowerSchool. Students are not required to purchase picture packets and there is no charge for students in grades K-12 for this picture by the photographer.

CHROMEBOOK INFORMATION

Each student will be receiving their own personal Chromebook. Students are responsible for maintaining their Chromebooks in good condition. General rules for Chromebook use:

- No food or drink should be next to the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used or stored near pets, water, or other liquid, and food.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of the Chromebooks.
- Never swap or share your Chromebook. You are responsible for your assigned Chromebook.
- Chromebooks should only be used while they are on a flat and stable surface.
- Keep the Chromebook secured and in sight at all times.

Transporting Chromebooks:

- Always transport Chromebooks with care and inside the issued computer bag.
- Do not place textbooks in the computer bag.

Screen Care:

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, other liquids, etc. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open (lid up).
- Do not place anything on the outside that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Chromebooks being repaired:

- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, screen, casing, etc. Doing so will void the warranty of normal wear & tear and families will be responsible for the cost of repair or replacement.
- Report any problems or damage using the FCVS Chromebook Repair Request form to schedule a time for repairs at Central Office.
- Students are responsible for bringing in and picking up any damaged Chromebooks to Central Office during normal office hours. Parents may contact the FCVS principal or counselor for more information.

Appropriate Uses and Digital Citizenship:

- School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy (A300) and all of its corresponding administrative procedures at all times.

- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
    - Be empowered. Do awesome things. Share with us your ideas and what you can do.
    - Be nice. Help foster a school community that is respectful and kind.
    - Be smart and be safe. If you are uncertain, talk with us.
    - Be careful and gentle. Our resources are limited. Help us take care of our devices and Networks.

COMMENCEMENT EXERCISES

Students who meet all graduation requirements are permitted to participate in commencement exercises with FCVS.
Seniors who fail to meet requirements will not be eligible to participate; however, upon meeting requirements, they may participate in the next exercises that are held. Students and parents of students who wish to participate in commencement exercises shall agree to the following rules, in addition to any other reasonable rules that may be necessary to ensure dignified graduation for the graduates, their families, and the school.

1. Each participant is required to attend the entire commencement practice session unless special permission is received for a student to be absent.
2. Each participant is expected to meet the commencement dress code that is established prior to the practice.
3. Each participant shall have fulfilled all senior checkout requirements prior to graduation practice.

FCHS DANCES

All students who wish to purchase tickets for dances must be in good standing. All students must show their school student identification card for entrance into the dance. Guests who do not attend FCVS or FCHS must be pre-registered, approved, and show identification at dance registration. A pre-registration form can be obtained from the dance sponsor and returned to the office with the guest's principal or designee's signature prior to the dance. No person below grade nine or over age 20 is permitted to attend as a guest. Students and guests may be subject to taking a breathalyzer test before entering (or during) a dance. A student who brings a guest will be held responsible for that guest's behavior.

Junior-Senior Prom
Each spring the members of the junior class honor graduating seniors at the annual prom. The prom is open to all members of the FCHS & FCVS junior and senior classes in good standing and their approved guests. No person below grade nine or over age 20 is permitted to attend as a guest. Any out-of-school guests must be registered and approved prior to attendance. A student who brings a guest will be held responsible for that guest's behavior. Students and guests may be subject to taking a breathalyzer test before entering (or during) a dance. Special requests for guests over the age of 20 to attend a dance must be approved by the building administration. Special requests will only be approved for a student with a disability or medical need.

DISCRIMINATION

As required by Title IX, Franklin Community Virtual School announces to all stakeholders of the school corporation that it does not discriminate on the basis of sex, age, race, color, religion, handicapping conditions, and national origins, including limited English proficiency in educational programs or activities.
A grievance procedure is in effect for anyone who believes discrimination has taken place.

Any inquiries or complaints may be directed to Mrs. Michelle Bright, Director of Human Resources, Franklin Community School Corporation, Franklin, IN 46131, phone 317-346-8000, Section 504, Title IX and ADA Coordinator.

EQUAL OPPORTUNITY

Franklin Community Virtual School is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origins, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

STUDENT RECORDS (Policy E175)

Franklin Community School Corporation shall follow all state and federal rules and regulations regarding the release or retention of education records. Education records consist of all official records, files, and data directly related to a student and maintained by the school. Such records encompass all the material kept in the student's cumulative folder and include general identifying data, records of attendance and of academic work completed, records of achievement, results of evaluative tests, health data, and disciplinary records. Education records are the property of the Corporation.

Student medical records resulting from participation in school-based treatment services or treatment services provided by an outside professional care provider contracted and paid for by the school are considered private. The Corporation must not share any reports or notes resulting from school-based treatment services with other school officials. Additionally, the Corporation will not maintain any reports, notes, diagnosis, or appointments resulting from a student's participation in outside treatment as described in this Policy in the student's permanent educational file.

The Board authorizes the Superintendent/designee to set forth guidelines for the implementation of this policy.

I.C. 5-14-3-3(f), 5-14-3-4(a)(3) and (12), 5-14-3-4(c), 5-14-3-10
I.C. 5-15-6-8
I.C. 20-32-4-12
I.C. 20-33-2-13

I.C. 20-33-7-1 et seq.

I.C. 20-34-9-6
I.C. 31-39-2-13.8
511 I.A.C. 7-38-1 et seq.
26 U.S.C. 152
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g
Individuals with Disabilities Education Act of 2004, 20 U.S.C. 1400 et seq.
20 U.S.C. 7165(b)
20 U.S.C. 7908

34 C.F.R. Part 99
34 C.F.R. Part 300

Franklin Community School Corporation

Adopted: 3-11-24

STUDENT RECORDS AND INSPECTION OF MATERIALS

In order to provide appropriate educational services and programming, the Corporation must collect, retain, and use information about individual students. Simultaneously, the Corporation recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person whom the School Corporation reasonably believes knows the identity of the student to whom the education record relates.

A social security number of a student contained in the records of the Corporation may be disclosed if the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

PII concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public Records Act, PII concerning students shall not be left unprotected, shared or transferred from Corporation records to any place not within the control of the Corporation. This includes any laptop computer or portable storage medium.

The Corporation is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the Corporation record or include in the official high school transcript for each high school student the following information:

A. attendance records

B. the students' latest standardized test results

C. any secondary level and postsecondary level certificates of achievement earned by the student

D. immunization information from the student's immunization record

E. any dual credit courses taken that are included in the core transfer library under I.C. 21-42-5-4

The Administration will collect various other student data and information as necessary for the education of Corporation students. Such information shall be kept confidential as required by law:

Student records shall be available only to students and their parents, eligible students, and designated school officials, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis. The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, that is a student who is eighteen (18) years of age or older, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

A "school official" is a person employed by the Corporation as an administrator, supervisor, teacher/instructor (including substitutes), school psychologist, therapist, or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for purposes of FERPA:

A. persons or companies with whom the Corporation has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);

B. school psychologists, whether employed by a special education cooperative, interlocal, joint services organization, or an outside contractor, for purposes of the referral, evaluation and identification of students suspected to have a disability;

C. contractors, consultants, volunteers or other parties to whom the Corporation has outsourced a service or function otherwise performed by Corporation employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Corporation would otherwise use its employees, (b) be under the direct control of the Corporation with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the designated school personnel official to perform an administrative, supervisory or instructional task for the Corporation or to perform a service or benefit for the student or the student’s family or to provide a defense to the Corporation with respect to any of these tasks. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

A. forward student records including disciplinary records with respect to suspensions and expulsions upon request to a private or public school or school Corporation in which a student of this Corporation seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. the parent or eligible student, upon request, receives a copy of the record; and

2. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record:

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. request each person or party requesting access to a student's record to abide by the Federal and State regulations concerning the disclosure of information to a third party;

D. reported a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the Corporation for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative(s) of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the Corporation will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception. The Corporation will verify that the authorized representative complies with FERPA regulations.

G. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than other juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

The Corporation designates as student "directory information": a student's name; address; telephone number; date and place of birth; e-mail address, photograph, major field of study; grade level; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; and awards received.

The Corporation designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned email accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

In accordance with Federal law, the Corporation shall comply with FERPA when releasing students' information to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within ten (10) days after receipt of the Superintendent’s annual public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

Disclosure of Lists of Students for Political or Commercial Purposes

It is the policy of the Corporation not to release the lists of students for commercial or political purposes, which shall be equally applied to similarly situated organizations and persons. (I.C. 5-14-3-3(f))

Inspection of Information Collection Instrument

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least five (5) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within two (2) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment

B. book clubs, magazine, and programs providing access to low-cost literary products

C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

E. the sale by students of products or services to raise funds for school-related or education-related activities

F. student recognition programs

This administrative guideline shall be widely disseminated to ensure that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;

B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except disclosures allowed without parental consent;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint of Corporation noncompliance with the United States Department of Education;

F. obtain a copy of the Corporation's policy and administrative guidelines on student records.

The Superintendent also shall assure:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Corporation employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic or electronic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any officer, official, or employee of this Corporation specifically as a consequence of permitting access or furnishing students' records in accordance with policy and administrative guidelines.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Corporation delineating its responsibilities in safeguarding the disclosed

information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Corporation. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the time frame for the activity has ended, as specified in its written agreement with the Corporation.

Violations

As provided for by State law, an employee or agent of the Corporation:

A. who knowingly or intentionally discloses information classified as confidential by State statute commits a Class A infraction;

B. who intentionally, knowingly, or recklessly discloses or fails to protect information classified as confidential by this guide may be disciplined or terminated.

Additionally, State law provides that a person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Level 6 felony unless the destruction is pursuant to a record retention scheduled adopted by the County Public Records Commission.

I.C. 5-14-3-3(f), 5-14-3-4(a)(3) and (12), 5-14-3-4(c), 5-14-3-10
I.C. 5-15-6-8
I.C. 20-32-4-12
I.C. 20-33-2-13I.C. 20-33-7-1 et seq.
I.C. 31-39-2-13.8
511 I.A.C. 7-38-1 et seq.
26 U.S.C. 152
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g

Individuals with Disabilities Education Act of 2004, 20 U.S.C. 1400 et seq.
20 U.S.C. 7165(b)
20 U.S.C. 7908
34 C.F.R. Part 99
34 C.F.R. Part 300

Franklin Community School Corporation

Adopted: 3-11-24

INJURIES

Franklin Community Virtual School cannot be responsible for expenses resulting from any injury to a student while attending FCVS or participating in any FCS extracurricular activities, including athletics.

NONCUSTODIAL PARENTS

A noncustodial parent, unless restricted by court order, will be given access to all information in the student's permanent files. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The noncustodial parent may not visit with the student during the school day, nor may the student be released to the noncustodial parent unless written permission is given by the custodial parent. A certified copy of a court order restricting the rights of the noncustodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitation of, the noncustodial parent. A valid picture ID will be required to obtain information.

OFF-CAMPUS ACTIVITIES

Students who attend or are participants in school-sponsored activities which take place off school grounds are subject to all of the rules and regulations of Franklin Community Virtual School and the hosting school.

PESTICIDE USE AT SCHOOLS RULE – 357 IAC 1-16

The purpose of Rule 357 IAC 1-16 is to minimize the potential for pesticide exposure to students at schools. This rule is put in place to establish requirements for those who apply pesticides at schools, to establish restrictions on the use and storage of pesticides at schools, to establish a record-keeping requirement for pesticides applied at schools, and to establish a parent, guardian, and staff registry and notification requirement for pesticides applied at schools.

Typical facility maintenance requires the use of pesticides from time to time. Effective pest management and appropriate landscaping maintenance and turf care involve the use of pesticides. Although we are not able to eliminate the use of pesticides completely, we will make every effort possible to apply these types of products during the summer months and/or during other extended break periods.

FCS is committed to the safety of all students and staff. As part of the rule, FCS must provide 48 hours of advance notice before applying pesticides. FCS will notify all registered parents, guardians, and staff members of these applications. To request notification, you must register in the office at your school building. The registry will ask for your name, phone number, and email address. You may request to be added to the registry at any time during the year.

For more information please contact the FCS Facility Manager, Benji Betts at 317-346-8741 or by email at bettsw@franklinschools.org

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect, upon request and before administration or use –*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material is used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Franklin Community Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. FCS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. FCS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. FCS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

· Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
· Administration of any protected information survey not funded in whole or in part by ED.
· Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

RESIDENCY REQUIREMENTS

Resident students are those whose legal settlement is within the corporation's geographic boundary. A student's legal settlement will be determined under applicable Indiana law. A student's legal settlement will also determine the student's school attendance area within Franklin Community Schools. FCVS may admit a student

who is outside of Franklin's corporation boundaries but may not admit any student outside of the state of Indiana. Any question in regards to a student's legal settlement must be directed to the office of the superintendent (317-346-8700).

SAFE SCHOOLS

Franklin Community Schools believes that the safety and security of students and staff is a major priority. Maintaining safe schools requires the collaborative effort of the Board of School Trustees, administrators, teachers, students, parents, and the community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure the welfare of students and staff.

As used in this statement, a safe school refers to weather-related items, utility emergencies, catastrophic occurrences, and criminal activities including but not limited to: physical aggression, hostile behavior, harassment (per School Board Policy), or possession of weapons. These behaviors will not be tolerated, and anyone who demonstrates such behaviors will be held accountable for his/her actions in accordance with the student handbook, the Indiana Code, and civil and criminal law.

If you see something, say something. As noted in the Duty to Report section of this handbook, it is critical for students to report any actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property. While speaking directly to a responsible adult is the best way to report a concern, a student may use the STOPit anonymous reporting app or website available on the Franklin Community Schools website to make reports. Reports submitted anonymously must include enough information to facilitate an investigation.

STUDENT IDs

As an added measure of school safety, students are issued student IDs on an as needed basis. The following guidelines should be followed:

1. Student IDs are easily accessible at all times while in school buildings.
2. IDs may be attached to other areas such as book bags, jackets, pockets, etc…but must be displayed upon request.
3. If an ID is lost or misplaced, it is the responsibility of the student to purchase a new one from the office.
4. Failure to follow this policy will result in discipline.
5. ID's will be needed for attendance at extracurricular events.

SUMMER SCHOOL

All students who wish to earn credits at an approved summer school and want these credits to be applied toward graduation requirements at FCVS must obtain prior approval from the administration in order to be certain that the credits will be accepted. All rules and policies described in this book apply to summer school unless they are superseded by published or announced summer school policies. NOTE: Summer school may not be offered in any given year based on need, financial resources, or any other reason determined to be in the best interest of the school corporation.

TEXTBOOKS/CHROMEBOOKS

Students are responsible for textbooks and Chromebooks issued to them for their use. When a book, Chromebook, charger or case is lost or damaged during the semester, the student is required to pay for the lost or damaged book or Chromebook before a new one is issued. If a student is negligent in the use of a textbook or

Chromebook a fine will be assessed to cover the cost of repair or replacement. Students are required to turn in the same book or Chromebook which they are issued.

TRANSFERRING TO FRANKLIN COMMUNITY VIRTUAL SCHOOL

1. Students moving into Franklin Community Schools district boundaries will be accepted as transfer students. The following information is needed in order to enroll: Proof of Residency, Birth Certificate, Immunization Record, current grades at the time of withdrawal from the previous school, and transcript. In cases where students live with only one parent due to divorce or separation, proof of physical custody is required. Students in special education programs must provide a copy of the student's most recent IEP and the results of the student's most recent educational evaluation. Once the required enrollment information is gathered, the parents and student must make an appointment with the guidance counselor for an enrollment conference.
2. A student enrolling only for the second semester will not be scheduled for a full-year class unless he/she has taken the first semester at his/her previous school.
3. For a variety of reasons, a student may wish to enroll in a different/higher level of study of a subject. Reasons might include knowledge of subject content obtained prior to high school, in the workplace, or within the family environment. In consultation with the guidance counselor and administrator and with the approval of the instructor, a student may take a placement test to see if he/she is capable of success at this more advanced level.
4. For any student transferring from a non-accredited private school, the administration will consider accepting grades and credits for courses taken at the private school following a process as determined by the administration. The process may include automatically receiving grades and credits, evaluating the curriculum and/or textbooks used for each course, and/or requiring the student to complete an approved final assessment and/or End of Course Assessments in those courses under consideration for credit approval.

VISITORS

Franklin Community Schools welcomes the active interest of parents and citizens in their public schools. However, since schools are a place of work and learning, only parents, guardians, legal representatives, or school invited guests will be granted permission to visit during school hours. Arrangements to visit an online class must be made prior to the visit. Parents are asked to reschedule a visit if the teacher is absent.
A student who is suspended, expelled, or has withdrawn from FCS may not be on school property at anytime unless specific prior approval to do so is granted by the school administration.
Visitors are not permitted to bring pets or any other animals into the building without prior permission from the administration. If pets or animals are permitted in the building the owner will be required to provide documentation that the animal has current vaccinations and is disease-free.

WITHDRAWAL

1. A student anticipating withdrawal from school should have a parent/guardian contact the counselor at least 10 days before the final attendance day. This allows teachers to be notified and to release grades earned at that time.
2. Franklin Community Virtual School will forward educational and health records to a school where a student intends to enroll upon request from the receiving school.

3. No student under the age of eighteen will be allowed to quit school unless he/she meets the requirements mandated by state statute.
4. When transferring to another school, records must be requested within 30 days, otherwise pursuant to IC 20-26-13-10, a student will be reported to Indiana Clearinghouse for Information on Missing Children (ICIMC).
5. A student who withdraws from FCVS for any reason other than to enroll at another school may not enroll again and receive credits after being absent for three weeks or more. All textbooks, Chromebooks and library books shall be returned, and any fees owed shall be paid.

ACADEMIC LETTERS

Academic letters will be awarded to students who meet these requirements:

1. Sophomores who have completed three (3) semesters and fifteen (15) credits with a GPA of 3.50 or better.
2. Juniors who have completed five (5) semesters and 25 credits with a 3.50 GPA.
3. Seniors who have completed seven (7) semesters and 35 credits with a 3.50 GPA.
4. Upon winning the first academic letter, the student will have the option of buying a letter jacket. Repeat winners, those meeting the criteria for their grade level, will receive academic chevrons.
5. Transfers to FCVS will be required to have completed at least one full semester here before receiving this award.
6. Students who received an "F" in any subject during the previous semester are not eligible for a letter.

ACADEMIC PROGRESS

Students are responsible for checking their grades and attendance online. Students have multiple opportunities during the school week to access and view grades and attendance. Students are expected to keep current on their academic progress throughout the school year. Parents can also access student grades and attendance 24-hours a day to keep up with their student's current progress. All grade reports will be completed electronically.

ACADEMIC RECOGNITION

FCVS wishes to recognize all students who achieve high academic success during their high school career. FCVS does not rank students by their GPAs nor has a valedictorian or salutatorian. FCVS has expanded its scope of recognizing high academic performance and will recognize student academic success using the following designations:

Summa Cum Laude (Highest Academic Recognition)

1. Complete at least 47 credits of approved coursework
2. Earn an Indiana Academic Honors or Technical Honors diploma
3. Earn a cumulative grade point average of 4.00 or above

Magna Cum Laude (Second Highest Academic Recognition)

1. Complete at least 47 credits of approved coursework
2. Earn an Indiana Academic Honors or Technical Honors diploma
3. Earn a cumulative grade point average between 3.75 and 3.99

Cum Laude (Third Highest Academic Recognition)

1. Complete at least 47 credits of approved coursework
2. Earn an Indiana Academic Honors, or Technical Honors diploma
3. Earn a cumulative grade point average between 3.67 and 3.74 (or above)

CLASSES TAKEN ON A COLLEGE/UNIVERSITY CAMPUS

FCVS seniors may enroll in a class or classes at a local college/university under the following conditions:

1. The student must be a full-time student unless meeting the specified state guidelines for partial enrollment.
2. The student shall have prior approval from the FCVS counselor and administration.
3. All expenses, including transportation, are the responsibility of the student's family.
4. Exceptions due to extenuating circumstances may be approved by the administration. Underclassmen may apply for permission to attend a college under this provision.
5. Students will receive one high school credit for successfully completing a three-semester-hour approved college class.

COLLEGE ENTRANCE REQUIREMENTS

College admissions committees act differently each year according to the quantity and quality of applicants and according to other special circumstances; Generally, colleges determine admission based on the grade point average (GPA), quality of academic preparation, rank in class, and standardized test scores. Admission standards vary at each institution and are subject to change. It is best to check with the individual school for more detailed information.

DUAL ENROLLMENT COURSES

Franklin Community Virtual School will offer opportunities for students to obtain both high school and college credit for the same course. Interested students must submit the appropriate application and pay the tuition (if required) in order to receive college credit.

Some of these programs may require in person attendance at FCHS. Students should work with their FCVS Counselor to determine appropriate placement.

Advanced Placement & CLEP

It is possible to graduate from high school with college credits already on your record. You may do this by taking college-level courses in high school or by taking examinations to demonstrate your knowledge in a particular area. Please refer to the Dual Enrollment section for courses offered for college credit. If you complete college courses while you are still in high school, you can take more advanced college courses as a freshman. All courses must be approved DOE courses for credit.

One way to earn college-level credit in high school is through Advanced Placement (AP) courses. If you enroll in an AP courses and receive a satisfactory score of 3 or higher on the annual College Board Advanced Placement Exam, you may qualify for college credit or advanced standing at the college of your choice.

Another way to gain college credit is through the College Level Examination Programs. Some of these courses may require in person attendance at FCHS. Students should work with their FCVS Counselor to determine appropriate placement.

EARLY GRADUATION (JUNIORS) / MID-YEAR GRADUATION (SENIORS)

Students who have earned the required number of credits; who have completed Graduation Pathways; and who have completed all of the required classes may be graduated. These procedures shall be followed by all students planning early/mid-year graduation.

1. Students should apply for early/mid-year graduation by the end of the semester preceding the school year in which they intend to graduate.
2. The student shall file with the counselor a completed application, properly signed by the student and the parent or guardian.
3. The student shall have a grade point average of 1.66 or above.
4. Early / mid-year graduates are considered completed with their high school program and are no longer considered students. Early/mid-year graduates are not permitted to participate in any extracurricular activities (athletics, clubs, etc.). Early/mid-year graduates must get administrator approval and be in good standing in order to attend prom.
5. Early/mid-year graduates are permitted, and encouraged, to participate in the graduation commencement ceremony.
6. Students who are scheduled as mid-year graduates will have the lowest priority for any full-year courses when enrollment in these courses exceeds the number of available places for students.
7. Students who have not completed a graduation pathway will not be allowed to graduate early.
8. Students who have not completed a senior project will not be allowed to graduate early.
9. By electing to be an early/mid-year graduate, students accept the responsibility to keep themselves informed of all school deadlines that may apply to them. Announcements concerning graduation announcements, graduation practice, cap and gown pick-up, etc. are not necessarily mailed home. Early/mid-year graduates must meet all announced deadlines.
10. Students choosing to be early grads are still a part of their respective cohort and do not earn senior incentives. They can participate in the Senior Walk and Senior Graduation activities.
11. Students in Cohort 2029 and beyond must complete a diploma seal in order to qualify for early graduation.

ELECTRONIC GRADE REPORTS / POWERSCHOOL

Grades K-5 use quarterly (9 weeks) and Grades 6-12 uses semester grading periods. Grades are available for parents and students to view 24-hours a day using the assigned virtual platform. If students need an official grade report they should see their counselor for an official transcript or for the necessary signature to verify a printed grade report. Teachers are not required to submit deficiency reports, since grades are constantly available to parents and students using our online system. The final grades for each semester are listed on each student's permanent records and in PowerSchool are the basis for determining grade point averages.

A student who receives a passing grade for only one semester of a full-year course receives one credit for that semester, regardless of which semester is passed. Each semester is considered to be a separate class. Parents and students are encouraged to communicate regularly with teachers, the counselor, or the principal if they have questions about the student’s academic performance.

GRADUATION REQUIREMENTS AND DIPLOMA TYPES

COHORTS 2026-2028

FCVS awards three types of diplomas: Core 40 Diploma, Core 40 with Academic Honors Diploma, and Core 40 with Technical Honors Diploma. The appropriate number of credits is required for all diplomas and meeting the requirements

for Graduation Pathways (See Graduation Pathway requirements below). This includes completing a Senior Project. All students must be enrolled in courses leading to either the Core 40 or the Academic Honors/Technical Honors Diploma. If a student fails to meet the requirements of the Core 40 Diploma, a General Diploma may be awarded if a petition or waiver is approved.

CORE 40 DIPLOMA (40 credits)
The State of Indiana has developed a program of educational expectations for Indiana high school students. These expectations are called Indiana Core 40. Indiana Core 40 applies to all students. Students must meet Core 40 requirements to be considered for admission to an Indiana four-year college or university. Students should meet Core 40 requirements to ensure success in one and two-year colleges and technical training programs.

8 credits ENGLISH:	2 credits of English 9 or English 9 Honors 2 credits of English 10 or English 10 Honors 2 credits of English 11, AP Lit or AP Lang 2 credits of English 12, AP Lit/AP Lang or 2 credits in English electives
6 credits SOCIAL STUDIES:	2 credits of Geography or World History 2 credits of U.S. History 1 credit of United States Government 1 credit of Economics
6 credits of MATHEMATICS:	2 credits of Algebra I 2 credits of Geometry or Geometry Honors 2 credits of Algebra II, Algebra II Honors or Analytical Algebra II 2 credits of Pre-Calculus, Calculus or other higher-level math.

NOTE: Students must take a math or quantitative reasoning course each year in high school and must take math through their junior year.

6 credits of SCIENCE:	2 credits of Biology 2 credits of Chemistry or Physics or Integrated Chemistry/Physics 2 credits of elective science

1 credit of HEALTH AND WELLNESS
2 credits of PHYSICAL EDUCATION/WEIGHTS
11 ELECTIVE CREDITS from World Languages, Fine Arts or Career and Technical

CORE 40 WITH ACADEMIC HONORS DIPLOMA (47 credits)
The Indiana Academic Honors Diploma is available to students who complete a rigorous course of study. This diploma requires 47 credits. The Academic Honors Diploma will be noted on the student's official transcript. Students who qualify for college financial aid may receive higher awards with this diploma. Students must complete all requirements for the CORE 40 and these additional items:

ONE of the following: 4 credits in AP courses with AP exams; 6 college credits from the DOE approved list; a combination of 2 credits in AP courses/exam and 3 college credits from the DOE approved list.; SAT score of 1750 on combined critical reading, math, and verbal with a minimum of 530 on each or ACT score of 26 composite or earn 4 credits in IB courses and take corresponding IB exams.
ALSO, students must have:

- 2 additional math credits for a total of 8 math credits taken in high school.
- No less than a C- in all courses counting for the diploma
- A minimum grade point average (GPA) of B- upon graduation.
- 6 – 8 credits of WORLD LANGUAGE
    - 6 credits of one world language OR 4 credits of one world language AND 4 credits of a second world language
- 2 credits of FINE ARTS
    - 2 credits in any combination of art or music

CORE 40 WITH TECHNICAL HONORS DIPLOMA (47 credits)
Complete all requirements for the Core 40.
Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:

- State approved, industry recognized certification or credential, or
- Pathway dual credits from the approved dual credit list resulting in 6 transcripted college credits
- Earn a grade of "C" or better in courses counting for the diploma
- Have a minimum GPA of B-
- Complete ONE of the following options:
    - Complete one of the option of the Core 40 with Academic Honors
    - Earn the following scores or higher on WorkKeys: Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information – Level 5
    - Earn the following minimum score(s) on Accuplacer: Writing 250, Reading 259, Math 254
- Students must take a math course or a quantitative reasoning class each year enrolled in high school

GENERAL DIPLOMA (40 credits)
If a student fails to meet the requirements of the Core 40 Diploma, a General Diploma may be awarded if a petition or waiver is approved

8 credits ENGLISH: 2 credits of English 9
2 credits of English 10
2 credits of English 11
2 credits of English 12 or 2 credits in English electives

5 credits SOCIAL STUDIES: 1 credits of Economics, Geography or World History
2 credits of U.S. History
1 credit of United States Government

4 credits of MATHEMATICS: 2 credits of Algebra I
2 credits of other math courses
NOTE: 2 Credits of Mathematics or a quantitative reasoning course must be earned in their junior and senior year

4 credits of SCIENCE: 2 credits of Biology
2 credits of Elective Science

1 credit of HEALTH AND WELLNESS
2 credits of PHYSICAL EDUCATION/WEIGHTS
16 ELECTIVE CREDITS

COHORTS 2029 AND BEYOND
NEW INDIANA DIPLOMA (42 credits)

8 credits ENGLISH: 2 credits of English 9 or English 9 Honors
1 credit of Communications-focused English
4 credits of English electives

6 credits SOCIAL STUDIES: 2 credits of World Perspectives
2 credits of U.S. History
1 credit of United States Government
1 credit of Economics

7 credits of MATHEMATICS: 2 credits of Algebra I
1 credit of Personal Finance
4 credits of Elective Math

7 credits of SCIENCE: 2 credits of Biology
1 credit of Computing Foundations for a Digital Age
2 credits of additional science
2 credits of STEM-focused courses

1 credit of HEALTH AND WELLNESS
1 credit of PHYSICAL EDUCATION/WEIGHTS
1 credit of PREPARING FOR COLLEGE AND CAREERS
12 ELECTIVE CREDITS from World Languages, Fine Arts or Career and Technical

HONORS SEALS

Students may earn one or more Honors Seal under the titles of Enrollment, Employment or Enlistment & Service. These will be noted on the student's official transcript. Students must complete all requirements for the the New Indiana Diploma and these additional items:

ENROLLMENT HONORS SEAL:

- Complete at least 4 World Language credits and 6 Social Studies credits
    - World Language credits must all be in same language
- Complete at least 8 Math credits
    - Algebra 1, Geometry, Algebra II, and Pre-Calculus or other advanced math course
- Complete at least 6 Science credits
    - Biology
    - Chemistry
    - Either Physics or another advanced lab science course
- Complete ONE of the following:
    - Earn 4 credits in AP plus the AP exam
    - Earn 6 college credits
    - Score a 1250 on SAT or 26 on ACT
    - Earn 3 college credits and 2 AP credits plus the exam

EMPLOYMENT HONORS SEAL:

- Complete one of the following:
    - Market-driven credential of value aligned to a specific occupation
    - 3 courses in a Career and Technology Education (CTE) pathway
    - An approved career preparation experience align to Indiana CSA program
    - An approved, locally-created pathway
- Complete 150 hours of work-based learning (may include multiple experience that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal

ENLISTMENT & SERVICE HONORS SEAL:

- Complete one of the following:
    - Introduction to Public Service course
        - Emphasis on developing an awareness of the physical standards and character required for service
    - One year of JROTC in high school
- Achieve a score of 31 on the ASVAB and complete one of the following:
    - All three components of the Career Exploration Program
    - A career exploration tool approved the the IDOE
- Meet attendance goal
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
    - Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals

HONORS PLUS SEALS

Students may earn one or more Honors Seal under the titles of Enrollment, Employment or Enlistment & Service and can earn an additional Honors Plus Seal. These will be noted on the student's official transcript. Students must complete all requirements for the the New Indiana Diploma, an Honors Seal, and these additional items:

ENROLLMENT HONORS PLUS SEAL:

Students who earn this seal will be granted automatic admission to some public Indiana postsecondary institutions including but not limited to Indiana University, Purdue University, and Ball State.

Students must earn an Employment Honors Seal PLUS:

- Earn a credential of value:
    - Indiana College Core
    - AP Scholar with Distinction
    - Associate Degree
    - Technical Certificate
- Complete at least 75 hours of work-based learning (may include multiple experiences that are paid, unpaid, on-site, or simulated)
- Demonstrate skill development in communication, collaboration, and work ethic

EMPLOYMENT HONORS PLUS SEAL:

Students must earn an Employment Honors Seal PLUS:

- Earn a mark-driven credential of value that may include:
    - Associate degree
    - Technical certificate
    - Indiana College Core
    - Advanced industry certificate
- Complete additional work-based learning (total of 650 hours in one or more experience) that may include:
    - Pre-Apprenticeship
    - Modern Youth Apprenticeship
- Demonstrate skill development in communication, collaboration, and work ethic

ENLISTMENT AND SERVICE HONORS PLUS SEAL:

Students must earn an Enlistment and Service Honors Seal PLUS:

- Complete one of the following:
    - Achieve a score of 50 or higher on the ASVAB
    - Enrollment in ROTC at the collegiate level
    - Acceptance to a service academy
- Demonstrate excellence in leadership through one of the following:
    - Completion of at least 100 hours of public service
    - Holding a leadership role in a co/extracurricular activity
    - Completion of two seasons of a team-based physical sport or activity

GRADUATION REQUIREMENTS (cont.)

1. Students shall attend a minimum of six full semesters (See Early Grad Info). Summer school does not count when the number of semesters attended is considered. Students who wish to graduate in six or seven semesters should talk with their guidance counselor by the end of their freshman year in order to develop a plan to accomplish this goal. Students who have not completed Graduation Pathway requirements may not graduate early.
2. The Franklin Community Virtual School diploma will be granted when the principal has determined that the candidate has satisfied the basic graduation requirements.

Guidelines are as follows:

a. Credits earned at any state-accredited school(s) will be accepted.

b. Not all credits earned at other schools are acceptable for transfer to FCVS. Any credits through a non-accredited program will be evaluated by FCVS officials, who will determine if credits will be transferred, and the number of credits that will be accepted. Courses that transfer will not be weighted.

c. Courseware, and APEX online courses will not be weighted.

d. The maximum number of credits that may be earned from a combination of correspondence courses, online coursework, college courses, and night school is four unless approved through administration. All courses must be approved in advance by the administration and monitored by a counselor.

GRADUATION PATHWAYS

For the Classes of 2026-2028, all students must complete Graduation Pathways. Students must complete three components to qualify for graduation:

1. Earn credits for diploma type (40 or more)

2. Demonstrate Employability Skills that will be met by the completion of a Senior Capstone Project
3. Post-Secondary Competency which can be met by AP or Dual Credit courses (3); SAT, ACT, ASVAB score; CTE Concentrator; State Industry Certification; Academic Honors; Technical Honors, or Local Pathway – see your counselor for a comprehensive list and the requirements

For students Class of 2029 and beyond, all students must complete Graduation Pathways or earn an Honors Seal. Students must complete three components to qualify for graduation:

1. Earn credits for Indiana New Diploma (42 Credits)
2. Plus demonstrate Employability Skills and meet a Post-Secondary Competency through:
    a. Senior Capstone Project AND
    b. AP Dual Credit courses (3); SAT, ACT, ASVAB score; CTE Concentrator; State Industry Certification; Local Pathway (Band, Choir, Art, or JAG)

OR

a. Demonstrate Employability Skills and meet a Post-Secondary Competency through Honors Enrollment, Employment, or Enlistment & Service Seal – see your counselor for a comprehensive list and the requirements

GRADING SCALE

Franklin Community Virtual School uses a 4.0 grading scale and a 4-Tier system of weighted grades. The weights have been determined by the level of rigor and the alignment to the college-level curriculum.
The grading scale and 4-Tier system is outlined below:

Grades 9-12 Grading Scale

A+	4.00	(100%)
A	4.00	(99%-92%)
A-	3.66	(91%-90%)
B+	3.33	(89%-88%)
B	3.00	(87%-82%)
B-	2.66	(81%-80%)
C+	2.33	(77%-72%)
C	2.00	(77%-72%)
C-	1.66	(71%-70%)
D+	1.33	(69%-68%)
D	1.00	(67%-62%)
D-	0.66	(61%-60%)
F	0.00	(59%-0%)

4-Tier System(weighted grades)

Tier 1 = no increment
Tier 2 = 0.33 increment
Tier 3 = 0.50 increment
Tier 4 = 1.0 increment
*Grades lower than a C- will not be weighted

A listing of weighted courses is outlined on the website at www.franklinschools.org/virtual under Online Courses. GPAs are based on grades earned in all credit-bearing classes. GPAs are carried to three decimal places. Students who retake a class will have the highest grade earned counted for their GPA. The lower grade earned will no longer be counted as part of the student's GPA. If the student received credit the first time the class was taken, no additional credit will be earned when the class is repeated.

Franklin Community Schools has a corporation-wide, School Board adopted grading scale. Each teacher is responsible for developing and maintaining fair and equitable grading standards (as approved by administration)

and explaining them to students. The teacher has the right to determine how grades will be averaged (under the direction of their department and/or building administration) in order to determine the final grade.

GRADING CRITERIA FOR INDIANA ONLINE

The introduction section of each course will cover the specific grading criteria. A score, as well as your teacher's comments, may accompany assignments. **You must complete all required assignments, quizzes, and tests before a final score can be issued. Students will receive zeros on all incomplete assignments.** When you have completed the course, the teacher will calculate and post the final score within the course for you. Indiana Online Academy will also report your final score to the school of record after the semester ends.

At the conclusion of each unit, teachers will enter a 0 for any missing assignments. While the work can still be completed for learning mastery, it will not be entered into the grade book as a score.

Grading Categories - HS and MS

- In-Class/Participation 30%
- Assessments 50%
- Final exam 20%

Final Exam

Students in MS/HS will take their final exam during the allotted time frame. Please note that some courses may have additional requirements before the final exam. The final exam must be completed by the posted due date.

- **All** required assignments, quizzes, and tests should be completed before taking the final exam. Students **will receive zeros** on all remaining incomplete assignments.
- The final exam is 20% of the student's overall course score.
- A blank submission for the final exam will be treated as no submission for the final exam.
- During the final exam, students may be permitted to use tools such as calculators, pencil, paper, or course notes if specified by the teacher.

Credit Earned through Indiana Online

The courses are equal to 1-semester credit. The credit is awarded by the student's home school of record. Indiana Online will report the student's earned score to the school after the session ends. The school will convert the score to the appropriate grade for the student transcript.

Students with Accommodations (IEP/ILP/504)

The unique learning environment Indiana Online provides is a valuable alternative for students who benefit from a non-traditional school setting. Our courses are designed to be accessible to students with a variety of learning preferences. Parents/guardians and school staff may utilize the Online Readiness Information in the Parent Guide as one indicator to determine if online is an appropriate placement for their student.

Indiana Online is an option for intermediate, middle, and high school students, including those who have an Individualized Education Plan (IEP), 504 Plan, or Individualized Learning Plan (ILP), to take courses that meet state academic requirements. If a student with an IEP/504/ILP is enrolled in an Indiana Online course, it is the responsibility of the School of Record or homeschool parent/guardian to ensure all requirements of the Individuals with Disabilities Education Act, Section 504 and Title III are being met.

Since Indiana Online courses are aligned with state education standards, content cannot be modified, however, Indiana Online will provide the accommodations documented in the IEP/504/ILP. If there is an accommodation Indiana Online cannot provide, our staff will reach out to the School of Record to develop a plan for meeting the student's needs.

SCHOOL COUNSELING PROGRAM (GUIDANCE)

Each Virtual school student is assigned to a School Counselor. Students are urged to see teachers and counselors whenever they need help. Parents also are encouraged to confer with the counselor on a regular basis. Specific areas in which the counselor is trained to help students:

1. Planning a meaningful educational program
2. Interpreting the results of tests/assessments
3. Establishing career plans
4. Providing information about colleges, universities, trade schools, scholarships, financial aid, etc
5. Applying for jobs or colleges
6. Improving personal relationships with other students, teachers, and parents. Counselors meet periodically with students to help during their four-year academic program. In addition, each counselor will meet at least once during the school year with students for scheduling purposes.

INCOMLETES-NO INCOMPLETES WILL BE GIVEN

Students who do not meet all the requirements of a class during a grading period will be given their current grade which will include zeros for all assignments not completed. Completion of makeup work is subject to the attendance policy and a grade may be changed at a later date.

MEDIA CENTER UPDATE

Student library information is considered part of a student's record. Per the Family Educational Rights & Privacy Act (FERPA), parents and/or guardians have access to this information, which is true for all student records. Library information, like other student records, cannot be shared with other parties without a legitimate need to know. Parents have the ability to access their child's library check-out records by logging into Destiny with their child's Chromebook login information. Library books identified with "mature themes" will be labeled with red tape visible on the book's spine. "Mature themes" may include but are not limited to the following: excessive drug use, rape, excessive violence, idealized suicide, graphic sexual content. This labeling practice is an ongoing process. If you have questions or concerns about a FCS library book, please notify the district media specialist.

NATIONAL HONOR SOCIETY

One of the highest scholastic honors a student at FCVS can attain is to be elected to membership in the National Honor Society. Membership is open to juniors and seniors who are enrolled as full-time (5 scheduled periods) FCVS students and who have attained a 3.6 GPA or above. Students must also have completed at least 6 community service hours from the summer before their freshman year to the time they are applying. Transfer students who have completed one semester at FCVS are eligible to apply for NHS membership, provided they are academically eligible and in good standing at their previous school.

(Transfer students who are members of NHS in their previous school will be admitted to membership in the FCHS/ FCVS chapter, upon verification from the NHS sponsor at the student's previous school.) When selecting new members, the faculty council considers four qualities: scholarship, service, leadership, and character.

An honorary organization, the NHS holds monthly meetings during the year and hosts the annual membership induction banquet. The Franklin Chapter, named for former teacher Nettie Craft, was organized in 1954.

Specific procedures for the selection of students for NHS are:

1. Juniors and seniors with cumulative grade point averages of 3.60 or higher receive invitations to complete a candidate form for membership via email in January, after the first grading period. Applications are complete ONLINE ONLY. Students indicate membership in school and community organizations, athletic teams, offices held, and awards and honors received. They also include the number of years of involvement in each activity.

Students must complete the online application by the announced deadline. Late forms or improperly completed forms are not considered.

2. A ballot is prepared for the FCVS staff. Students are listed alphabetically by class. The reviewers are instructed to carefully review the list of candidates in regard to character. They use the 1-4 rating scale (1 = low/poor; 2 = below average; 3 = good; 4 = high/outstanding) to evaluate any student with whom they have had professional interaction, i.e., as a teacher, adviser, coach, etc. with. Reviewers are asked to explain any votes of a 1 or 2. Voting is completed online. The NHS faculty council retains the right to consult other faculty members if clarification is needed on a vote.
3. The faculty council then reviews the votes and/ or comments from faculty along with PowerSchool logs for the previous school year to assist in determining if a student meets the pillar for the character domain. The faculty council, consisting of the sponsor and a minimum of four other teachers either appointed by the principal or the sponsor, begins the final step in the selection of new members. The faculty reviews the completed candidate form for the remaining 2 pillars (service and leadership). According to the constitution of the NHS, only members of the council may vote, not the sponsor. If a problem arises, the sponsor discusses it with the principal. A student must have a majority vote of YES from the faculty council to be selected to receive the final 44 invitations to become an NHS member. Many times the reason for a NO vote is simply that the student has not exhibited enough leadership qualities or service. This is a valid reason, yet nothing serious is implied.
4. Students are notified of their acceptance/non-acceptance. Those who are chosen are required to attend the induction ceremony. A reception is usually a part of this event. Students maintain their NHS membership in good standing by keeping their GPAs at or above 3.6 for subsequent semesters, their records free of any serious disciplinary issues, attending NHS meetings, and participating in individual/ group service projects.
5. The faculty council may convene to discuss the membership of any student who falls short of membership criteria at any point should the need arise for disciplinary action.

PUBLICATIONS

All student newspapers, the yearbook, and the television station, Grizzly Cub Network are published and produced by FCHS students. Students who may want to help with the production of these publications are urged to contact FCVS counselor or principal. The publications material may not always reflect the views of Franklin Community Schools. Content is controlled and edited by the staff editors working under school board guidelines and policies. The staff will publish only legally protected speech adhering to the legal definitions of libel, obscenity, and the invasion of privacy. Advertising information can be obtained by calling 317-346-8100. The purpose of these publications and broadcasts is to inform the students, faculty, and community members of news, information, and issues that influence or affect them.

RELIGIOUS OBJECTION TO ASSIGNMENTS

In cases where a student requests to alter requirements in classes, for religious reasons, a written request, signed by the student, his parent or guardian, and the clergyman of his church, may be required by the administration. The request shall state the specific requirements in question and the specific church doctrine which supports the student's objection. School board guidelines and policies will be followed by the administration when making a final determination.

SCHEDULING YOUR COURSES

Students must have 40 credits for the Core 40 diploma or 47 credits to earn the Academic Honors or Technical Honors Diploma, cohort 2029 and beyond must have 42 credits and any preferred seal requirements completed to earn your diploma from Franklin Community Virtual School. When scheduling your courses, use this booklet to learn more about the content of each course, possible prerequisites, and possible fees. The counselor will conduct scheduling sessions to assist students and parents with course selections.

SCHEDULING PROCEDURES

Scheduling begins in January/February for the next school year. Schedules will normally be available in mid-May for students to double-check prior to summer break. They are given written information which they are instructed to share with their parents. Parents are urged to contact the counselor or the principal with any questions they may have about scheduling or the curriculum. Students with special scheduling needs that are not met by the schedule of classes are urged to ask their counselors to convene a case conference to discuss possible alternative schedules. Students who fail to turn in a schedule selection sheet will have a schedule created for them by their guidance counselor.

SCHEDULE CHANGE POLICY

It is extremely important for students and parents to carefully review course requests before submitting their final course selections. Be sure to review the prerequisites and recommendations and have questions answered prior to submitting the course request form. ONCE STUDENTS HAVE SUBMITTED COURSE REQUESTS, THEY ARE EXPECTED TO REMAIN IN CHOSEN COURSES (INCLUDING FULL YEAR AND ONE-SEMESTER COURSES). STUDENTS WHO FAIL TO SUBMIT A COURSE REQUEST FORM WILL HAVE THEIR COURSES CHOSEN FOR THEM. Students have until the last day of school to make changes in their schedules for the next school year. Any student planning to attend C-9 should make every attempt to finalize their schedule by the end of April. Schedule changes will not occur after May 31st for the upcoming school year. Only a few exceptions will be made and administration approval must be given.

Under special circumstances, an administrator may grant a change. These circumstances include:

- Need to meet high school graduation requirements
- Class was dropped due to lack of enrollment or staff change.
- Course capacity has been exceeded.
- Computer entry errors.
- Failure to meet prerequisites.
- Document the medical reason preventing participation. Documentation must directly outline in detail how the medical issue would prevent participation in any given course.
- Change in Individual Education Plan (IEP).
- Administrative/guidance discretion; Failure within a class is not a reason to be withdrawn from a class. A student must make every effort to complete all coursework assigned. Consideration may be given at the end of a semester for a possible schedule change due to a lack of success or other circumstances. If the administration agrees to a parent/student request to be withdrawn, the student will receive a W/F – withdrawn with an F.

TEACHER-STUDENT-PARENT CONFERENCE

Students and parents are encouraged to communicate with teachers and request an appropriate time to discuss concerns or issues they are having in class. Teachers can provide extra help with academic problems or other difficulties. It may be necessary, in some cases, to arrange a time that is convenient for the teacher, parent and student.

TESTING PROGRAM AT FCHS

PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) This test is made available to students in October. Juniors and sophomores will take this test. The PSAT also determines National Merit Scholarships for qualifying juniors.

SAT (Scholastic Aptitude Test) at FCHS in March for all juniors. Virtual students will attend on-site for all State & National testing (eg. IREAD-3, ILEARN, PSAT, SAT).

STUDENT CONDUCT

(ATTENDANCE)

ACTIVITY PARTICIPATION AFTER AN ABSENCE

A student may not participate in extracurricular activities, practices, or after-school functions unless the student is in attendance at school by 9:30 AM. Students absent all day may not attend an extracurricular activity that day. If an extenuating school or family circumstance results in a student's failure to arrive by 9:30 AM or to attend all day, an exception can be made by the administration and/or the athletic director(s). Reasons MAY include FCVS-approved college visits, FCVS field trips, medical emergencies, and funerals. Students who are not able to attend during the school day due to illness will be considered too ill to attend after-school functions. A doctor/dentist appointment may be considered a pre-approved exception with proper documentation.

EXAMINATIONS-ATTENDANCE REQUIREMENTS

Students are required to be in attendance for final exams. Any absence other than illness, verified by a doctors note, will be up to administrative discretion if the student will be permitted to take the exam at a later date. The administration will not excuse students during exams unless the circumstances are extremely unusual. During exams, parent calls to explain absences are expected on the day of the absence. No final exam make ups are scheduled.

TARDY

The prompt arrival of students prepares them for success the entire day. Students are expected to be in synchronous courses and accessing asynchronous courses on time – receiving a call from a parent does not necessarily excuse being late to class. Students are considered to be tardy if the student is not in his/her assigned room when the teacher begins class.

Students who are tardy to classes are subject to discipline procedures outlined by their teacher. Students who accumulate 8 or more tardies across all classes will be considered habitually tardy. Any habitually tardy students will be referred to FCVS administration to determine next steps.

VOCATIONAL SCHOOL ATTENDANCE

Juniors and seniors can arrange with the counselors to attend our vocational and technical programs housed at Central Nine (C9). Students who enroll must remain throughout the school year. If a student is suspended, expelled, or withdraws from C9, his/her status also applies to his/her enrollment status at Franklin Community Virtual School. A student with excessive absences to C9 may, after being warned of and counseled about the problem, be withdrawn from C9 courses and placed in study halls at Franklin Community Virtual School.

Vacation periods for Franklin Community Virtual School and the vocational schools do not always coincide.

A student is required to attend the vocational school even if Franklin Community Virtual School is on vacation and to attend Franklin Community Virtual School even if the vocational school is dismissed.

TRUANCY

Students who miss school under the following circumstances will be considered truant:

A. Leaving school or synchronous class during the school day without parental knowledge or notification of school authorities.
B. Defying parental authority in the failure to attend school, or being absent from school without parental knowledge or approval.
C. Not reporting to one or more synchronous classes.
D. Failure to complete asynchronous coursework during expected school hours.
E. Being observed in a place that is completely unacceptable for the excuse that is presented and being unable to offer a satisfactory explanation for being there.
F. Leaving class without permission from the classroom teacher.
G. An absence for any unsatisfactory reason if the student/parent has been told that a reason will not be acceptable.
H. Excessive unexcused absences may be counted as truancy.

I. Arrival to class more than 10 minutes late may be classified as truancy from that class.

All class periods of truancy are considered unexcused absences. Repeated occurrences of truancy during the course of the school year will result in the student being identified as a "habitual truant." A student will be considered a "habitual truant" after 10 unexcused absences in one school year. (See Limit on Absences).

Students will not be excused from school to conduct any prom-related business. Students who miss school, or who arrive late or leave early, will be required to provide a doctor's note or suitable verifiable excuse for their absence to avoid being considered truant.

Students who accumulate 5 or more absences from school will be required to meet with the school counselor or principal. If the student accumulates 10 or more consecutive or 18 or more cumulative unexcused absences in one semester, they will be withdrawn from the virtual learning environment in accordance with IC 20-19-9-5.

When a student is considered a "habitual truant," if the student is under the age of eighteen, the Bureau of Motor Vehicles will be notified to suspend all driving privileges, and the student will be referred to the juvenile court. Students 18 years or older who are considered "habitual truants" will forfeit driving privileges to and from school. Further offenses may result in expulsion.

ADMINISTRATION OF DISCIPLINE

Administration reserves the right to modify discipline based on the severity and circumstances involved in the incident. The modifications that are made will comply with district policy. The modifications also take into account the past disciplinary record of the student (when appropriate) in determining the appropriate consequence. In certain circumstances, two different students may receive different consequences for the same infractions.

All students, including those with disabilities, are expected to follow the rules, policies, and procedures outlined in this handbook, unless otherwise specified in an Individualized Education Program (IEP) or Section 504 Plan. The Corporation will comply with all applicable federal and state laws regarding students with disabilities and will engage in an interactive process with students and their families to determine and provide appropriate reasonable accommodations.

ACADEMIC INTEGRITY/CHEATING/PLAGIARISM

All assignments, quizzes, tests, papers, and other graded work are to be the product of the individual student being evaluated unless the teacher has specifically stated otherwise. If in the judgment of the instructor, a student uses artificial intelligence (AI) and/or another person's work and presents it as the student's own, the student will be given a failing grade for the specific assignment. Similarly, students who allow another student to copy their work for purposes of deception will be given a failing grade for the work. Subsequent offenses may result in more severe consequences including removal from and failure of the course.

The temptation to cheat while taking an online course may be especially great; after all, a teacher isn't there to watch you while you complete your work. Be fair to yourself and other students by avoiding the temptation. Do your own work. We fully expect you to complete all coursework honestly. Cheating involves submitting work in a written assignment or exam that is not your own. Honesty is the policy!

Cheating includes:

- Copying someone else's work (from another person, website, book, etc)
- Allowing someone else to copy your work
- Having someone else complete your work for you
- Using unauthorized material to help you complete your work
- Using Artificial Intelligence (AI) programs or apps to complete assessments

Plagiarism is becoming a very serious problem in schools today, both brick and mortar and online. Students either knowingly or not toe the line between right and wrong. Many times they are unaware of what this issue really involves. Plagiarism is simply defined as the process of stealing the ideas and work of others. Plagiarism is cheating. Indiana Online Academy has established steps to take when a teacher identifies an assignment and confirms that a student has plagiarized.

First Offense

- **Step 1:** The teacher halts grading on ALL submitted, ungraded work.
- **Step 2**: The student and guardian(s) will be notified and the student will be required to schedule a conference to discuss the assessment in question within 48 hours. A score of zero will be awarded without the opportunity to resubmit if the student does not meet with the teacher.
- **Step 3**: The student will have an opportunity to discuss the process of completing the assessment in question and to display understanding of the learning concepts.
- **Step 4**: If plagiarism and/or inappropriate use of Generative AI is confirmed, the student will be allowed to resubmit the assessment. If appropriate use of Generative AI is confirmed, a score will be awarded based on the content submitted.
- **Step 5:** The teacher will only resume grading after the assignment has been resubmitted if necessary.

Second Offense

- **Step 1:** The student and guardian(s) will be notified and the student will be required to schedule a conference to discuss the assessment in question within 48 hours. A score of zero will be awarded if the student does not meet with the teacher.
- **Step 2**: The student will have an opportunity to discuss the process of completing the assessment in question and to display understanding of the learning concepts.
- **Step 3**: If plagiarism and/or inappropriate use of Generative AI is confirmed, a score of zero will be awarded. If appropriate use of Generative AI is confirmed, a score will be awarded based on the content submitted.

Third Offense

- **Step 1:** The student and guardian(s) will be notified and the student will be required to schedule a conference to discuss the assessment in question within 48 hours. A score of zero will be awarded and step 4 will be implemented if the student does not meet with the teacher.
- **Step 2**: The student will have an opportunity to discuss the process of completing the assessment in question and to display understanding of the learning concepts.
- **Step 3**: If plagiarism and/or inappropriate use of Generative AI is confirmed, a score of zero will be awarded. If appropriate use of Generative AI is confirmed, a score will be awarded based on the content submitted.
- **Step 4:** The student's overall score will be reduced by 10%, which will occur when publishing the final score.

Fourth Offense

- **Step 1:** The student and guardian(s) will be notified and the student will be required to schedule a conference to discuss the assessment in question within 48 hours. A score of zero will be awarded and step 3 will be implemented if the student does not meet with the teacher.
- **Step 2**: The student will have an opportunity to discuss the process of completing the assessment in question and to display understanding of the learning concepts.
- **Step 3**: If plagiarism and/or inappropriate use of Generative AI is confirmed, the student will automatically receive a score of zero for the entire course. If appropriate use of Generative AI is confirmed, a score will be awarded based on the content submitted.

Final Exam Academic Integrity

- **Step 1:** The student and guardian(s) will be notified and the student will be required to schedule a conference to discuss the final exam(s) within 24 hours. A score of zero will be awarded if the student does not meet with the teacher.

- **Step 2**: The student will have an opportunity to discuss the process of completing the Final Exam(s) and to display understanding of the learning concepts.
- **Step 3**: If plagiarism and/or inappropriate use of Generative AI is confirmed, a score of zero will be awarded. If appropriate use of Generative AI is confirmed, a score will be awarded based on the content submitted.

Students who violate academic integrity policies for assignments for Indiana Online or EdOptions may be subject to additional discipline from FCVS as determined by administration.

AFFECTION (Public Display of Affection-PDA)

Excessive show of affection by students in school or on school property, including school activities that may take place away from the school building, is inappropriate conduct. Kissing and embracing are not considered to be appropriate behavior in school. See Student Discipline Chart for discipline consequences.

ALCOHOL

Use or possession of alcohol on school grounds or at school events is strictly prohibited by school board policy. Students who violate this policy will be recommended for expulsion on the first offense. Being under the influence of alcohol on school grounds or at school activities is prohibited as well. Any student having consumed alcohol prior to coming to school or an event will also be considered in violation of this policy.

During the School Day

➢ Use, prior consumption, or possession of alcohol on school grounds or at school events is strictly prohibited by school board policy.

➢ Students are prohibited from attending school or coming to school with any indication of consumption of alcohol. To indicate consumption, a breathalyzer, blood or urine tests, or any other appropriate means may be utilized.

➢ Students who violate this policy will be recommended for expulsion on the first offense.

At Activities or on School Grounds

➢ Students are prohibited from attending school activities or being on school grounds with any indication of consumption of or being in possession of alcohol or drugs. To indicate consumption, a breathalyzer, blood or urine tests, or any other appropriate means may be utilized.

➢ Students who are first offenders and have never attended a drug and alcohol rehabilitation program may, at the discretion of the administration, be permitted to complete such a program as a part of a 'waiver of expulsion'.

BULLYING-HARASSMENT P.L. 285-2013

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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 target student an objectively hostile school environment that:
    a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
    b. has a substantially detrimental effect on the targeted student's physical or mental health;
    c. has the effect of substantially interfering with the targeted student's academic performance; or
    d. 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.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student commits bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is

reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator or designee] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator or designee]. This report may be made anonymously.
5. The [school administrator or designee] 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 bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law and required to be reported to law enforcement under Indiana law based on their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

Students are strongly encouraged to report bullying concerns directly to a teacher or administrator or may submit a report using the STOPit anonymous reporting app or website available on the Franklin Community Schools website. Reports submitted anonymously must include enough information to facilitate an investigation.

CELL PHONE/ELECTRONIC DEVICE

Students are expected to have electronic devices such as, but not limited to, cell phones, headphones, and gaming devices turned off and put away during the virtual school day. Students may only use such devices when there is a legitimate educational need and must have the explicit permission of the instructor during a synchronous course. When students are present in an FCS school building for testing or other purposes, they are subject to the policy of that school building. Students who are reported to FCVS for using cell phones or other electronic devices during class time will be subject to the following discipline steps:

- First Offense: Referral to guidance counselor

- Second Offense: Referral to administration for possible withdrawal from the virtual learning environment

DESTRUCTION OF SCHOOL PROPERTY

Students who destroy or deface school property through acts of vandalism, during horseplay, or in fits of anger will be required to pay for the cost of replacing or repairing that property. Additional penalties, including expulsion, may be assigned, depending on the severity of the damage and/or the previous record of the student.

REMOVAL FROM CLASS OR ACTIVITY

● An administrator may remove a student from the teacher's class or activity for a period of up to 5 school days [not to exceed 5 days] if the student is assigned regular or additional work to be completed in another school setting.
● If a student is temporarily removed from a class, an administrator may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the administrator has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the administrator may place the student in another class or educational setting.

SUSPENSION FROM SCHOOL: A school administrator may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days [not to exceed 10 days].

EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUNDS FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    i. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

ii. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
iii. Setting fire to or damaging any school building or school property.
iv. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
v. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or another person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action is undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
        ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        iii. The student has been instructed on how to self-administer the prescribed medication.
        iv. The student is authorized to possess and self-administer the prescribed medication.Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
12. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

13. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
15. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
16. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
17. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
18. Engaging in any activity forbidden by the laws of Indiana constitutes an interference with school purposes or an educational function.
19. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
20. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
21. Taking, recording, displaying, and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
22. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
23. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
24. Engaging in pranks or other similar activities that could result in harm to another person.
25. Using or possessing gunpowder, ammunition, or an inflammable substance.
26. Violating any board policy or administrative rules that are reasonably necessary for carrying out school purposes or an educational function, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry, or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
    f. violation of the school corporation's acceptable use of technology policy or rules;
    g. violation of the school corporation's administration of medication policy or rules;
    h. possessing or using a laser pointer or similar device.
27. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) 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. In addition to being disciplined, students who use an electronic device in a manner that is inconsistent with this rule may have the device confiscated by the school administration. Such devices will be returned to the parent.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner that is inconsistent with this rule may have the device confiscated by the school administration. Such a device will be returned to the parent.

29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

B. **Possessing A Firearm or A Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
    a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
    b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellants through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.
    c. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension of up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in the behavior described in this rule.

C. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
    ● a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
    ● an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in the behavior described in this rule.

D. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if

1. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or
2. the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES: I.C. 20-33-8 I.C. 35-31.5-2-86

I.C. 35-47.5-2-4 I.C. 35-47-1-5

Other Common Penalties

In addition to out of school suspension, these are other penalties which are commonly imposed:

- Required meetings with school counselor
- Suspension from the school bus
- Suspension from extracurricular activities
- Suspension of privileges, such as use of the library, and attendance at extracurricular activities and convocations
- School cleanup
- Repair of damaged materials or pay for the costs of damage repair
- Writing assignments
- Loss of driving privileges to school
- Invalidation of driver's license
- **This is not an all-inclusive list.**

DRESS CODE

Good common sense should prevail when it comes to considering what types and styles of clothing should be worn to school. Your child's attire and appearance at school must not cause a distraction in the learning environment. Any articles of clothing that have profane, obscene, lewd, vulgar, and/or gang related designs or meanings are not permitted. Tobacco and/or alcohol slogans, designs, or meanings are not permitted. Due to varying clothing styles and fashion trends it is not possible to create a comprehensive list of everything that is or is not appropriate for the school environment. Administration, faculty, and staff will have the final authority to determine if a student's dress is appropriate for school.

Students who have questions about particular types or items of dress should talk to an administrator. Students should be appropriately covered from the bodily region starting at the shoulders and ending at knees. The definition of "appropriate" may vary depending on clothing style and what is exposed. Should the administration deem a student's dress to be unacceptable for the educational environment, students can be required to change and/or be removed from the virtual learning environment for the remainder of the day. Students who have 2 or more dress code violations may be subject to further disciplinary action.

WHEN QUESTIONS REGARDING APPROPRIATE DRESS ARISE, THE ADMINISTRATOR'S DECISION IS FINAL.

DRUGS/PARAPHERNALIA/DAB PENS

At any time a student is on the school premises or attending a school-sponsored activity FCVS will recommend expulsion on the first offense if the student is found to be in possession of, transmitting, selling, or having used illegal drugs. This includes students who use illegal drugs prior to attending school or a school-sponsored activity.

In addition to controlled substances or drugs for which a prescription is required under federal or state law, "look-alike" drugs are prohibited. Included under drugs and tobacco are smokeless electronic devices used to inhale any product. Electronic cigarettes, vapors, or any smokeless devices are considered paraphernalia and may not be possessed on school grounds.

A student who knowingly or intentionally possesses in school a "look-alike" drug will receive the same penalty that would apply should the substance actually have been an "illegal" drug. "Look-alike" drugs are defined as any substance:

1. Which is expressed or implied to represent a controlled substance;
2. Which is distributed under circumstances that would lead a reasonable person to believe that the substance is a controlled substance; or

3. Which by overall dosage unit appearance, including shape, color, size, markings, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe the substance is a controlled substance.

Furthermore, possession in school or at school activities of paraphernalia commonly associated with the use of drugs is strictly prohibited. Examples of paraphernalia include dab pens, bongs, water pipes, rolling papers, grinders, or any other devices commonly used with drug use. Being under the influence of drugs on school grounds or at school activities is prohibited as well. Having consumed a drug before coming to school or a school activity is a violation of this policy as well.

DUE PROCESS

Suspensions

Before an FCVS student is suspended from school, the following procedures will be followed:

1. The student shall be informed of the charges against him or her.
2. A summary of the evidence against the student shall be given to the student orally or in writing.
3. The student shall be given an opportunity to explain his or her conduct, and to defend himself or herself.
4. Following this informal hearing, if the principal or designee determines that the student is to be suspended, the administrator will inform the student of the date(s) of the suspension. Reasonable efforts shall be made to notify immediately the parents either by telephone or in person if the student is to be suspended out of school. In the case of all suspensions, in school or out of school, the parent will be notified in writing. If the student or parents believe that the assistant principal has erred in judgment, an appeal may be made to the principal.

Expulsions

The following procedures shall be followed before a student is expelled:

1. A written statement will be sent by the principal to the superintendent, describing the student's misconduct and recommending expulsion.
2. If the superintendent agrees that there are reasonable grounds for expulsion, the superintendent shall appoint a hearing examiner.
3. If a hearing is requested, the hearing examiner conducts the hearing and prepares a determination of the recommended expulsion.
4. An appeal to expulsion may not be submitted to the School Board. (per Board Policy)
    a. In the case of a student with a 504 or special education placement, the process does not go to the superintendent until a Manifest Determination is conducted.

Public Law 162, enacted by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension. A copy of this act is on file in the FCHS library. In addition, the Franklin Community Schools Policy Book outlines in detail the rights and responsibilities of students in this regard.

ELECTRONIC DEVICES

FCS adopted a board policy prohibiting the use of electronic devices during the school day for non-educational purposes. Therefore, all electronic devices including, but not limited to, cell phones, Ipods, CD players, headphones, cameras, recording devices, etc., are to be turned off and are not to be in use during the school day except during a students' lunch, in hallways or during Wed morning PLC time. All electronic devices fall under the cell phone category outlined in this policy.

CELL PHONES - Possession of a cell phone or other electronic communication device (ECD), by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this guideline, or otherwise engages in misuse of this privilege. **Cell phone use is prohibited in areas that are considered private including restrooms, locker rooms, health clinics, and while in the main office.**

For causal use in administratively pre-determined and clearly designated non-instructional areas of the building during non-instructional time. The terms instructional and non-instructional space shall be determined by the administration in reference to the activity occurring in the space and not by the general purpose of the space.
The Board is not responsible for the loss, theft, damage, or vandalism to student cell phones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students have cell phones or ECDs in their possession, to make sure the cell phones and ECDs are not left unattended or unsecured.
Using a cell phone or other ECD in an unauthorized manner or in violation of the policy, may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification, and conferences, suspension, expulsion), confiscation of the cell phone or ECD (in which case, the cell phone or ECD will only be released/returned to the student's parent/guardian or directly to the student pending administrative determination after the student complies with any other disciplinary consequence that is imposed), and/or referral to law enforcement if the violation involves an illegal activity (e.g., child pornography, sexting). Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

LAW ENFORCEMENT OFFICIALS

A law enforcement officer may arrest a student and remove him/her from school. A law enforcement officer may confer with a student on school premises. School board policy and guidelines will be followed.

PROFANITY

The use of profanity in school or during school activities by students is prohibited.

PROVOCATION

Provocation/Inciting – Students who are found to be provoking, inciting, or escalating other students or situations will be subject to discipline. Students found to be provoking, inciting, or escalating (stirring up, spurring on, or annoying someone into doing something) other students or situations may be assigned a minimum of a night school depending upon the circumstances.

RESPONDING TRUTHFULLY AND FOLLOWING DIRECTIVES

Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter, are offenses in which the student will be disciplined. (Indiana Code 20-8.1 – 5.1-8, 9, 10)

ASSISTANCE OF LAW ENFORCEMENT

A member of the administration or a faculty/staff member acting at the direction of an administrator may request the assistance of a law enforcement officer to search any area of the school premises, any student, or any motor vehicle on school premises. If the administrator or designated faculty/staff member has reasonable suspicion to believe that the person or area to be searched possesses or contains items which cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, or which are forbidden by State Law or School Rules. When the law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

SEXUAL HARASSMENT

Examples of sexual harassment include jokes about a person's body; sexual remarks, jokes, or innuendoes; personally intrusive conversations; obscene gestures; staring or leering; inappropriate and unwelcome touching; lifting up skirts or pulling clothing; whistling or catcalling; pressing for dates or sexual activity; cornering or blocking the victim's passage; molestation; and rape. Sexual harassment also takes the form of obscene graffiti; displays of pornographic pictures, sexting or offensive related objects, such as condoms; and sexual gossip about a victim. Sexual harassment of any kind is

a very serious offense, and the penalty will be severe and may include expulsion. Students are expected to report any incidents of sexual harassment to the principal or any staff members. Reports may be made using the STOPit anonymous reporting app or website available on the Franklin Community Schools website. All reports of sexual harassment will be reviewed by the Sexual Harassment Coordinator assigned by the Superintendent. In cases where students believe that the school officials have not responded correctly, they are encouraged to contact the Office of Civil Rights, State of Indiana. For more information regarding the School Board sexual harassment policy, please see page 81.

STUDENT PERSONAL PROPERTY

The Board is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. The school recommends that students leave all personal items at home. In the event this is not possible, students and parents are strongly encouraged to take appropriate precautions to make sure the student's personal items are not left unattended or unsecured. Students should use their assigned locker and the locks provided to them by the physical education department and/or athletic department to secure items in locker rooms. Students should not carry large sums of money or expensive personal items to school. Large sums of money brought to school for school purposes should be in the form of a check. If a check is not possible the student and parent should develop a plan to ensure the money is directly delivered to the appropriate faculty/staff member as soon as the student arrives at school. The school will not conduct an investigation into a lost or stolen item unless the administration has reasonable suspicion of the student(s) involved and the student has taken the necessary precautions to prevent theft.

SUPERVISION REQUIRED

Students may not use the gymnasium, auditorium, or other areas of any school during non-school hours unless they are supervised by a school staff member who is present.

SUSPENDED AND EXPELLED STUDENTS

A student who is suspended or expelled from FCVS may not be on any FCS property at any time during the time of suspension unless specific prior approval to do so is granted by the school administration.

THEFT

In all schools the danger of theft exists. Students are responsible for safeguarding their personal property in school, as well as school property that is issued to them, including textbooks and uniforms. The school will not replace stolen personal property and will expect students to pay for the replacement of stolen school property that has been issued to them. It is each student's responsibility to be certain that all such property is locked at all times when the student does not have it on his person.

TOBACCO/VAPING

The use and/or possession of tobacco or tobacco products inside of and on the property of FCS is not permitted. This includes cigarettes, e-cigarettes, vaporizers, pipe tobacco, cigars, chewing tobacco, snuff, lighters, matches, or any other type of tobacco product. (I.C. 35- 46-1-10.5). The minimum age to buy nicotine products in Indiana has officially changed to 21. Any high school student in possession of cigarettes, e-liquids, or e-cigarettes may be ticketed for possession while on school property.

Use of or possession of tobacco, including smokeless tobacco, by a student on school premises or while attending a school-sponsored activity is a violation of school board policy. The use of a smokeless electronic device is included under this category and under drugs. Electronic smoking devices such as vapes, E-cigs, Herbal Vaporizers or any look-alike device simulating smoking regardless of what substance is being used will be treated as a tobacco violation unless the substance is considered an illegal drug or there is reasonable suspicion the device contains an illegal drug. See the discipline chart for more info. See Drugs for devices that are commonly used as paraphernalia such as dab pens. Using and/or possessing tobacco while traveling to and from school will be treated as a tobacco violation. Students in possession

of any electronic smoking device, tobacco, vape juice, or other tobacco paraphernalia will be referred to law enforcement. Law enforcement may decide to cite for possession.

STUDENT INCENTIVES

Franklin Community Virtual School, in collaboration with the high school, supports the use of incentives to encourage positive student behaviors. Every year, a committee discusses the merits of current incentives and supports student ideas to create additional incentives. Incentives are designed to encourage a level of high success in coursework, excellent attendance, and a desire to follow school rules and procedures. For those reasons, incentives will be based on grades, attendance, and discipline. Current school-wide incentives for students to earn are as follows:

GWEC - Governors Work Ethic Certificate - Seniors may work towards earning the GWEC. The GWEC requires a senior to commit to maintaining an accumulative GPA of 2.0 or higher, complete 6 service hours through the program which is set up as a privilege to attend during COACH and miss no more than 3 days during the entire senior school year. More information is available at FCHS.

E/CA'S AND ATHLETICS (K-8)

FCVS students who wish to participate in any E/CA's or athletic activities at Creekside, Union, Needham, Webb, Northwood, CBIS, or FCMS will be held to the code of conduct of the hosting school. Parents can locate these handbooks on the school website or gain copies from the respective school office.

E/CA's (9-12)

FCVS high school students are not eligible for athletics. Students who wish to participate in any E/CA's at FCHS will be held to the code of conduct at the high school. Parents can locate the handbook on the school website or gain copies from the FCHS school office.

FAN BUSES (9-12)

When there is sufficient student interest, fan buses will be made available for athletic or band events. It is required that students pay a transportation fee when they sign to ride the bus. All buses leave and return to the high school. Only FCHS students may ride student fan buses. Students who go to an event on a fan bus are required to return on that bus unless special permission has been given. Only in unusual circumstances and when parents have communicated directly with the school administrator or the chaperone of the bus, will this permission be granted.

FRANKLIN COMMUNITY SCHOOLS ACCEPTABLE USE POLICY (AUP) AND GUIDELINES

Responsible Use Of Technology And Internet Use Policy

1. Statement of Corporation Policy:

Franklin Community School Corporation ("Corporation") believes accessing content on the Internet is essential to fully prepare students for their careers and life. The goal in providing access to the Internet and other technology to staff and students is to promote educational excellence by facilitating instruction, collaboration, innovation, and communication. The Corporation's students and employees (collectively "Users") accessing the Internet are representing the Corporation and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution.

It is the joint responsibility of students, parents, and employees of the Corporation to assure the appropriate and effective use of technology to both enhance the quality of student learning and the efficiency of Corporation

operations. The smooth and reliable operation of the Corporation's technological resources is dependent upon the proper conduct of the end users who must adhere to stated policies.

Use of any and all technological resources is a privilege, not a right, and as such, users take seriously the responsibilities associated with this user agreement. Inappropriate use may result in a cancellation of some or all privileges and/or other appropriate discipline. The Corporation reserves the right to read, print, delete, store, or use any transmission on this system at its discretion and grants permission to use this system for educational purposes only.

2. Scope of Use:

To ensure that students receive a quality education in an intellectually stimulating environment, both during in-person learning and virtual/eLearning learning, it is the goal of the Corporation to provide all students with access to a variety of technological resources. All technological resources shall be used in accordance with any and all Corporation policies as well as local, state, and federal laws governing the usage of technology and its component parts. All users shall use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies.

This policy applies to all technology provided by the Corporation as well as the personal devices of Users. This includes, but is not limited to, telephones, cellular devices, digital media players, tablets, laptop and desktop computers and work stations, direct radio communication, Internet access, voice mail, e-mail, text messaging, direct messaging through device applications, facsimile transmission and receipt, artificial intelligence, including language-generation tools and large language models, and any computer based research and/or communication.

3. Definition of Terms Used:

"Confidential information" means information that is declared or permitted to be treated as confidential by state or federal law, including the Family Education Rights and Privacy Act ("FERPA"), or Corporation policy or guideline on access to public records.

"Proprietary information" means information in which a person or entity has a recognized property interest such as a copyright.

"Personal device" includes cell phones, smart phones, laptops, tablets, handhelds or any other device that is not the property of the Corporation but is used at school or a school activity, or connected to Corporation technology by a wired or wireless link.

"Technology" means computers and computer systems, public and private networks such as the Internet, artificial intelligence, including language-generation tools and large language models, phone networks, cable networks, voice mail, e-mail, telephone systems, copiers, fax machines, audio-visual systems, cellular devices, tablets, laptop and desktop computers, direct radio communications, text messaging, direct messaging through device applications, and similar equipment as may become available.

"User" means a Corporation employee, student, volunteer, or other person authorized to use Corporation technology.

4. Ownership of Corporation Technology and Information:

The technology provided by the Corporation and all information stored by that technology is at all times the property of the Corporation. Documents and other works created or stored on the Corporation technology are the property of the Corporation and are not the private property of the user. This includes all information created using technology and/or placed on a website, blog, and/or other storage device.

5. Conditions and Standards for Responsible Use of Technology:

a. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the Corporation's mission. Technology should be used by students to learn and communicate in correlation with the curriculum while under a teacher or supervisor's direction. Student owned personal devices and Corporation technology shall be used by students under teacher supervision with the purpose of improving instruction and student learning.

b. Users will become familiar with and comply with all expectations of the Corporation for the responsible use of Corporation technology as communicated in school handbooks, school Corporation policy, and other communications and standards concerning the use of Corporation technology.

c. Users shall NOT use the Technology to: Access, create, send or receive, store, or display obscene materials; create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language; access or use other individuals' accounts, information, or files without permission; access websites, files, or other information or resources using passwords not specifically assigned to themselves; wantonly waste corporation resources; damage, disable, or otherwise disrupt the operation of the network; or violate any local, state, or federal statutes, including but not limited to copyright law. Users shall not send, receive, view, or download materials that are harmful to minors, as defined by I.C. 35-49-2-2, on Corporation technology.

d. Users must respect and protect the privacy and intellectual property rights of others and the principles of their school community. The IT Services Staff are the only individuals authorized to select, adopt, and allow the use of Technology, hardware, software, and web-based resources for Users, including resources for website creation, multimedia projects, presentations, and other collaborations. The IT Services Staff in consultation with the Superintendent's other designees will select resources based upon online safety, coordinated professional development, and informed technical support. If a teacher or student desires to use an alternate resource, they must make a request to the IT Services Staff via the established process. Further, Users shall not alter, delete, or destroy data, information, or programmatic instructions contained in or on Corporation technology without permission from the IT Services Staff. Personally generated files and documents may be deleted by the User who created them, unless they may include propriety information, a student's personally identifiable information, and/or information potentially subject to litigation.

e. Any recording made on school grounds or during instructional time, whether in-person or virtual, may be subject to copyright laws and the protection of the privacy rights of others, including personally identifiable information about a student protected by the Family Education Rights and Privacy Act ("FERPA"). Where IT Services Staff or other Corporation staff have reasonable suspicion that a recording, data, or image was made in violation of this Policy, such item may be confiscated by Corporation staff. Any use of a recording device to invade the privacy of another person will result in sanctions for the person making the recording.

f. Users must notify IT Services Staff if they have violated the conditions established for the use of Corporation technology or have witnessed or become aware of another user misusing Corporation technology. Users shall be responsible for noting and reporting any inappropriate use of Corporation technology in violation of Corporation policy or conduct standards including threats, bullying, harassment, or communications proposing or constituting a violation of the law or the Student Code of Conduct.
g. If a user creates a password, code or encryption device to restrict or inhibit access to electronic mail or files, the user will provide access to that information when requested to do so only by the user's supervisor, or the IT Services Staff. This includes personal technology brought to or accessed during the work or student day or at a school activity including bus transportation. The IT Services Staff or a designee shall be authorized to override any password, code or encryption device to access the technology. Users shall not use Corporation technology anonymously or use pseudonyms to attempt to escape from responsibilities under this policy, regulations, or the law.
h. Creation of an account, access to a new application, or any other initial use of software or technological applications in the public domain (non-Corporation managed technology) must be under the supervision of a teacher, for instructional purposes, and only on school approved sites.
i. A user shall never use another user's password, or account, even with the permission from the user. Any need to have access to another user's account shall be addressed with the IT Services Staff.
j. An unauthorized attempt to log on to Corporation technology as a System Administrator may result in severe discipline including termination for employees and expulsion for students.
k. Students shall not be required to divulge personal information for access to a non-Corporation managed technology.
l. Students will be permitted access to the Internet through Corporation technology.
m. In order to comply with the Children's Internet Protection Act ("CIPA") and I.C. 20-26-5-40.5, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. Thus, Student use shall be filtered to minimize access to inappropriate materials. Student access to inappropriate materials despite the presence of the filter shall be reported immediately to the IT Services Staff. The filtering software shall not be disabled or circumvented without the written authorization of IT Services Staff.
n. The corporation may utilize a wide variety of third-party web-based applications in its curriculum. Although these applications are widely used by the education community and support K-12 institutions, the terms of service for many sites require explicit parental permission for children under the age of 13. The Children's Online Privacy Protection Rule permits the corporation to provide the necessary consent for educational purposes.
o. While online, student users shall not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate.
p. Students, parents and staff are advised that any student connection to any Internet or network provider not under Corporation control may not be filtered to the same degree as connection through Corporation

provided access. The Corporation is not responsible for the consequences of access to sites or information through resources that circumvent the Corporation's filtering software.

q. Users accessing the Internet through personal devices connected to Corporation technology must comply with this policy.

r. The Corporation may provide network access for personal devices. Physically connecting to the network via a wire or connecting to a non-designated wireless network without prior authorization from IT Services Staff is prohibited. Users connecting personal devices to Corporation technology do so at their own risk. The Corporation is not responsible for damages to hardware or software as a result of the connection of personal devices to Corporation technology.

s. Users must not knowingly cause damage to Corporation technology, including transmit a computer virus or other malware that is known by the user to have the capability to damage or impair the operation of Corporation technology, or the technology of another person, provider, or organization, nor shall a user take any action that could cause damage to Corporation technology or other Corporation property.

6. Conditions and Standards for Responsible Use of Electronic Communication:

a. Communications with students/parents/guardians, even if not using school resources, are within the jurisdiction of the Corporation to monitor as they arise out of one's position. For official Corporation business, employees are to use a Corporation email account when communicating with a student/parent/guardian via email.

b. Electronic communication between staff and students/parents/guardians should be written as a professional representing the Corporation. This includes word choices, tone, grammar, and subject matter.

c. All data stored or transmitted on Corporation computers shall be monitored. Corporation email accounts shall not be used for sending or attempting to send anonymous messages.

d. Unauthorized photos and videos of students and staff shall not be shared or posted electronically.

e. Electronic correspondence is a public record under the public records law and may be subject to public inspection.

f. The line between professional life and personal life must be clear at all times. Corporation employees should only use their Corporation account or other approved communication method (Google, Zoom, etc.) to communicate with students and/or parents and guardians, and should only communicate on matters directly related to education. Relationships associated with such educational social media accounts should only be with members of the educational community, such as administrators, teachers, students, and parents of such students.

g. All Corporation employees will be responsible for information that they make public through the use of electronic communication. Teachers are the gatekeeper for the privacy and protection of students. When other people can see your conversations with students (i.e. followers on social media), you may be endangering them and also violating the Family Educational Rights and Privacy Act ("FERPA").

7. Conditions and Standards for Responsible Use of Virtual Instruction:

a. All policies, rules, and applicable state and/or federal law apply when in virtual learning classrooms.

b. All staff and students should conduct themselves as if they are physically present in the classroom.

c. Staff shall monitor attendance to ensure student privacy.

d. Staff and students shall manage screen sharing options while conducting or participating in class.

e. Staff shall stop class if it is necessary to protect the privacy of a student or a group of students.

f. No individual, including parent(s) or guardian(s), shall record a class session unless it is a staff member and there is an educational reason for doing so and necessary permission has been obtained.

g. If an unauthorized individual is in a session, staff shall direct the outside individual or group to leave the session immediately. If they refuse to do so, staff shall end the class and start a new, private session. If a student notices an unauthorized individual present in the class, he or she should report that individual to the staff member in the meeting. The staff member should report the intrusion to IT Services Staff and administration immediately.

8. Access to Information and Investigation of Potential Violations:

a. The Corporation recognizes it may not be possible to technologically limit all Internet access to only those materials that support and enrich the curriculum according to adopted policies and reasonable selection criteria. For this reason, at the discretion of the Corporation or the Superintendent, technology protection measures may be configured to protect against access to any material considered inappropriate for students to access. Further, the technology protection measures will not purposefully be disabled at any time that students may be using the Technology to help protect against access to materials that are prohibited under the Children's Internet Protection Act and/or Corporation policy and guidelines. Any User who attempts to disable the technology protection measures will be subject to discipline. The Superintendent or his designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been blocked by the technology protection measures. The determination of whether material blocked shall be based on curriculum concerns, including the content of the material and the intended use of the material, policy concerns, network concerns, and safety concerns.

b. Users shall not have an expectation of privacy in any use of Corporation technology or the content of any communication using that technology, and the IT Services Staff or a designee may monitor their use of technology without notice to them, and examine all system activities the user participates in including but not limited to, e-mail, recorded voice and video transmissions, to ensure proper and responsible use of the Corporation's technology. Monitoring shall include the use of voicemail but shall not include monitoring a live communication between two or more parties unless at least one user is aware of the monitoring. In addition, use of Corporation technology may be subject to production pursuant to the Indiana Access to Public Records Act, Ind. Code 5-14-3.

c. A user's history of use and all data stored on or sent to or from Corporation technology shall at all times be subject to inspection by the IT Services Staff or a designee without notice to the user before or after the inspection.

d. If IT Services Staff has reasonable suspicion to believe a user has violated this policy or additional Corporation rules, the IT Services Staff or a designee may investigate to determine if a violation has occurred. If the investigation is not conducted by IT Services Staff, the results of the investigation shall be reported to the IT Services Staff by e-mail or in person, and the IT Services Staff shall take appropriate action.

e. A decision by IT Services Staff in response to an investigated allegation of a violation of this policy or additional Corporation rules may be appealed in writing to the Superintendent within five (5) calendar days. The Superintendent's decision concerning continued access to Corporation technology and any other penalty shall be final.

9. Violations of Responsible Use of Technology:

a. Violations of this policy may result in denial of further access to technology, suspension or expulsion of students, and discipline of employees including suspension or termination of employment. Such a violation by a person affiliated with a contractor or subcontractor rendering services to the Corporation may result in cancellation of the contract of the contractor or sub-contractor. A violation of this policy by parent(s) or guardian(s) may result in legal measures including, but not limited to, the following measures to ensure the safety and privacy of Users: cease communication and civil or criminal charges.

b. A user observing or learning of a violation of this policy is required to report the violation to the Executive Director of Technology or user's immediate supervisor (for employees or volunteers) or to a teacher or other school administrator (for students).

10. Social Media Use:

a. Users' personal or private use of social media, even when occurring off school property and outside school hours, may have unintended consequences that affect the school environment.

b. Social media use should be in a manner sensitive to the Student Code of Conduct and the employees' professional responsibilities.

c. The intent of this policy is not to infringe upon Users' legal rights, such as the freedom of expression, religion, and association. For example, this policy does not prohibit an employee from posting content outside the scope of their employment and on a matter of public concern. However, those rights do not include permission to post inflammatory comments and/or any statements that could compromise the Corporation's mission, constitute cyber-bullying or harassment, or cause a substantial disruption to the school environment.

Violations: Violations of the social media use provision may result in disciplinary action (including expulsion for students or termination for employees), confiscation of the device, loss of use of Corporation technology resources, referral to law enforcement or the Department of Child Services, and the recording, data, or image made in violation may be deleted. If the Superintendent, Executive Director of Technology, or designee has reasonable suspicion to believe an employee or student has violated this policy or Corporation rules related to technology, they may investigate to determine if a violation occurred.

11. Protection of Proprietary and Confidential Information Communicated or Stored on Corporation Technology:

a. Users of the Corporation's technology are expected to protect the integrity of data, personal privacy, and property rights of other persons when using Corporation technology.

b. The practice of using distribution lists to send information shall not excuse the erroneous disclosure of confidential information. Users shall determine that distribution lists are current and review each name on any list before sending confidential information including, but not limited to, personally identifiable information about students protected by the Family Educational Rights and Privacy Act ("FERPA").

c. Users should not access confidential information in the presence of others who do not have authorization to have access to the information. Confidential information should not be left visible on the monitor when a user is away from the monitor.

d. Users should not copy, file share, install or distribute any copyrighted material such as software, database files, documentations, articles, music, video, graphic files, and other information, unless the user has confirmed in advance that the Corporation has a license permitting copying, sharing, installation, or distribution of the material from the copyright owner. Violation of the right of a copyright owner will result in discipline of a student or employee.

12. Incurring Fees for Services:

No user shall allow charges or fees for services or access to a database to be charged to the Corporation except as specifically authorized in advance of the use by IT Services Staff. A fee or charge mistakenly incurred shall be immediately reported to the IT Services Staff. Incurring fees or charges for services to be paid by the Corporation for personal use or without prior authorization of the IT Services Staff may result in discipline including suspension or expulsion of a student, or suspension or termination of an employee.

Users shall thoroughly review terms and conditions of any programs, software, or applications prior to accepting the terms and conditions. Users are responsible for ensuring the terms and conditions comply with Corporation policy and procedures and state and federal law. Users who are unsure of the terms and conditions shall contact the IT Services Staff prior to accepting any terms and conditions. Accepting terms and conditions that violate Corporation policy or procedures or state or federal law may result in discipline as discussed within this policy.

13. Liability

Use of Technology is at the User's own risk. The system is provided on an "as is, as available" basis. The Corporation is not responsible for any damage Users may suffer. The Corporation is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Corporation's system, nor is it responsible for damages or injuries from improper communications or damage to property used to access Corporation technology. The Corporation is not responsible for financial obligations arising through unauthorized use of the educational technologies or the Internet.

14. Training

All students and those staff members shall receive annual training on cyber bullying, cyber security, and appropriate responses.

47 U.S.C. §254(h)(5)(B)-(C), 254(l)

20 U.S.C. §67777(a)

47 C.F.R. §54.520(c)(1)(i)

Children's Internet Protection Act (CIPA)

I.C. 20-26-5-40.5

Franklin Community School Corporation

Adopted: 5-13-24

INFORMATION ON MENINGOCOCCAL DISEASE

Indiana law requires each year that parents/guardians be informed about "meningococcal disease and its vaccines" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Controls and Prevention (CDC) recommends routine meningococcal immunizations at 11 to 12 years of age. This immunization is commonly called Menactra. Johnson County Health Department has this immunization available for free to those individuals who are eleven to eighteen years old and do not have health insurance that provides coverage for immunizations. To obtain this immunization please call the Johnson County Health Department for an appointment at 317-346-4368, or speak with your healthcare provider.

IMMUNIZATIONS

Indiana State law requires that parents or guardians of school-age children enrolling in a school system for the first time submit one of the following types of information:

1. Documentation that the child is fully immunized.
2. Documentation that immunizations have been started with a schedule for completion.
3. An authorization for the new school to receive medical records from a prior school.
4. A written objection to immunizations due to religious or medical reasons.

For a complete listing of the immunizations required for your child, please visit http://www.in.gov/isdh/17094.htm or contact your child's school.

In accordance with Indiana law, please be advised that your child cannot be permanently enrolled and may be denied the opportunity to attend school or after-school activities unless written information of the type listed above has been provided to the school on or before the first day of school. The purpose of this law is to keep school children healthy to take full advantage of the provided educational opportunities.

NO SMOKING POLICY

Franklin Community Schools are committed to the health of its students and employees. In order to provide a healthy learning and working environment and to fulfill the responsibility as an educational facility, the Board of School Trustees has adopted the following policy, revised 7/06 - SMOKING WILL NOT BE PERMITTED ON ANY PROPERTY OF THE FRANKLIN COMMUNITY SCHOOLS.
The policy also applies to e-cigarettes and vaping products of any kind.

CONFEDERATE FLAG

In keeping with the Franklin Community Schools Guiding Principles, the Confederate flag is prohibited in and around all school buildings and grounds.
Approved by the FCS School Board of Trustees on August 10, 2020

PROMOTION AND RETENTION

The awarding of marks and decisions relative to promotion or retention of students is the sole and serious responsibility of their respective teachers and principal. It is very important that parents be consulted and well-informed at an early date when retention is advisable. Every effort should be made to encourage parents to visit the school and confer regarding their children.

School principals are authorized, with the approval of the superintendent of schools, to place any student in grades K through 12 at a grade level that is commensurate with the student's abilities, training, and social development so as to be conducive to the student's success in school. The parents or guardians of any child whose grade level needs to be altered should be advised of this in a personal conference. If an agreement cannot be obtained for an immediate change, the principal may do so after the student has attended school for at least four weeks and the evaluations of the grading period(s) indicate that the need for the change in grade level placement still exists.

REPORTING TO THE INDIANA DEPARTMENT OF CHILD SERVICES (DCS)

Indiana Code, and also our school board policy, dictates that all school employees are mandatory reporters of any suspected child abuse or neglect. All FCS employees must report any suspicions of abuse or neglect to the DCS hotline immediately, or be in violation of Indiana Code and school board policy. Indiana DCS will then follow their processes and procedures on each report. Should DCS choose to investigate the report, they may decide to talk with the child at/during school. We will follow our school board policy if that occurs, which includes offering to call parents and offering to stay in the room with the child. DCS can decide, using their process, if parents are notified first and if they would like a school representative in the room during the interview. All aspects of DCS's work are confidential and often the school does not learn of the outcome of the findings of any DCS report.

REPORTING SAFETY CONCERNS

We encourage students, parents, and families to communicate with us when concerns arise regarding school safety or the safety of the child. This includes harassment, intimidation, bullying, or threatening behavior. We would prefer that this communication be done by directly contacting the virtual principal or counselor whoever would be best to handle the concern. Students could also use the STOPit anonymous reporting app available on the Franklin Community School website.

Connect Your Child to Our Community

Franklin Parks and Recreation Department

Franklin Cultural Arts and Recreation Center at 474 E. South St., Franklin 317-736-3689 Mon-Fri 8am-4pm (office) Recreational activities from the arts to athletics offered year-round for all ages. City pool opens in the summer. Fees vary with the activity offered.

Franklin Boys and Girls Club

101 N. Hurricane St. Franklin 317-736-3695

Mon-Thurs 2-8pm, Fri 2-6pm, Summer hours Mon-Fri 10am-4pm

Offers a variety of social, recreational and educational activities for children and youth 6-18. (Bus transportation may be available from your school; check with the Boys and Girls Club.)

Girls Inc.

200 E. Madison St., Franklin 317-736-5344

After school program for girls 6-18. 2:30-6:00 school year,

Summer hours 9am-5pm (extended hours available)

Plenty of fun activities and summer field trips/pool time. (Bus transportation may be available from your school; check in office.)

4-H Clubs, Purdue Cooperative Extension Service

80 S. Jackson Franklin 317-736-3724 8-4:30 office hours

Offers a variety of activities for youth enrolled in grades 1-12 including workshops, leadership development activities, arts and crafts, livestock and gardening projects and others. Call for further information on how to join the fun.

Johnson County Public Library-Franklin

401 S. State St. Franklin 317-738-2833 9-8pm M-Thur. Fri 9-6pm

Sat. 9-5 and Sun. (Sept.-May only) 1-5pm Library cards are free.

Books, videos, C.D.'s, cassettes, audio books to borrow, computer access, and various activities offered to enhance interest in reading and learning.

Johnson County Parks and Recreation Department

Just 8 miles south of Franklin, North of Camp Atterbury off Hwy 252.

812-526-6809 8-4 Mon-Fri and 8-noon Sat. office hours

Offers Class A and primitive tent camping, picnic areas, and many family activities throughout the year. Fitness trails, live bait fishing, hiking, radio control flying field, and golf driving range. Hoosier Horse Park facility located within the park. Beach area at Cottonwood Lake opens 11-6pm Memorial Day-Labor Day

FRANKLIN COMMUNITY SCHOOLS
Student-Centered • Innovative

Franklin Cub Academy

Work and Learn and Earn Indiana

Franklin Community High School Paid Internship Position

Details

This is a collaboration with Work and Learn and Earn Indiana to hire a high school senior for a paid internship aligned with their college and career pathway.

Process

Smith researched and collaborated with the state on steps to make this possible. Smith collaborated with FCHS to identify students on an education pathway that were interested.

Next Steps

- Follow up on the application and next steps with Earn Indiana.

Interview the final two candidates shared by the FCHS team.

- Onboard candidates as a Franklin employee.
- Be creative on scheduling and working with high school blocks.
- Ensure new FCHS hires follow all FCS employee expectations.
- Student and employer report each week to the state for reimbursement.
- Provide ongoing professional development and mentorship while collaborating with FCHS.

Brand Guidelines.

POLICE

FRANKLIN COMMUNITY SCHOOLS

Business Name: FCSPD

Created by: EFLYART LLC

Contents.

03. About The Brand

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07. Logo Suite

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About the brand.

Franklin Community Schools Police Department is dedicated to fostering a safe, supportive, and connected educational environment where students can thrive. Rooted in the values of leadership, partnership, and community, the department goes beyond traditional law enforcement by building meaningful relationships with students, staff, and families. Officers are a visible, approachable presence across campuses—engaging in classrooms, hallways, and school events to promote trust, mentorship, and safety.

1. Trustworthy
2. Approachable
3. Protective
4. Community
5. Professional
6. Supportive

Mission

The mission of FCSPD is to protect, serve, and support our school community by providing a safe, positive, and respectful environment where students, staff, and families can thrive.

Vision

Our vision is to create a school environment where every student feels safe, valued, and empowered, while strengthening partnerships between law enforcement, schools, families, and the community.

Purpose

Our purpose is to build strong relationships within the school community, promote safety and trust, and serve as a dependable resource for students and staff through prevention, education, and support.

Values.

Brand values are the foundational beliefs and core values that a business believes in and stands for. They help shape the culture and community of your brand, ensuring that you connect with your audience in a meaningful way. Your values guide your brand story, behaviours, and decision-making process.

Value 01

Creating and maintaining a secure school environment for students, staff, families, and visitors.

Value 02

Acting with honesty, accountability, and professionalism in every interaction

Value 03

Treating every student, staff member, and community member with dignity and fairness

Value 04

Serving the school community with compassion, reliability, and a student-centered mindset

Value 05

Building positive relationships through visibility, consistency, and open communication

Value 06

Modeling responsibility, confidence, and positive decision-making for students and the school community

Logos & Clear Space.

A brand logo is a symbol, emblem, typographic, or the combination of all used by businesses to mark its brand's identity. Having a unique logo helps your customers to identify & remember your product and quality of your brand.

It's important that your logo is responsive and can be used in a variety of different spaces. That's why variations of your primary logo have been designed.

FCSPD

Primary Logo.

Usage: The primary logo is the signature of your brand. This should be used most frequently when space allows for it. Can be used on elements like websites, footers, stationery, signage etc.

Clear Space: This shows the minimum distance between the logo and other graphic elements. Always allow for a minimum clear space of 65px (or your logo duplicated) as shown to the right.

FRANKLIN COMMUNITY SCHOOLS POLICE DEPT.

Secondary Logo.

Usage: The secondary logo/alternative logo uses components from your main logo but in a variation. This is to be used when the primary logo doesn't fit in the required space like on websites, printed materials and larger elements.

Submark Logo.

Usage: The Submark Logo is another variation of your logo with another layout giving you versatility. This is to be used when your other variations don’t fit in the required space like on social media, printed materials and where space allows for it.

FCSPD

FCSPD

Logo Mark.

Usage: Logo Marks are a simplified version of your primary logo. This consists of an icon/symbol that can be used in confined spaces like social media profile pictures, stamps, favicon etc. It’s best to use this when your other variations simply won’t fit.

Incorrect Usage.

Your logo should not be altered in any way, including extending, condensing, outlining, adding strokes or drop shadows. When you start to nip and tweak your logo, you’re actually deviating away from the strength of the brand identity.

The following examples present incorrect usage and alterations of administrative logotypes.

I know you might be tempted, but make sure you leave the logo’s as they are and do not break the rules.

Don’t skew and
stretch the logo.

Don’t change the colour to anything
other than your brand colours.

Don’t change the layout and
arrangement of your logo.

Don’t add a stroke to
your logo.

Don’t tweak
individual letters.

Don’t add graphics into
or behind the logo.

Colour Palette.

Creating a distinct and complementary colour palette is a significantly important part of channelling your brand identity.

Your colour palette will be continuously used across your socials, stationery, website and so much more. On the next page you'll see the chosen colour palette as well as information on usage and colour presets.

CMYK:
Stands for ‘Cyan, Magenta, Yellow & Key’ colours. They are the colours used in printed materials.

RGB:
Stands for Red, Green & Blue colours. This is used on-screen and for web design.

HEX Code:
This colour code is used on-screen and for web design.

Primary Colour:
These colours should be the most dominating colour and take up around 60% of the design space.

Secondary Colour:
These should use half as much as the primary colour (30%).

Accent Colour:
These are added colours make a statement within the design and should use up around 10% of the design space.

Primary Colour

CMYK	**C: 100 M: 94 Y: 19 K: 6**
RGB	**R: 041 G: 52 B: 124**
HEX	**#29347c**

Primary Colour

CMYK	C: 6 M: 19 Y: 65 K: 0
RGB	R: 239 G: 202 B: 115
HEX	#efca73

Secondary Colour

CMYK	C: 1 M: 3 Y: 65 K: 0
RGB	R: 254 G: 241 B: 197
HEX	#fdf1c5

Secondary Colour

CMYK	
RGB	
HEX	#000000

Accent Colour

CMYK	
RGB	
HEX	**#ffffff**

Colour Usage.

Brand Fonts.

Using a set of consistent fonts for your business is going to be crucial because it sets the tone and helps consumers instantly recognise your brand.

Your fonts have been chosen to pair perfectly with each other as well as your brand identity. Having different sets of fonts allows for the design to not be repetitive but keeps it inline with your branding.

By using consistent typography across your brand will make you recognisable and memorable to your audience.

Primary Font

ALTIVO

The primary typeface is your default & should be used within headers & titles.

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9 0

Secondary Font

Akira Expanded

The secondary typeface compliments your primary font & will be used on subheadings.

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

Supporting Font

Akira Expanded

The secondary typeface compliments your primary font & will be used on subheadings.

a b c d e f g h i j k l m n o p q r s t u v w x y z

A B C D E F G H I J K L M N O P Q R S T U V W

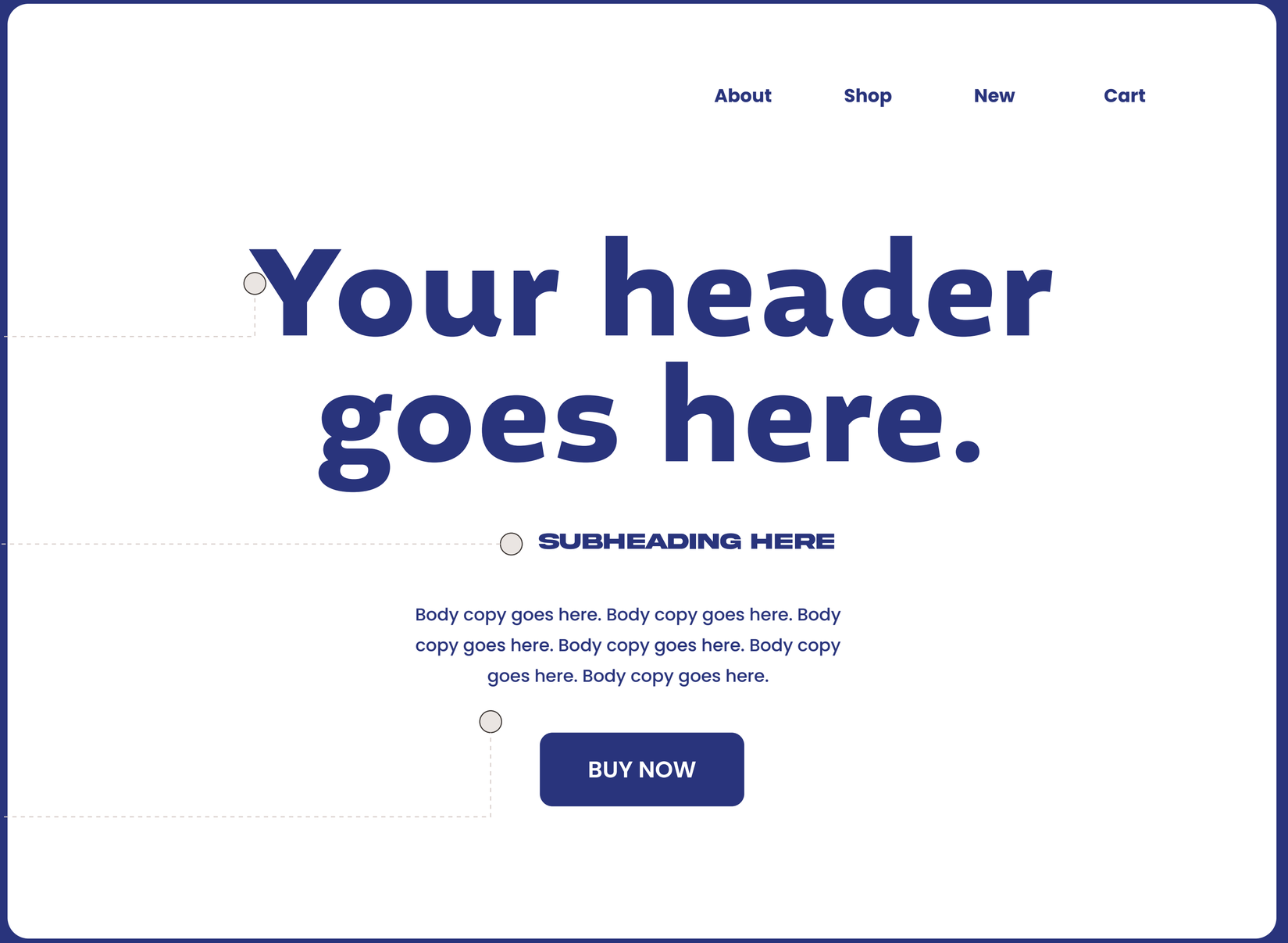
X Y Z

1 2 3 4 5 6 7 8 9 0

Primary font.
This is a heading.

Secondary Font.
This is a subheading.

Supporting Font.
This is body copy.



THIS IS A HEADER BUT IT SHOULDN'T BE USED FOR LONG SECTIONS OF TEXT LIKE THIS ONE. IT IS HARD TO READ.

Avoid using all capital letters for long passages of text as it can make the text appear aggressive or difficult to read.

THIS IS A HEADER
SUBHEADING HERE
Body copy goes here.
Body copy goes here.

Avoid using too much or too little line spacing as it can make the text hard to read and disrupt the visual flow.

THIS IS A HEADER
SUBHEADING HERE
Body copy goes here.

Avoid using the same font size for headings, subheadings and body text as it makes it difficult to distinguish between different levels of information.

THIS IS A HEADER
SUBHEADING HERE
Body copy goes here. Body copy goes here.

Avoid inconsistent alignment within the same document.

D O N O T A D D T R A C K I N G / S P A C I N G L I K E T H I S T O Y O U R T E X T

Avoid adding spacing to your text as it makes text harder to read and makes it tough to understand quickly.

THIS IS A HEADER
SUBHEADING HERE
Body copy goes here.

Avoid placing text too close to the edges of a page or other design elements.

Keep Me Safe.

Your brand guidelines document is an in-depth guide on how to successfully use your brand identity and assets. This can be used by you, other designers, web developers and employees. Following this guide will allow for consistency across all marketing materials.

If ever you feel like you're straying away from your brand identity, take a breather, put that mouse down and open me up!

ESTD 2026

FRANKLIN COMMUNITY SCHOOLS

POLICE DEPT.

SIDE PANEL DECAL

POLICE

FRANKLIN COMMUNITY SCHOOLS

POLICE OFFICER BADGE FULL COLOR

ARM PATCH

Book	GUIDELINES
Section	Section D - Human Resources
Title	D475-R - Justifiable Decrease in Teaching
Positions Code	
Status	Active
Adopted	March 11, 2024

D475-R

JUSTIFIABLE DECREASE IN TEACHING POSITIONS

This Administrative Guideline replaces and supersedes all previous guidelines and past practices in relation to Reduction in Force.

Prior to commencing action to non-continue or cancel teachers' contracts under the Reduction in Force Policy, the Board of Education will attempt to make needed adjustments through:

1. Voluntary retirement
2. Voluntary resignations
3. Voluntary transfer of existing staff
4. Involuntary transfer of existing staff

The noncontinuance or cancellation of a teacher's contract due to a justifiable decrease in the number of teaching positions shall be determined on the basis of performance. The Superintendent is authorized to limit or narrow the scope of any reduction in force to those employees who work in the school, facility, program, or department subject to the reduction in positions.

The following procedure will first be applied only to probationary and professional teachers in the school, facility, program, or department ("area") to be reduced when the area to be reduced has both established teachers and probationary and/or professional teachers assigned to it. If the area being reduced has only established teachers assigned to it, or if all probationary and professional teachers in the area are already subject to reduction and more reductions are needed, the procedure will then be applied to established teachers in the area to be reduced. An established teacher who is licensed in another content area cannot be subject to the reduction in force if the established teacher is able to replace a probationary or professional teacher in that license area.

Teacher performance will be considered over a time frame of the past three consecutive years. If three years of evaluative data is not available, two years or one year of data will be used.

~~In the spring, when notices on possible staff reductions must be made, only partial evaluation data for the current school year will be available to use to make these decisions. Summative ratings will likely not be available until the fall of the following school year. Since the teacher effectiveness rubric (TER) gives the most accurate assessment of a teacher's performance when reduction-in-force decisions have to be made, it will be utilized as a representation of current school year performance~~[1]. Employees on leave or who for other reasons have not yet received an evaluation will be deemed effective (3.0) [2]unless objective performance data exists indicating that an effective rating would be unlikely were a full evaluation completed.

School officials will use evaluation ~~the teacher effectiveness rubric~~ scores to place teachers in one of the four performance categories (ineffective, needs improvement, effective, or highly effective[3]) and then, if necessary, will make further differentiation using the individual evaluation ~~TER~~ scores in order to determine who is a lower-performing teacher and/or whether the tie-breaker factors identified in this guideline will need to be considered.

All evaluation information and data used in determining whether or not a teacher is reduced will be the information and data collected while a teacher at Franklin Community Schools.

In cases where the teachers' performance ratings/scores are the same, the administrator will weigh the following factors before making a determination as to which teacher and/or teachers shall be subject to the non-continuance or cancellation, in the following order:

1. the academic needs of the students in the school corporation
2. current instructional leadership roles
3. teaching experience

I.C. 20-28-7.5-1(d)
I.C. 20-28-7.5-2(a)(2)
I.C. 20-28-2(a)(3)
I.C. 20-28-9-1(b)

Franklin Community School Corporation
Adopted: 3-11-24

Revised:

Per Indiana Senate Enrolled Act No. 342:

(c) After June 30, 2023, a school corporation, charter school, state accredited nonpublic school, or entity may employ or contract with an individual convicted of any of the following offenses if a majority of the members elected or appointed to the governing body of the school corporation, or the equivalent body for a charter school, approves the employment or contract as a separate, special agenda item, or if the school administrator of a state accredited nonpublic school informs the administrator's appointing authority of the hiring:

(1) An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5.

David Patrick Hudson
CBIS – Special Education Teacher

Operating a Vehicle While Intoxicated
10/14/2014
Shelby County, Indiana

LIMITED EXCLUSIVE CONCESSIONS VENDOR AGREEMENT

This Limited Exclusive Concessions Vendor Agreement ("Agreement") is entered into by Snowie of Indy ("Vendor") and the Board of School Trustees, Franklin Community School Corp. (the "Trustees"), effective as of the last date executed below (the "Effective Date").

Recitals

WHEREAS, Vendor is in the business of operating high school affiliated concessions, as well as selling snow cones, lemon shakeups and, under certain conditions, ice cream (the "Products") at all indoor and outdoor sporting events occurring on the FCHS campus and affiliated locations ("Events");

WHEREAS, the Trustees desire to provide Vendor with a limited exclusive right to operate the concessions at Franklin Community High School and its affiliated locations ("FCHS") and sell its Products at its Events for the benefit of FCHS;

WHEREAS, Vendor and the Trustees agree to the following terms and conditions for their mutual benefit.

Agreement

1. Limited Exclusive Relationship. Trustees exclusively hire and Vendor agrees to provide concessions services at all indoor and outdoor FCHS and its affiliated locations for all Events, subject to Vendor's right to decline any Event for which Trustees fail to provide timely Event information, access, utilities or equipment required under this Agreement. Vendor's Services shall include only the following unless otherwise agreed upon in writing and signed by Vendor:

(a) Coordinate the staffing of all concessions stands in such a manner that such stands operate with reasonable efficiency, as determined by Vendor, which shall include:

(i) All staffing Vendor determines is commercially reasonable for outdoor Events; and

(ii) A minimum of one (1) representative of Vendor at indoor events in order to handle the cash and remove it from the site at the end of the Event, with the understanding that Trustees or their designee shall provide, supervise and be responsible for all other staffing for indoor Events.

(b) Open, close and clean each concession stand for each Event;

(c) Purchase all concessions to be sold, with product mix, vendors, quantities, and pricing to be determined at Vendor's sole discretion;

(d) Pay all workers supplied by Vendor at each Event;

(e) Account for and report to Trustees or their designee gross revenue collected at each Event;

(f) Pay to Trustees or their designee consistent with the terms of Paragraph 2 of this Agreement; and

(g) Exclusively sell the Products at Events as determined in Vendor's sole discretion , and Trustees shall not authorize or permit any third party to sell Products or competing concessions at Events except as expressly permitted in this Agreement.

2. Consideration. Vendor shall calculate and record the total gross revenue received by Vendor for each Event. Vendor agrees that on or before the fifteenth (15th) day of each month, it shall provide a written accounting to the report to Trustees or their designee identifying the prior month's gross revenue and shall simultaneously remit to the Trustees or their designee compensation in an amount equal to twenty-five percent (25%) of the prior month's total gross revenue received by Vendor for all Events occurring in the prior month.

3. Notice and Opportunity to Cure. In the event the Trustees or its designees have any complaints regarding the Services or Products of Vendor, or receives such complaints from any third-party, Vendor shall be promptly provided with written notice describing the complaint in reasonable detail and a reasonable opportunity of at least ten (10) days to cure such complaints, in Vendor's sole discretion.

4. Equipment and Supplies. Trustees or their designees shall supply, maintain, repair and replace at their sole cost, such equipment as is reasonably necessary to provide the Services and operate each concession stand, including but not limited to refrigerators, display tables, hot drink equipment, hot dog and nacho machines and the like. Vendor shall be solely responsible for providing all specialty equipment and supplies necessary to sell its Products under this Agreement. Vendor may store its equipment, supplies and inventory on-site, when necessary, at no cost, including multi-day events, and Trustees shall provide a reasonably secure storage area for such property.

5. Licenses, Permits and Taxes. Trustees shall be responsible for ensuring all necessary permits are obtained to operate each concession stand at each Event. Vendor shall be responsible for obtaining licenses and permits legally required to be held specifically by Vendor and for paying state or federal taxes legally imposed on Vendor for the sale of such Products. Vendor shall pay all other state and federal taxes as required by applicable law to operate its business.

6. Insurance. Trustees shall maintain insurance to cover all risks of property damage to their buildings, equipment, premises and improvements, including fire and such other risks usually and customarily covered by such insurance. Vendor shall maintain (a) Commercial General Liability Insurance, including Personal Injury, in an amount not less than One Million

Dollars ($1,000,000) per occurrence, which shall include coverage for Bodily Injury and Death and Property Damage and (b) Auto Liability Insurance having a combined single limit of One Million Dollars ($1,000,000) but only for vehicles used by Vendor in performing this Agreement.

7. Indemnification. Vendor shall indemnify the Trustees, FCHS and their agents, administrators and employees ("Indemnified Parties") against any and all third-party claims, damages, losses, and expenses including reasonable attorney fees, to the extent finally determined to have resulted from Vendor's material breach of this Agreement or negligent or willful misconduct of Vendor or its agents, except to the extent solely caused by any Indemnified Party or by premises conditions, equipment, staffing not provided by Vendor, utilities, security, or access controlled by Trustees.

8. Marketing. Vendor shall be entitled to place such temporary signage advertising its concessions and Products at or around the Events as it determines necessary in its reasonable discretion.

9. Exclusivity. Vendor shall be the exclusive vendor to provide the Services and no other vendors sponsors, teams, clubs, booster organizations, food trucks, caterers, or other persons selling or distributing products competing with the sale of Products or concessions stand products shall be permitted at the Events except for limited special event nights such as a non-profit booster club providing a pre-game dinner for fund raising purposes for which Vendor shall receive not less than ten (10) days' advance written notice.

10. Remedies. The non-defaulting party may, in addition to any other remedy available to it under this Agreement or Indiana law, obtain injunctive or other such relief in order to enforce its rights hereunder, and the parties agree that a breach of Vendor's exclusivity, access, storage, or signage rights would cause irreparable harm for which monetary damages may be inadequate.

11. Term and Termination. The Term of this Agreement shall be three (3) years, beginning August 1, 2026. The Agreement shall automatically renew for successive three (3) year terms unless notice of non-renewal is provided in writing to the other party not less than sixty (60) days prior to the last date of the then-existing Term. Either party may terminate this Agreement for cause for material breach upon providing written notice describing the breach in reasonable detail and a reasonable opportunity of not less than fifteen (15) days to cure such default and the failure of the defaulting party to timely and reasonably cure the default. In addition to the foregoing, the Trustees expressly reserve the right to terminate this Agreement in the event that a final audit conducted by an independent accountant establishes that the Vendor has intentionally and materially falsified or underreported its gross revenue and after Vendor has had at least thirty (30) days to review and dispute the audit findings and pay any undisputed deficiency.

12. Miscellaneous.

a. No alcoholic beverages of any kind are allowed on or sold at the FCHS premises by Vendor.

b. Vendor and its employees shall not be permitted to smoke anywhere on the FCHS premises.

c. No firearms of any kind, shall be brought onto the FCHS premises by Vendor or its agents during the term of this Agreement.

d. Vendor shall ensure that the FCHS premises are used in a manner consistent with the Trustees' and FCHS facility rules and conditions (as amended from time to time and provided to Vendor prior to the next occurring Event), which shall be available to Vendor upon request, provided that any amendments shall not materially increase Vendor's obligations or costs.

e. The Parties shall in no event be construed or held to be partners, joint venturers or associates.

f. If any term or provision, or any portion thereof, of this Agreement or application thereof to any person or circumstance shall be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

g. This Agreement contains the entire agreement between the parties hereto and supersedes all prior and/or contemporaneous agreements and understandings regarding the Services, Products, Events and premises. This Agreement may not be modified or amended in any manner other than by agreement in writing signed by the parties hereto or their successors in interest.

h. As both parties have had the opportunity to review this Agreement with the assistance of counsel and seek revisions of the same, this Agreement shall not be interpreted against either party as the drafter.

i. The laws of Indiana shall govern validity and interpretation of the provision, terms, and conditions of this Agreement.

j. Any disputes relating to this Agreement, the Services or the Products shall be resolved exclusively in the Johnson County, Indiana Superior or Circuit Courts. The parties waive the right to a trial by jury.

[The remainder of this page is intentionally left blank]

By signing below, the parties agree that they have read, understood and voluntarily agreed to enter into this Agreement and are authorized to execute it.

SNOWIE OF INDY

_____
Signature

_____
Printed Name and Title

_____
Date Signed

BOARD OF SCHOOL TRUSTEES, FRANKLIN COMMUNITY SCHOOL CORP.

_____
Signature

_____
Printed Name and Title

_____
Date Signed