Board of School Trustees
Monday, June 8, 2026 6:00 PM Eastern

FCMS - Auditorium
625 Grizzly Cub Drive
Franklin, IN 46131

1. WATCH MEETING LIVE
2. CALL THE MEETING TO ORDER
3. CONSENT AGENDA
    - 3.A. Public Comments on any Consent Agenda Item
    - 3.B. Allowance of Claims and Vouchers
    - 3.C. Approve Minutes
    - 3.D. Cincy Speech and Language Services
    - 3.E. Common School Loan Resolution
    - 3.F. Donations
    - 3.G. ECA Audit
    - 3.H. Orientation and Mobility Services
    - 3.I. Overnight / Out of State Trips
    - 3.J. Personnel Report
    - 3.K. Recycling
    - 3.L. Shared Services Agreement
    - 3.M. Software Renewals
    - 3.N. Surplus
    - 3.O. Angie Balsley - Travel Expense
    - 3.P. Consent Agenda Vote
4. SUPERINTENDENT REPORTS
    - 4.A. Athletic Update
5. ACTION ITEMS
    - 5.A. Public Comments on any Action Item
    - 5.B. Recommendation to Purchase of Property located at 355 N. Morton Street, Franklin, IN
    - 5.C. FCVS 2026-2027 School Calendars
    - 5.D. Curriculum Adoption
    - 5.E. Principles of Early Childhood Education Course
    - 5.F. Elementary Handbook
    - 5.G. Policies - Guidelines - Forms
6. DISCUSSION
    - 6.A. Public Comments on Discussion Items
    - 6.B. Handbooks: CBIS - FCMS - FCHS - FCVS
    - 6.C. Proposal to hire former CFO for consulting services
    - 6.D. Earn to Learn
    - 6.E. Policies - Guidelines - Forms
7. BOARD / ADMINISTRATIVE COMMENTS
    - 7.A. Board Comments
    - 7.B. Administrative Comments
8. CALENDAR
    - 8.A. Calendar of Events

9. ADJOURNMENT
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.

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.

June 8, 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 $ 2,013,167.34 DATED THIS 8th DAY OF June, 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 05/07/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
		Fund 6460 Total	15,356.54
6849	1100	CERTIFIED SALARIES	3,422.61
	2110	SOCIAL SECURITY	212.20
	2115	MEDICARE	49.63
	2160	TEACHERS RETIREMENT	345.69
		Fund 6849 Total	4,030.13
		Summary total	2,013,167.34

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

OBJECT	DESCRIPTION	AMOUNT
1100	CERTIFIED SALARIES	875,370.53
1200	NONCERTIFIED SALARIES	589,572.80
1201	NON-CERTIFIED SALARY	3,786.36
1250	TERMINAL LEAVE	2,062.97
1300	TEMPORARY SALARIES	38,321.80
1401	NON-CERT OVERTIME SALARIES	40,293.92
1410	ADD COMP MAJORITY OF TEACHERS	154,288.00
1420	ADDITIONAL COMPENSATION	12,779.38
2110	SOCIAL SECURITY	100,856.28
2115	MEDICARE	23,587.44
2140	PUBLIC EMPLOYEES RETIREMENT FU	42,459.46
2150	TEACHERS RETIREMENT	1,161.33
2160	TEACHERS RETIREMENT	100,826.70
2410	LOCAL RETIREMENT CONTRIBUTIONS	27,043.86
2750	OTHER EMPLOYEE BENEFITS	756.51
	Summary total	2,013,167.34

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

Check Date 05/07/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
5203	1100	CERTIFIED SALARIES	25,738.46
	1200	NONCERTIFIED SALARIES	7,864.68
	2110	SOCIAL SECURITY	1,950.55
	2115	MEDICARE	456.16
	2140	PUBLIC EMPLOYEES RETIREMENT FU	880.84
	2160	TEACHERS RETIREMENT	2,325.97
	2410	LOCAL RETIREMENT CONTRIBUTIONS	690.90
		Fund 5203 Total	39,907.56
5401	1100	CERTIFIED SALARIES	963.21
	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	449.64
	2110	SOCIAL SECURITY	27.88
	2115	MEDICARE	6.52
		Fund 5825 Total	484.04
6460	1200	NONCERTIFIED SALARIES	13,458.40
	1300	TEMPORARY SALARIES	140.60
	2110	SOCIAL SECURITY	839.48
	2115	MEDICARE	196.34
	2140	PUBLIC EMPLOYEES RETIREMENT FU	721.72

Check Date 05/07/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
		Fund 3250 Total	4,187.15
3270	1200	NONCERTIFIED SALARIES	2,454.82
	2110	SOCIAL SECURITY	143.79
	2115	MEDICARE	33.63
	2140	PUBLIC EMPLOYEES RETIREMENT FU	274.94
		Fund 3270 Total	2,907.18
3750	1410	ADD COMP MAJORITY OF TEACHERS	154,288.00
	2110	SOCIAL SECURITY	9,208.80
	2115	MEDICARE	2,153.64
	2150	TEACHERS RETIREMENT	87.81
	2160	TEACHERS RETIREMENT	15,287.50
		Fund 3750 Total	181,025.75
4137	1100	CERTIFIED SALARIES	14,344.50
	1200	NONCERTIFIED SALARIES	7,833.98
	1300	TEMPORARY SALARIES	738.90
	1401	NON-CERT OVERTIME SALARIES	13.87
	1420	ADDITIONAL COMPENSATION	3,750.00
	2110	SOCIAL SECURITY	1,566.34
	2115	MEDICARE	366.33
	2140	PUBLIC EMPLOYEES RETIREMENT FU	630.60
	2160	TEACHERS RETIREMENT	1,751.81
		Fund 4137 Total	30,996.33
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

Check Date 05/07/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
		Fund 1780 Total	1,778.34
2040	1420	ADDITIONAL COMPENSATION	54.00
	2110	SOCIAL SECURITY	3.01
	2115	MEDICARE	0.70
		Fund 2040 Total	57.71
2088	1300	TEMPORARY SALARIES	2,044.77
	2110	SOCIAL SECURITY	126.78
	2115	MEDICARE	29.65
		Fund 2088 Total	2,201.20
2500	1200	NONCERTIFIED SALARIES	294.71
	1201	NON-CERTIFIED SALARY	3,786.36
	1250	TERMINAL LEAVE	2,062.97
	2110	SOCIAL SECURITY	394.23
	2115	MEDICARE	92.19
	2140	PUBLIC EMPLOYEES RETIREMENT FU	264.06
		Fund 2500 Total	6,894.52
2710	2110	SOCIAL SECURITY	43.63
	2115	MEDICARE	10.20
	2140	PUBLIC EMPLOYEES RETIREMENT FU	36.43
	2160	TEACHERS RETIREMENT	50.50
	2750	OTHER EMPLOYEE BENEFITS	756.51
		Fund 2710 Total	897.27
3250	1200	NONCERTIFIED SALARIES	3,817.20
	2110	SOCIAL SECURITY	236.67
	2115	MEDICARE	55.34
	2160	TEACHERS RETIREMENT	77.94

Check Date 05/07/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
		Fund 0300 Total	241,600.58
0800	1200	NONCERTIFIED SALARIES	56,898.79
	2110	SOCIAL SECURITY	3,422.18
	2115	MEDICARE	800.36
	2140	PUBLIC EMPLOYEES RETIREMENT FU	2,279.42
	2410	LOCAL RETIREMENT CONTRIBUTIONS	167.16
		Fund 0800 Total	63,567.91
1300	1100	CERTIFIED SALARIES	4,270.41
	1200	NONCERTIFIED SALARIES	3,234.17
	2110	SOCIAL SECURITY	439.84
	2115	MEDICARE	102.86
	2140	PUBLIC EMPLOYEES RETIREMENT FU	362.23
	2160	TEACHERS RETIREMENT	431.31
	2410	LOCAL RETIREMENT CONTRIBUTIONS	128.12
		Fund 1300 Total	8,968.94
1720	1100	CERTIFIED SALARIES	2,312.48
	1200	NONCERTIFIED SALARIES	22,547.40
	1300	TEMPORARY SALARIES	1,673.98
	2110	SOCIAL SECURITY	1,612.33
	2115	MEDICARE	377.07
	2140	PUBLIC EMPLOYEES RETIREMENT FU	1,478.61
	2160	TEACHERS RETIREMENT	233.56
	2410	LOCAL RETIREMENT CONTRIBUTIONS	115.63
		Fund 1720 Total	30,351.06
1780	1200	NONCERTIFIED SALARIES	1,626.45
	2110	SOCIAL SECURITY	99.75
	2115	MEDICARE	23.34
	2140	PUBLIC EMPLOYEES RETIREMENT FU	28.80

Check Date 05/07/2026

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	810,000.72
	1200	NONCERTIFIED SALARIES	197,638.23
	1300	TEMPORARY SALARIES	31,752.01
	1401	NON-CERT OVERTIME SALARIES	256.18
	1420	ADDITIONAL COMPENSATION	8,294.88
	2110	SOCIAL SECURITY	61,127.37
	2115	MEDICARE	14,296.06
	2140	PUBLIC EMPLOYEES RETIREMENT FU	12,571.71
	2150	TEACHERS RETIREMENT	839.52
	2160	TEACHERS RETIREMENT	78,988.28
	2410	LOCAL RETIREMENT CONTRIBUTIONS	23,874.56
		Fund 0101 Total	1,239,639.52
0160	1200	NONCERTIFIED SALARIES	112,772.07
	1401	NON-CERT OVERTIME SALARIES	663.13
	2110	SOCIAL SECURITY	6,730.65
	2115	MEDICARE	1,574.11
	2140	PUBLIC EMPLOYEES RETIREMENT FU	12,249.74
	2410	LOCAL RETIREMENT CONTRIBUTIONS	167.14
		Fund 0160 Total	134,156.84
0300	1100	CERTIFIED SALARIES	13,521.04
	1200	NONCERTIFIED SALARIES	157,384.70
	1300	TEMPORARY SALARIES	1,521.90
	1401	NON-CERT OVERTIME SALARIES	39,360.74
	1420	ADDITIONAL COMPENSATION	680.50
	2110	SOCIAL SECURITY	12,469.08
	2115	MEDICARE	2,916.14
	2140	PUBLIC EMPLOYEES RETIREMENT FU	10,484.67
	2150	TEACHERS RETIREMENT	234.00
	2160	TEACHERS RETIREMENT	1,156.35
	2410	LOCAL RETIREMENT CONTRIBUTIONS	1,871.46

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.

June 8, 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 $ 2,523,322.74 DATED THIS 8th DAY OF June, 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 05/21/2026

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	810,050.66
	1200	NONCERTIFIED SALARIES	204,197.87
	1300	TEMPORARY SALARIES	33,997.62
	1401	NON-CERT OVERTIME SALARIES	122.99
	1420	ADDITIONAL COMPENSATION	100,172.95
	2110	SOCIAL SECURITY	67,086.19
	2115	MEDICARE	15,689.60
	2140	PUBLIC EMPLOYEES RETIREMENT FU	13,693.42
	2150	TEACHERS RETIREMENT	961.40
	2160	TEACHERS RETIREMENT	86,719.56
	2190	DENTAL INSURANCE	12,661.72
	2200	VISION INSURANCE	2,495.31
	2210	LIFE INSURANCE	1,892.88
	2220	MEDICAL INSURANCE	363,851.42
	2410	LOCAL RETIREMENT CONTRIBUTIONS	23,585.33
	2430	LONG TERM DISABILITY INSURANCE	5,366.70
	2760	CUB ACADEMY TUITION BENEFIT	10,448.29
		Fund 0101 Total	1,752,993.91
0160	1200	NONCERTIFIED SALARIES	112,459.77
	1401	NON-CERT OVERTIME SALARIES	553.18
	1420	ADDITIONAL COMPENSATION	864.96
	2110	SOCIAL SECURITY	6,767.55
	2115	MEDICARE	1,582.71
	2140	PUBLIC EMPLOYEES RETIREMENT FU	12,215.67
	2190	DENTAL INSURANCE	1,766.50
	2200	VISION INSURANCE	290.19
	2210	LIFE INSURANCE	139.70
	2220	MEDICAL INSURANCE	49,390.68
	2410	LOCAL RETIREMENT CONTRIBUTIONS	167.14
	2430	LONG TERM DISABILITY INSURANCE	538.16
		Fund 0160 Total	186,736.21

Check Date 05/21/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
0300	1100	CERTIFIED SALARIES	13,521.04
	1200	NONCERTIFIED SALARIES	160,592.38
	1300	TEMPORARY SALARIES	1,564.44
	1401	NON-CERT OVERTIME SALARIES	39,979.90
	1420	ADDITIONAL COMPENSATION	500.00
	2110	SOCIAL SECURITY	12,734.81
	2115	MEDICARE	2,978.32
	2140	PUBLIC EMPLOYEES RETIREMENT FU	10,430.21
	2150	TEACHERS RETIREMENT	234.00
	2160	TEACHERS RETIREMENT	1,156.35
	2190	DENTAL INSURANCE	2,651.75
	2200	VISION INSURANCE	450.49
	2210	LIFE INSURANCE	169.24
	2220	MEDICAL INSURANCE	67,951.12
	2410	LOCAL RETIREMENT CONTRIBUTIONS	1,692.74
	2430	LONG TERM DISABILITY INSURANCE	528.07
		Fund 0300 Total	317,134.86
0800	1200	NONCERTIFIED SALARIES	57,324.56
	2110	SOCIAL SECURITY	3,449.86
	2115	MEDICARE	806.83
	2140	PUBLIC EMPLOYEES RETIREMENT FU	2,299.79
	2190	DENTAL INSURANCE	505.00
	2200	VISION INSURANCE	76.14
	2210	LIFE INSURANCE	28.60
	2220	MEDICAL INSURANCE	10,389.90
	2410	LOCAL RETIREMENT CONTRIBUTIONS	167.16
	2430	LONG TERM DISABILITY INSURANCE	29.47
		Fund 0800 Total	75,077.31
1300	1100	CERTIFIED SALARIES	4,270.41
	1200	NONCERTIFIED SALARIES	3,234.17
	2110	SOCIAL SECURITY	439.93
	2115	MEDICARE	102.88

Check Date 05/21/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	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
	2430	LONG TERM DISABILITY INSURANCE	41.99
		Fund 1300 Total	12,832.64
1700	2110	SOCIAL SECURITY	637.57
	2115	MEDICARE	149.13
	2770	OTHER EMPLOYEE BENEFITS	11,400.00
		Fund 1700 Total	12,186.70
1720	1100	CERTIFIED SALARIES	2,312.48
	1200	NONCERTIFIED SALARIES	23,803.76
	1300	TEMPORARY SALARIES	982.97
	2110	SOCIAL SECURITY	1,646.84
	2115	MEDICARE	385.17
	2140	PUBLIC EMPLOYEES RETIREMENT FU	1,459.18
	2160	TEACHERS RETIREMENT	233.56
	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	36,935.79
1745	1420	ADDITIONAL COMPENSATION	1,500.00
	2110	SOCIAL SECURITY	83.30
	2115	MEDICARE	19.47

Check Date 05/21/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	2140	PUBLIC EMPLOYEES RETIREMENT FU	183.00
		Fund 1745 Total	1,785.77
1750	1420	ADDITIONAL COMPENSATION	6,800.00
	2110	SOCIAL SECURITY	399.53
	2115	MEDICARE	93.43
	2160	TEACHERS RETIREMENT	686.79
		Fund 1750 Total	7,979.75
1780	1200	NONCERTIFIED SALARIES	489.87
	2110	SOCIAL SECURITY	30.37
	2115	MEDICARE	7.10
	2140	PUBLIC EMPLOYEES RETIREMENT FU	24.52
		Fund 1780 Total	551.86
2040	1420	ADDITIONAL COMPENSATION	52.50
	2110	SOCIAL SECURITY	2.94
	2115	MEDICARE	0.69
		Fund 2040 Total	56.13
2088	1300	TEMPORARY SALARIES	4,009.52
	2110	SOCIAL SECURITY	244.90
	2115	MEDICARE	57.26
	2160	TEACHERS RETIREMENT	99.18
		Fund 2088 Total	4,410.86
2500	1201	NON-CERTIFIED SALARY	1,627.62
	2110	SOCIAL SECURITY	100.92
	2115	MEDICARE	23.61
	2190	DENTAL INSURANCE	-53.00
	2200	VISION INSURANCE	-8.67

Check Date 05/21/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	2210	LIFE INSURANCE	-3.30
	2220	MEDICAL INSURANCE	-2,003.22
	2430	LONG TERM DISABILITY INSURANCE	-19.23
		Fund 2500 Total	-335.27
2710	2110	SOCIAL SECURITY	41.38
	2115	MEDICARE	9.68
	2140	PUBLIC EMPLOYEES RETIREMENT FU	96.56
	2750	OTHER EMPLOYEE BENEFITS	679.99
		Fund 2710 Total	827.61
3250	1200	NONCERTIFIED SALARIES	3,131.92
	2110	SOCIAL SECURITY	194.18
	2115	MEDICARE	45.41
		Fund 3250 Total	3,371.51
3270	1200	NONCERTIFIED SALARIES	2,454.82
	2110	SOCIAL SECURITY	143.00
	2115	MEDICARE	33.45
	2140	PUBLIC EMPLOYEES RETIREMENT FU	274.94
	2190	DENTAL INSURANCE	42.50
	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	4,007.59
3780	1420	ADDITIONAL COMPENSATION	625.00
	2110	SOCIAL SECURITY	36.77
	2115	MEDICARE	8.60
	2140	PUBLIC EMPLOYEES RETIREMENT FU	70.00

Check Date 05/21/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
		Fund 3780 Total	740.37
4137	1100	CERTIFIED SALARIES	14,344.50
	1200	NONCERTIFIED SALARIES	7,371.90
	2110	SOCIAL SECURITY	1,262.27
	2115	MEDICARE	295.19
	2140	PUBLIC EMPLOYEES RETIREMENT FU	554.95
	2160	TEACHERS RETIREMENT	1,448.81
		Fund 4137 Total	25,277.62
5113	1200	NONCERTIFIED SALARIES	1,747.20
	2110	SOCIAL SECURITY	101.48
	2115	MEDICARE	23.73
	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	3,563.79
5203	1100	CERTIFIED SALARIES	25,738.46
	1200	NONCERTIFIED SALARIES	7,864.68
	2110	SOCIAL SECURITY	1,958.85
	2115	MEDICARE	458.11
	2140	PUBLIC EMPLOYEES RETIREMENT FU	880.84
	2160	TEACHERS RETIREMENT	2,325.97
	2190	DENTAL INSURANCE	379.45
	2200	VISION INSURANCE	89.92
	2210	LIFE INSURANCE	64.42
	2220	MEDICAL INSURANCE	12,547.00
	2410	LOCAL RETIREMENT CONTRIBUTIONS	690.90
	2430	LONG TERM DISABILITY INSURANCE	196.85

Check Date 05/21/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
		Fund 5203 Total	53,195.45
5401	1100	CERTIFIED SALARIES	963.21
	2110	SOCIAL SECURITY	56.74
	2115	MEDICARE	13.27
	2160	TEACHERS RETIREMENT	97.29
	2190	DENTAL INSURANCE	14.55
	2200	VISION INSURANCE	2.99
	2210	LIFE INSURANCE	2.67
	2220	MEDICAL INSURANCE	310.98
	2410	LOCAL RETIREMENT CONTRIBUTIONS	28.89
		Fund 5401 Total	1,490.59
5824	1100	CERTIFIED SALARIES	797.10
	2110	SOCIAL SECURITY	45.64
	2115	MEDICARE	10.67
	2160	TEACHERS RETIREMENT	80.50
		Fund 5824 Total	933.91
6460	1200	NONCERTIFIED SALARIES	13,803.65
	1300	TEMPORARY SALARIES	75.00
	2110	SOCIAL SECURITY	857.59
	2115	MEDICARE	200.59
	2140	PUBLIC EMPLOYEES RETIREMENT FU	777.92
	2190	DENTAL INSURANCE	64.00
	2200	VISION INSURANCE	18.43
	2210	LIFE INSURANCE	4.40
	2220	MEDICAL INSURANCE	1,730.16
	2430	LONG TERM DISABILITY INSURANCE	5.92
		Fund 6460 Total	17,537.66
6849	1100	CERTIFIED SALARIES	3,422.61
	2110	SOCIAL SECURITY	212.20

Check Date 05/21/2026

FUND	OBJECT	DESCRIPTION	AMOUNT
	2115	MEDICARE	49.62
	2160	TEACHERS RETIREMENT	345.69
		Fund 6849 Total	4,030.12
		Summary total	2,523,322.74

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

OBJECT	DESCRIPTION	AMOUNT
1100	CERTIFIED SALARIES	875,420.47
1200	NONCERTIFIED SALARIES	598,476.55
1201	NON-CERTIFIED SALARY	1,627.62
1300	TEMPORARY SALARIES	40,629.55
1401	NON-CERT OVERTIME SALARIES	40,656.07
1420	ADDITIONAL COMPENSATION	110,515.41
2110	SOCIAL SECURITY	98,534.81
2115	MEDICARE	23,044.52
2140	PUBLIC EMPLOYEES RETIREMENT FU	43,518.92
2150	TEACHERS RETIREMENT	1,195.40
2160	TEACHERS RETIREMENT	93,625.01
2190	DENTAL INSURANCE	18,424.00
2200	VISION INSURANCE	3,484.79
2210	LIFE INSURANCE	2,333.81
2220	MEDICAL INSURANCE	515,946.89
2410	LOCAL RETIREMENT CONTRIBUTIONS	26,575.91
2430	LONG TERM DISABILITY INSURANCE	6,784.73
2750	OTHER EMPLOYEE BENEFITS	679.99
2760	CUB ACADEMY TUITION BENEFIT	10,448.29
2770	OTHER EMPLOYEE BENEFITS	11,400.00
	Summary total	2,523,322.74

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

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.

June 8, 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 $14,118,896.91 DATED THIS **8th DAY OF JUNE, 2026**.

DEBBIE GILL
PRESIDENT

DAVID YOUNT
VICE PRESIDENT

JENNIFER MANN
SECRETARY

BRETT JONES
MEMBER

BECKY NELSON
MEMBER

2026
JUNE BOARD TOTALS

CLAIM REGISTER SUMMARY							
	CK. NUMBER		WIRE NUMBER AND VOIDS		ACH		
5/14/2026	16949	16960	202600480	202600482	260000353	260000419	$121,929.77
5/21/2026	16961	16965	202600503		260000420	260000422	$427,027.18
5/21/2026	16966	16968					$2,920.16
5/21/2026	16969		202600497	202600509			$588,990.52
5/21/2026	16970	16976	202600463	202600507	260000423		$838,563.09
5/28/2026	16977	16981	202600528	202600542			$213,792.74
6/4/2026	16982	16985	202600484	202600559	260000424		$4,573.65
6/4/2026	16986		202600553	202600558			$582,021.44
6/8/2026			202600010	202600562			$195,746.42
6/8/2026	16987	17013	202600549		260000425	260000541	$11,143,331.94
							$14,118,896.91

Check Nbr	Vendor Name	Check Date	Check Amount
260000419	CONSTELLATION NEW ENERGY	05/14/2026	14,423.70
1	ACH	Check(s) For a Total of	14,423.70

Check Nbr	Vendor Name	Check Date	Check Amount
16949	BRIDGEFIELD CASUALTY INSURANCE	05/14/2026	18,843.47
16950	CENTERPOINT ENERGY	05/14/2026	2,714.24
16951	Vendor Continued Check	05/14/2026	0.00
16952	Vendor Continued Check	05/14/2026	0.00
16953	CITY OF FRANKLIN INDIANA	05/14/2026	16,021.08
16954	DUKE ENERGY	05/14/2026	33,214.06
16955	FRANKLIN COMM SCHOOL	05/14/2026	196.88
16956	FRANKLIN COMM SCHOOL	05/14/2026	249.66
16957	INDIANA-AMERICAN WATER CO INC.	05/14/2026	3,084.26
16958	INDIANA-AMERICAN WATER CO INC.	05/14/2026	5,466.00
16959	RUMPKE	05/14/2026	3,494.29
16960	WM CORPORATE SERVICES INC.	05/14/2026	837.82

12 Computer Check(s) For a Total of 84,121.76

Check Nbr	Vendor Name	Check Date	Check Amount
260000353	KENNY GLASS INC	05/14/2026	48.50

1 Void Check(s) For a Total of 48.50

Check Nbr	Vendor Name	Check Date	Check Amount
202600480	FRANKLIN COMMUNITY SCHOOL CORP	05/14/2026	0.00
202600481	GFS	05/14/2026	23,432.81
202600482	NULL EDUCATION SERVICES LLC	05/14/2026	0.00
	3 Wire Transfer Check(s) For a Total of		23,432.81

	0	Manual	Checks For a Total of	0.00
	3	Wire Transfer	Checks For a Total of	23,432.81
	1	ACH	Checks For a Total of	14,423.70
	12	Computer	Checks For a Total of	84,121.76
Total For	16	Manual, Wire Tran, ACH & Computer Checks		121,978.27
Less	1	Voided	Checks For a Total of	48.50
			Net Amount	121,929.77

Check Nbr	Vendor Name	Check Date	Check Amount
260000420	AMPLIFY EDUCATION INC.	05/21/2026	252,240.42
260000421	BEST WAY DISPOSAL	05/21/2026	1,389.17
260000422	LAKESHORE RECYCLING SYSTEMS LL	05/21/2026	495.60
3	ACH	Check(s) For a Total of	254,125.19

Check Nbr	Vendor Name	Check Date	Check Amount
16961	CASH	05/21/2026	100.00
16962	CENTERPOINT ENERGY	05/21/2026	103.71
16963	FOOD SERVICES	05/21/2026	148,399.05
16964	INDIANA-AMERICAN WATER CO INC.	05/21/2026	4,605.05
16965	JOHNSON COUNTY REMC	05/21/2026	1,977.41

5 Computer Check(s) For a Total of 155,185.22

Check Nbr	Vendor Name	Check Date	Check Amount
202600503	GFS	05/21/2026	17,716.77
1	Wire Transfer Check(s) For a Total of		17,716.77

0	Manual	Checks For a Total of	0.00
1	Wire Transfer	Checks For a Total of	17,716.77
3	ACH	Checks For a Total of	254,125.19
5	Computer	Checks For a Total of	155,185.22
Total For 9	Manual, Wire Tran, ACH & Computer Checks		427,027.18
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	427,027.18

Check Nbr	Vendor Name	Check Date	Check Amount
16966	Vendor Continued Check	05/21/2026	0.00
16967	Vendor Continued Check	05/21/2026	0.00
16968	LOWE'S	05/21/2026	2,920.16

3 Computer Check(s) For a Total of 2,920.16

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
3	Computer	Checks For a Total of	2,920.16
Total For 3	Manual, Wire Tran, ACH & Computer Checks		2,920.16
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	2,920.16

Check Nbr	Vendor Name	Check Date	Check Amount
16969	IN COLLEGE CHOICE ADVISOR 529	05/21/2026	4,000.00
1	Computer Check(s) For a Total of		4,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
202600497	IND ST TCH RET FUND	05/21/2026	94,820.41
202600498	INTERNAL REVENUE SERVICE	05/21/2026	357,424.93
202600499	PUBLIC EMP RET FUND	05/21/2026	53,392.08
202600501	TOTAL ADMINISTRATIVE SERVICE C	05/21/2026	3,777.62
202600502	AMERICAN TRUST CUSTODY	05/21/2026	76,529.13
202600508	INTERNAL REVENUE SERVICE	05/21/2026	-598.65
202600509	PUBLIC EMP RET FUND	05/21/2026	-355.00
	7 Wire Transfer Check(s) For a Total of		584,990.52

	0	Manual	Checks For a Total of	0.00
	7	Wire Transfer	Checks For a Total of	584,990.52
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	4,000.00
Total For	8	Manual, Wire Tran, ACH & Computer Checks		588,990.52
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	588,990.52

Check Nbr	Vendor Name	Check Date	Check Amount
260000423	UNITED WAY OF JOHNSON COUNTY	05/21/2026	1,078.91
1	ACH	Check(s) For a Total of	1,078.91

Check Nbr	Vendor Name	Check Date	Check Amount
16970	AMERICAN UNITED LIFE INSURANCE	05/21/2026	7,539.21
16971	CIL - FRANKLIN ED FOUNDATION	05/21/2026	1,449.00
16972	FCSC CUB ACADEMY	05/21/2026	10,448.29
16973	FRANKLIN COMM SCHOOL CORP	05/21/2026	453.02
16974	FRANKLIN COMMUNITY SCHOOL CORP	05/21/2026	268.80
16975	GUARDIAN LIFE INSURANCE	05/21/2026	10,060.72
16976	JOHNSON COUNTY CLERK	05/21/2026	100.00

7 Computer Check(s) For a Total of 30,319.04

Check Nbr	Vendor Name	Check Date	Check Amount
202600463	IND DEPT OF REVENUE	05/07/2026	71,663.70
202600467	SO CENTRAL IND SCHOOL TRUST	05/07/2026	58,964.59
202600496	IND DEPT OF REVENUE	05/21/2026	69,990.39
202600500	SO CENTRAL IND SCHOOL TRUST	05/21/2026	606,655.21
202600507	IND DEPT OF REVENUE	05/21/2026	-108.75
	5 Wire Transfer Check(s) For a Total of		807,165.14

	0	Manual	Checks For a Total of	0.00
	5	Wire Transfer	Checks For a Total of	807,165.14
	1	ACH	Checks For a Total of	1,078.91
	7	Computer	Checks For a Total of	30,319.04
Total For	13	Manual, Wire Tran, ACH & Computer Checks		838,563.09
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	838,563.09

Check Nbr	Vendor Name	Check Date	Check Amount
16977	CENTERPOINT ENERGY	05/28/2026	156.26
16978	DUKE ENERGY	05/28/2026	82,796.30
16979	FOOD SERVICES	05/28/2026	111,952.00
16980	FRANKLIN COMM SCHOOL	05/28/2026	1,384.06
16981	INDIANA-AMERICAN WATER CO INC.	05/28/2026	2,935.66

5 Computer Check(s) For a Total of 199,224.28

Check Nbr	Vendor Name	Check Date	Check Amount
202600528	INTERNAL REVENUE SERVICE	05/28/2026	0.00
202600542	SO CENTRAL IND SCHOOL TRUST	05/28/2026	14,568.46
	2 Wire Transfer Check(s) For a Total of		14,568.46

	0	Manual	Checks For a Total of	0.00
	2	Wire Transfer	Checks For a Total of	14,568.46
	0	ACH	Checks For a Total of	0.00
	5	Computer	Checks For a Total of	199,224.28
Total For	7	Manual, Wire Tran, ACH & Computer Checks		213,792.74
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	213,792.74

Check Nbr	Vendor Name	Check Date	Check Amount
260000424	VERIZON WIRELESS	06/04/2026	752.33
1	ACH	Check(s) For a Total of	752.33

Check Nbr	Vendor Name	Check Date	Check Amount
16982	BARGERSVILLE UTILITIES	06/04/2026	317.89
16983	CENTERPOINT ENERGY	06/04/2026	65.06
16984	DUKE ENERGY	06/04/2026	730.23
16985	INDIANA-AMERICAN WATER CO INC.	06/04/2026	41.99

4 Computer Check(s) For a Total of 1,155.17

Check Nbr	Vendor Name	Check Date	Check Amount
202600484	BMO ACH PAY	06/04/2026	0.00
202600532	GFS	06/04/2026	2,666.15
202600559	FRANKLIN COMMUNITY SCHOOL CORP	06/04/2026	0.00

3 Wire Transfer Check(s) For a Total of 2,666.15

0	Manual	Checks For a Total of	0.00
3	Wire Transfer	Checks For a Total of	2,666.15
1	ACH	Checks For a Total of	752.33
4	Computer	Checks For a Total of	1,155.17
Total For 8	Manual, Wire Tran, ACH & Computer Checks		4,573.65
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	4,573.65

Check Nbr	Vendor Name	Check Date	Check Amount
16986	IN COLLEGE CHOICE ADVISOR 529	06/04/2026	4,000.00
1	Computer Check(s) For a Total of		4,000.00

Check Nbr	Vendor Name	Check Date	Check Amount
202600553	IND ST TCH RET FUND	06/04/2026	90,070.11
202600554	INTERNAL REVENUE SERVICE	06/04/2026	353,808.52
202600555	PUBLIC EMP RET FUND	06/04/2026	52,086.44
202600557	TOTAL ADMINISTRATIVE SERVICE C	06/04/2026	3,777.62
202600558	AMERICAN TRUST CUSTODY	06/04/2026	78,278.75
	5 Wire Transfer Check(s) For a Total of		578,021.44

	0	Manual	Checks For a Total of	0.00
	5	Wire Transfer	Checks For a Total of	578,021.44
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	4,000.00
Total For	6	Manual, Wire Tran, ACH & Computer Checks		582,021.44
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	582,021.44

Check Nbr	Vendor Name	Check Date	Check Amount
202600010	IMPERIAL DADE	06/08/2026	7,411.23
202600012	FIKES FRESH BRANDS LLC.	06/08/2026	10,264.62
202600019	PLUMBERS SUPPLY COMPANY	06/08/2026	660.66
202600029	SYNCHRONY BANK/AMAZON	06/08/2026	7,910.11
202600081	CINTAS CORP	06/08/2026	562.44
202600116	IRISH BROTHERS INC	06/08/2026	2,345.00
202600126	MARK'S VACUUM INC	06/08/2026	162.00
202600195	SPEAR AQUATICS LLC	06/08/2026	8,096.55
202600357	SHARES INC	06/08/2026	590.00
202600367	TRACTOR SUPPLY	06/08/2026	98.37
202600369	KENNY GLASS INC	06/08/2026	188.50
202600370	DAVIS ELECTRIC INC	06/08/2026	200.00
202600376	WAL-MART	06/08/2026	2,770.52
202600378	OAK SECURITY GROUP	06/08/2026	606.01
202600392	KOENIG EQUIPMENT INC	06/08/2026	156.85
202600410	O'REILLY AUTOMOTIVE INC	06/08/2026	171.97
202600434	US POST OFFICE	06/08/2026	220.13
202600435	KULLY SUPPLY INC	06/08/2026	620.47
202600436	ADVANCE AUTO PARTS	06/08/2026	150.34
202600438	CENTRAL INDIANA ED SRVC CNTR	06/08/2026	150.00
202600451	MARTIN EQUIPMENT	06/08/2026	1,798.61
202600453	B & H ELECTRIC AND SUPPLY INC.	06/08/2026	477.98
202600454	FERGUSON	06/08/2026	1,545.72
202600460	BARNES & NOBLE INC.	06/08/2026	56.00
202600461	SMALLWOOD	06/08/2026	312.10
202600470	CANVA US INC	06/08/2026	179.28
202600472	PETRO'S CULLIGAN	06/08/2026	1,184.44
202600473	NET SOL PARENT LLC	06/08/2026	20.99
202600474	MAKESTICKERS.COM	06/08/2026	214.65
202600476	COLUMBUS INDUSTRIAL ELECT	06/08/2026	1,927.23
202600477	FOLLETT CONTENT SOLUTIONS LLC	06/08/2026	2,459.06
202600478	MYBINDING.COM	06/08/2026	176.00
202600479	OFFICE DEPOT	06/08/2026	747.44
202600483	VEX ROBOTICS, INC	06/08/2026	760.72
202600484	BMO ACH PAY	06/08/2026	27,127.35
202600485	CHEWY INC.	06/08/2026	355.26
202600486	MONIQUE BURR FOUNDATION FOR CH	06/08/2026	3,450.00
202600487	HILLVIEW VETERINARY CLINIC LLC	06/08/2026	100.71
202600488	VISTAPRINT	06/08/2026	634.08
202600489	SAM'S CLUB DIRECT	06/08/2026	79.80
202600490	AMERICAN SPEECH-LANGUAGE-HEARI	06/08/2026	774.00
202600491	EVERWAY LLC	06/08/2026	179.00
202600492	MASTER TEACHER INC	06/08/2026	453.75
202600493	FRANKLIN CHAMBER OF COMM	06/08/2026	60.00
202600494	INSTITUTE FOR MULTI-SENSORY ED	06/08/2026	446.00
202600495	PETSMART LLC	06/08/2026	126.00
202600504	QUILL CORPORATION	06/08/2026	550.31
202600505	LEARNING WITHOUT TEARS	06/08/2026	6,253.54
202600506	TEAM IMAGE	06/08/2026	1,398.25
202600511	SCHOOL OUTFITTERS LLC	06/08/2026	1,052.46

Check Nbr	Vendor Name	Check Date	Check Amount
202600512	OPEN AI LLC	06/08/2026	20.00
202600513	MEIJER STORES LMTD PARTNERSHIP	06/08/2026	424.98
202600514	CLARK SAFETY FIRST AID	06/08/2026	141.65
202600515	IN ASSOC OF SCHOOL BS OFFCLS	06/08/2026	615.00
202600516	KROGER LIMITED PARTNERSHIP	06/08/2026	116.20
202600517	ROCHESTER 100 INC	06/08/2026	975.00
202600518	UNITY SCHOOL BUS PARTS INC	06/08/2026	88.90
202600519	RUSH TRUCK CENTERS OF INDIANA	06/08/2026	3,204.50
202600520	ATLAS PHYSICAL & DRUG TESTING	06/08/2026	195.00
202600521	THERAPRO INC.	06/08/2026	86.00
202600522	GREEKS PIZZERIA	06/08/2026	538.61
202600523	HOBBY LOBBY	06/08/2026	7.18
202600524	PARTS TOWN, LLC	06/08/2026	108.62
202600525	THE WEBSTAURANT STORE INC	06/08/2026	5,156.04
202600526	LOWE'S	06/08/2026	497.40
202600527	WILD GEESE BOOKSHOP	06/08/2026	829.54
202600529	STAMP FULFILLMENT SERVICES	06/08/2026	1,899.85
202600530	TEYVAH MINISTRIES LLC.	06/08/2026	1,050.00
202600531	SUTTON-GARTEN CO	06/08/2026	100.20
202600532	GFS	06/08/2026	437.77
202600533	OFFICE 360	06/08/2026	20.19
202600534	PAIGE'S MUSIC	06/08/2026	2,419.00
202600535	IASP	06/08/2026	119.00
202600536	JW PEPPER & SONS INC	06/08/2026	194.00
202600537	DELL INC	06/08/2026	23,972.95
202600539	DELL MARKETING LP	06/08/2026	43,583.20
202600540	CARQUEST	06/08/2026	169.26
202600543	DECKER EQUIPMENT INC	06/08/2026	183.58
202600544	DEPARTMENT OF HOMELAND SEC	06/08/2026	262.24
202600545	GREEN ELECTRICAL SUPPLY LLC	06/08/2026	2,239.28
202600546	BRADEN BUSINESS SYSTEMS INC	06/08/2026	154.51
202600547	LIGHTNING TWO-WAY RADIO	06/08/2026	463.75
202600551	CDW COMPUTER	06/08/2026	2,307.94
202600560	THE LEGENDS GOLF CLUB	06/08/2026	4,069.82
202600561	PAPER DIRECT, INC	06/08/2026	783.86
202600562	JP PARKER FLOWERS	06/08/2026	74.90

86 Wire Transfer Check(s) For a Total of 195,746.42

	0	Manual	Checks For a Total of	0.00
	86	Wire Transfer	Checks For a Total of	195,746.42
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	86	Manual, Wire Tran, ACH & Computer Checks		195,746.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	195,746.42

Check Nbr	Vendor Name	Check Date	Check Amount
260000425	A-1 GARAGE DOORS LLC	06/08/2026	200.00
260000426	A.E. BOYCE COMPANY INC.	06/08/2026	879.88
260000427	ACCESS JOHNSON COUNTY	06/08/2026	539.00
260000428	ACORN DISTRIBUTORS INC.	06/08/2026	1,566.09
260000429	AHAUS, STEVEN A	06/08/2026	149.35
260000430	ALLIED-OTT PETROLEUM EQUIPMENT	06/08/2026	625.00
260000431	AMPLIFY EDUCATION INC.	06/08/2026	23,625.00
260000432	BEST-ONE TIRE & SERVICE INC	06/08/2026	5,368.14
260000433	BOTKIN, TAI MARIE	06/08/2026	191.91
260000434	BOYS & GIRLS CLUB OF FRANKLIN	06/08/2026	3,800.00
260000435	BRIDGING THE BLIND GAP	06/08/2026	280.00
260000436	BRIGHT, MICHELLE L	06/08/2026	173.79
260000437	BROWN, RACHEL A	06/08/2026	529.55
260000438	BURTON'S FLOOR COVERING	06/08/2026	275.00
260000439	CAMPBELL, NATALIE S	06/08/2026	21.03
260000440	CARRIER CORPORATION	06/08/2026	12,760.00
260000441	CHURCH CHURCH HITTLE & ANTRIM	06/08/2026	1,672.50
260000442	CHURCH, MARIA E	06/08/2026	60.76
260000443	CINCY SPEECH AND LANGUAGE SERV	06/08/2026	4,800.00
260000444	COLE SERVICES LLC	06/08/2026	3,500.00
260000445	COLUMBUS INDUSTRIAL ELECT	06/08/2026	428.55
260000446	COLUMBUS CLAY & CERAMICS CO	06/08/2026	348.24
260000447	COMMERCIAL FOOD SYSTEMS INC	06/08/2026	1,323.65
260000448	CREATING CONFIDENT COMMUNICATO	06/08/2026	13,325.00
260000449	DANCE SOPHISTICATES INC	06/08/2026	4,050.00
260000450	DENARDIN, MARK	06/08/2026	684.00
260000451	DRAKE, JAVIN C	06/08/2026	358.66
260000452	EDMENTUM INC.	06/08/2026	200.00
260000453	EDWARDS, ELIZABETH J	06/08/2026	105.71
260000454	EKCOS INNOVATIONS CORP	06/08/2026	647.10
260000455	ELSNER, TARA	06/08/2026	991.80
260000456	ENVIROFORENSICS LLC	06/08/2026	4,155.00
260000457	EPIC INSURANCE MIDWEST	06/08/2026	2,500.00
260000458	EVERDRIVEN TECHNOLOGIES LLC	06/08/2026	5,353.95
260000459	FASIG, MEGAN E	06/08/2026	14.80
260000460	FLINN SCIENTIFIC INC	06/08/2026	112.40
260000461	Vendor Continued Check	06/08/2026	0.00
260000462	Vendor Continued Check	06/08/2026	0.00
260000463	Vendor Continued Check	06/08/2026	0.00
260000464	Vendor Continued Check	06/08/2026	0.00
260000465	Vendor Continued Check	06/08/2026	0.00
260000466	Vendor Continued Check	06/08/2026	0.00
260000467	Vendor Continued Check	06/08/2026	0.00
260000468	FOLLETT CONTENT SOLUTIONS LLC	06/08/2026	4,107.02
260000469	FORTUNE ACADEMY	06/08/2026	2,730.00
260000470	FRANKLIN APPLIED BEHAVIOR SERV	06/08/2026	10,493.00
260000471	FRONTLINE TECHNOLOGIES GROUP L	06/08/2026	34,337.61
260000472	GIBAULT CHILDREN SERVICES	06/08/2026	1,162.00
260000473	ASSETWORKS RISK MANAGEMENT INC	06/08/2026	2,875.83
260000474	GRAHAM'S WRECKER SERVICE	06/08/2026	597.00

Check Nbr	Vendor Name	Check Date	Check Amount
260000475	HALL, MARIE A	06/08/2026	47.13
260000476	HOFFMAN, CAMILLA R	06/08/2026	710.27
260000477	HUFFINE, ANGELA K	06/08/2026	16.10
260000478	IMPERIAL DADE	06/08/2026	335.50
260000479	INDIANA TESTING	06/08/2026	740.00
260000480	INTERSTATE BATTERY SYSTEM	06/08/2026	475.00
260000481	IXL LEARNING INC	06/08/2026	43,750.00
260000482	JACKSON, TAMARA E	06/08/2026	232.85
260000483	JOBE, TINA S	06/08/2026	134.86
260000484	JOHNSON CONTROLS	06/08/2026	22,278.04
260000485	KENNY GLASS INC	06/08/2026	790.00
260000486	KERLIN BUS SALES & LEASING INC	06/08/2026	783.00
260000487	Vendor Continued Check	06/08/2026	0.00
260000488	KLOSTERMAN'S BAKING	06/08/2026	4,136.31
260000489	KORRECK, ANDREA G	06/08/2026	389.91
260000490	LEE, TARA M	06/08/2026	34.56
260000491	LEE COMPANY INC	06/08/2026	8,790.00
260000492	LIGHTNING TWO-WAY RADIO	06/08/2026	1,785.00
260000493	LIMBACH, CHLOE A	06/08/2026	308.85
260000494	LUMBERT, CHRISTANA M	06/08/2026	22.84
260000495	LUNA LANGUAGE SERVICES	06/08/2026	8,432.55
260000496	M & S COUNSELING SERVICES	06/08/2026	325.00
260000497	MACALLISTER MACHINERY CO INC	06/08/2026	6,013.22
260000498	MCGRAW HILL LLC	06/08/2026	89,226.78
260000499	MEGAN'S GROOM ROOM	06/08/2026	175.00
260000500	MES SERVICE COMPANY LLC	06/08/2026	458.16
260000501	MIDWEST MOTOR SUPPLY CO	06/08/2026	816.05
260000502	MIDWEST TRANSIT EQUIPMENT OF I	06/08/2026	1,317.08
260000503	MINDFUL GROWTH LLC	06/08/2026	12,615.06
260000504	MOMAR INC	06/08/2026	833.63
260000505	OAK SECURITY GROUP	06/08/2026	2,806.50
260000506	PARMER, STACY D	06/08/2026	127.96
260000507	PATTON PLUMBING LLC	06/08/2026	1,975.00
260000508	BOTTLING GROUP LLC	06/08/2026	1,241.55
260000509	Vendor Continued Check	06/08/2026	0.00
260000510	Vendor Continued Check	06/08/2026	0.00
260000511	PIAZZA PRODUCE	06/08/2026	26,127.74
260000512	PICKLESIMER, RACHEL L	06/08/2026	123.62
260000513	POLICY ANALYTICS LLC	06/08/2026	9,500.00
260000514	Vendor Continued Check	06/08/2026	0.00
260000515	PRAIRIE FARMS DAIRY	06/08/2026	21,326.24
260000516	Vendor Continued Check	06/08/2026	0.00
260000517	PREMIER AG CO-OP INC	06/08/2026	15,900.40
260000518	PROJECT LEAD THE WAY INC	06/08/2026	5,350.00
260000519	RECEIVABLES MANAGEMENT PARTNER	06/08/2026	1,002.00
260000520	ROE, KATRINA B	06/08/2026	294.87
260000521	SAFE HIRING SOLUTIONS LLC	06/08/2026	1,416.35
260000522	SCHOOL DATEBOOKS	06/08/2026	509.83
260000523	SEALS, JENNIFER M	06/08/2026	103.10
260000524	SKYWARD INC	06/08/2026	44,557.08

Check Nbr	Vendor Name	Check Date	Check Amount
260000525	SOLIANT HEALTH LLC	06/08/2026	9,975.00
260000526	SPARKS, RANDILYNN N	06/08/2026	35.24
260000527	SPOTLIGHT STRATEGIES	06/08/2026	1,368.50
260000528	ST ROSE OF LIMA SCHOOL	06/08/2026	2,400.00
260000529	STERLING CUT GLASS	06/08/2026	116.97
260000530	SUDDUTH, MEREDITH C	06/08/2026	52.85
260000531	SWIGERT, MICHAEL R	06/08/2026	312.33
260000532	THE STEPPING STONES GROUP LLC	06/08/2026	4,753.20
260000533	TITAN BRANDS	06/08/2026	539.94
260000534	TORRANCE & SONS LLC	06/08/2026	2,115.00
260000535	THE TRANE COMPANY	06/08/2026	3,928.15
260000536	US SIGNAL COMPANY LLC	06/08/2026	242.68
260000537	VANCO COMMERCIAL SERVICE	06/08/2026	747.00
260000538	VINSON, ASHTEN E	06/08/2026	4.48
260000539	WILLIAMS, BELINDA S	06/08/2026	28.71
260000540	YARD SIGNS INC	06/08/2026	1,296.00
260000541	YOUNG AND YOUNG	06/08/2026	4,087.50

117 ACH Check(s) For a Total of 522,256.86

Check Nbr	Vendor Name	Check Date	Check Amount
16987	BEECH GROVE FIREARMS INC	06/08/2026	1,574.00
16988	CNA SURETY	06/08/2026	167.81
16989	CREATIVE CRAFTS INC	06/08/2026	1,324.00
16990	CUB ACADEMY	06/08/2026	4,845.00
16991	ELLIS MECHANICAL INC	06/08/2026	1,801.50
16992	FCHS BAND	06/08/2026	2,448.00
16993	FCHS CHORAL BOOSTERS INC.	06/08/2026	228.30
16994	FCHS CHOIR	06/08/2026	7,742.00
16995	FEASEL, PAULA	06/08/2026	120.00
16996	FIKES FRESH BRANDS LLC.	06/08/2026	909.74
16997	FLEET PRIDE	06/08/2026	1,592.20
16998	FOOD SERVICES	06/08/2026	159.50
16999	FRANKLIN WRESTLING CLUB	06/08/2026	305.00
17000	JACOBI SALES, INC	06/08/2026	19,100.00
17001	JMH OCC HEALTH IMMEDIATE CARE	06/08/2026	42.00
17002	JOSTENS INC	06/08/2026	1,571.35
17003	LIBERTY MUTUAL	06/08/2026	625.00
17004	Vendor Continued Check	06/08/2026	0.00
17005	CORDS COMMERCIAL ENT.	06/08/2026	4,350.77
17006	OTTO'S PARKING MARKING	06/08/2026	70.00
17007	OVR PERFORMANCE LLC	06/08/2026	945.00
17008	Vendor Continued Check	06/08/2026	0.00
17009	SOUTHSIDE SPECIAL SERVICES OF	06/08/2026	61,800.00
17010	STULTZ, ROBERT	06/08/2026	70.75
17011	UNIFIED LEADERSHIP LLC	06/08/2026	1,700.00
17012	US BANK NATIONAL ASSOCIATION	06/08/2026	92,383.16
17013	WEX BANK	06/08/2026	200.00

27 Computer Check(s) For a Total of 206,075.08

Check Nbr	Vendor Name	Check Date	Check Amount
202600549	BANK OF NEW YORK MELLON	06/08/2026	10,415,000.00
	1 Wire Transfer Check(s) For a Total of		10,415,000.00

	0	Manual	Checks For a Total of	0.00
	1	Wire Transfer	Checks For a Total of	10,415,000.00
	117	ACH	Checks For a Total of	522,256.86
	27	Computer	Checks For a Total of	206,075.08
Total For	145	Manual, Wire Tran, ACH & Computer Checks		11,143,331.94
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	11,143,331.94

FRANKLIN
COMMUNITY SCHOOLS
Student-Centered • Innovative

May 11, 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. RECOGNITION
   Dr. Clendening & Dr. Worland
   Individual Student Growth
- ISSMA
  Collaboration
- Superintendent Taskforce Students
- PTO Presidents
- Outstanding Subs
- 2025-2026 Support Staff of the Year
- 2027 Teachers of the Year
- Retirees

4. **CONSENT AGENDA**
   Board President

   A. Public Comments on any Consent Agenda Item
      Public comments regarding consent agenda items are limited to 3 minutes.
   B. Allowance of Claims and Vouchers
   C. Approve Minutes
   D. Donations
   E. FAPE Compass Software and Services Agreement
   F. Grant Summary Sheets
   G. Overnight / Out of State Trips
   H. Personnel Report
   I. Software Renewals

J. FCS Professional Development Travel

K. Surplus

L. Consent Agenda Vote
Motion to approve the consent agenda. This motion, made by Becky Nelson 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. Clendening shared that Andrea Korreck has announced her retirement for the end of the month.

5. **SUPERINTENDENT REPORTS**

A. 2027 Budget Schedule
Mr. Steve Ahaus
Mr. Ahaus presented the 2027 budget schedule.

B. Accountability Rule
Dr. Brooke Worland
Dr. Worland covered a few highlights from the state regarding the K-12 accountability rule. The transition plan is to drive real improvement by prioritizing clear expectations, transparent data, and intentional support. Here are the areas of focus by grade levels.
K-3: Literacy and Math
Grades 4-8: Foundational Knowledge and Skill Development
Grades 9-10: Knowledge and Skill Development + Career Engagement
Grades 11-12: Knowledge and Skill Development + Credentials and Experiences
This year, letter grades will come out mid/late November for individual buildings. It will be a zero year, meaning that there are no consequences for this year. Grades will be calculated differently than they have in the past. In the past, the overall performance was looked at, and now it will be student-by-student. To ensure rigor continues, if 25% of schools earn an A, the grading scale will increase by 2.5 points. This can occur twice before the scale reaches the final grading scale of 90-100.

C. Summer Projects Update
Benji Betts
Benji Betts gave an update on summer projects.
- Franklin Cub Academy
- PAC/Athletic/AG Buildings
- Boiler Replacements: CBIS, FCHS
- Roof work at the CS, MS & HS
- HS pool liner
- Pavement at MS & HS

D. FCS Police Department Logo
Dr. David Clendening
Dr. Clendening shared that Sharp Graphics is creating a logo for the FCS police department. Renditions from Sharp Graphics were provided for the board, but modifications are still being made.

6. **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. Pool Liner-FCHS Contract
Benji Betts
Motion to approve the pre-payment, subject to the receipt of the certificate of insurance. 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
Benji Betts requested that the board approve an advance payment for the FCHS pool liner, subject to receiving the certificate of insurance from Italy. Our policy does allow for advance payments for certain items. The advanced payment can't be over 50% of the project cost. There are two parts to the advance payment. The first part is for the liner itself, and the second payment is for mobilization. The advance payment requires board approval and also proof of insurance.

C. New SolutionK12
Dr. David Clendening
Motion to approve the partnership with Nate Levenson, New Solutions K12, to review our special education services. 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. Clendening requested approval to partner with Nate Levenson, New Solutions K12, to help create a best-practice-based, realistic plan to address students' problematic behavior and mental health needs, despite tight budgets. The review will also look deeply at special education services, supports, and staffing. During our partnership, we will engage stakeholders throughout the journey and continue to get feedback from Nate Levenson.

D. 2027-2028 District Calendar

Dr. Brooke Worland
Motion to approve the 2027-2028 district calendar. This motion, made by Jennifer Mann 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. Worland requested approved to the 2027-2028 district calendar.

E. Curricular Adoption
Dr. Brooke Worland
Motion to approve the curricular adoption. 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. Worland requested approval of the curricular adoption.

7. **DISCUSSION**

A. FCVS 2026-2027 School Calendar
Shelbie Murphy
Shelbie Murphy shared the FCVS school calendar for the 2026-2027 school year.

B. Policies - Guidelines - Forms
Dr. David Clendening
Dr. Clendening shared the first readings of the attached policies, guidelines, and forms. These will be back in June for board approval. The Wellness Committee reviewed guideline A275-R and decided to strike recess before lunch at the elementary level. Lunch starts at 10:30 am at the elementary level, which makes it hard to get recess in before lunch. Policy A301, Wireless Communication Device, is a new state law (bell to bell). Teachers can still direct students to use their wireless devices for classroom instruction. We will work with the MS and HS to come up with guidelines around the teachers asking administration for permission to direct students to use their devices. This policy will change again in 2028. We worked with CCHA, and it was determined that a "secure space" for their device would be the student's backpack, locker, or car.

C. Curriculum Adoption
Dr. Brooke Worland

Dr. Worland discussed the curriculum adoption. Counselors and parents researched 10 different counseling curriculum platforms for grades K-6. Biology is a six-year adoption (hardback copies & digital access). Proposals for English Workshop 9, English 9, AP Language and Composition, and English 12.

D. Principles of Early Childhood Education Course
Dr. Brooke Worland
Dr. Worland provided some information on this course for a new pathway, and we will be offering it as a dual enrollment. This course provides students with an overview of skills and strategies necessary to complete a certificate. Additionally, it provides an overview of the history, theory, and foundations of early childhood education as well as exposure to types of programs, curricula and services available to young children.

E. Elementary Handbook
Dr. Mark Heiden
Mark Heiden provided a draft of the elementary handbook.

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

8. **BOARD / ADMINISTRATIVE COMMENTS**

A. Board Comments
Committee Updates

- Music Council
- Communications Committee
- Strategic Taskforce
- School Wellness

Music Council: Bella Voce are state champions. We are in the process of interviewing for a HS band director and a PAC director.
Athletic Council: Wrapping up the spring season.
Communications Committee: We are looking for interns for the next school year to help out with communications.
Strategic Taskforce: Ryan Wagner presented on the HS and Dr. Worland presented on accountability. At the beginning of the school year, we will discuss special ed and high ability. We will then narrow things down to create a draft of a new strategic plan that will start for the 2027-2028 school year.
Wellness Committee: Discussed the recess before lunch.

Congrats to Jim Myrick on 50 years of service (bus driver) in the transportation department. The JCCF video with Katie Smith was a great partnership in telling our story. Shout out to FEC for delivering coffee to the buildings during Teacher Appreciation Week. Thanks again to Tina Jobe for her years of service.

B. Administrative Comments

9. **CALENDAR**

A. Calendar of Events

- Bike to Work Day: May 15
- Senior Awards: May 18, 5:00-8:00 pm, HS Auditorium
- Senior Walk: May 21 (AM)
- Last Day for Students: May 21
- FCHS Graduation: May 23 (Saturday), 10:00 AM
- Joint Meeting with the City of Franklin: August 24, 6:00 pm, Franklin City Hall Council Chambers

10. ADJOURNMENT
    Motion to adjourn the meeting at 8:14 pm. This motion, made by Debbie Gill 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

11. 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

Master Service Agreement

This Master Service Agreement (MSA) is made on May 29, 2026, by and between Franklin Community School Corporation (Client, or Franklin School Corporation) and Cincy Speech and Language Services, LLC located at 324 Mitchell Avenue, Batesville, IN 47006 (Contractor). This is for the 2026-2027 academic school year.

Contractor agrees to provide the Client with licensed and insured Speech-Language Pathologists (SLPs) (who are independent sub-contractors of Contractor) to be available to perform virtual speech-language pathology services for Client.

Contractor shall be compensated at a rate of $102.00 per hour for each hour an SLP is available to perform speech-language pathology services (both direct and indirect) for Client.

Neither Contractor nor SLPs are responsible for satisfying any Client obligations to provide services to students or for Client third-party billing or reimbursements.

SLPs made available by Contractor will be governed by a separate Statement of Work (SOW) that prescribes their availability.

Client is responsible to make students available to the SLPs to receive virtual speech-language pathology services.

No later than the fifth (5th) day of each calendar month, the Contractor shall prepare an invoice reflecting the available SLP hours and total gross value of SLP availability during the preceding month and email the invoice to scottj@franklinschools.org.

Client will pay Contractor within 30 days of receiving Contractor's invoice. If Contractor does not receive full payment within 30 days of invoice date, there will be a $50 per day late fee. If Client does not pay within 40 days of invoice date, the Contractor will place all SLP availability on hold until the invoice, plus any late fees, is paid in full. Contractor will pay for the SLPs availability during the time period the assigned SLP's availability is on hold. Contractor shall bear all collection costs, including reasonable attorney fees.

The term of this agreement is for the 2026-2027 academic year as indicated by the Client's academic schedule.

Client and Contractor agree that the Contractor will provide SLPs that utilize their independent expertise, training, experience, and judgment in providing speech-language pathology services to Client.

Client shall determine the students to be serviced by the SLPs.

Client and Contractor agree that the Contractor and the SLPs are both independent contractors. The Contractor and SLPs, and any of their agents or subcontractors, shall not, as a result of this agreement, be considered employees of Client for any purpose. Client will issue the Contractor a Form 1099. Client shall neither pay nor withhold federal, state, or local income tax or payroll tax of any kind on behalf of the Contractor. Contractor agrees to be responsible for all such taxes. The Contractor agrees that it is not entitled to any employee benefits, including professional development reimbursement, unemployment compensation, life/health insurance, vacation/holiday/sick pay, or pension contribution. The Contractor will provide a completed form W-9 to the Client.

Client agrees not to, directly or indirectly, solicit, induce, hire, or attempt to induce or hire any SLP. During the term of this agreement, and for a period of twenty four months thereafter, Client shall notify Contractor of its intent to offer employment to any SLP not less than ten (10) calendar days prior to offering such employment (any clinician that accepts such offer of employment, a "Converted Clinician"). Upon the date a Converted Clinician commences employment with Client (the "Conversion Effective Date") Client shall pay Contractor a fee of $20,000.

Client is not responsible for internet reimbursement as services will be completed virtually.

If Client cancels a scheduled day with less than 24 hours' notice for any reason, the Client agrees to pay for 100% of the scheduled workday, not to exceed 7 hours per day. This includes cancellations because of events such as a weather absence due to a snow day, field trip, school event, disaster, or other unforeseen circumstance. Indirect services will be provided during this time; which includes but not limited to writing Independent Evaluation Plan and Evaluation Team Report documentation.

The speech-language pathology services contemplated by this agreement includes direct therapy services (including direct therapy, assessments, report writing, annual IEP documentation, annual conferences, and Progress Report writing) and indirect therapy services (including scheduling, therapy preparation time, therapy documentation time, billing, assessment and progress report writing, teacher consultation, and caregiver communication).

Contractor shall defend, indemnify and hold harmless Franklin Community School Corporation from any and all actual or alleged claims, demands, causes of action, liability, loss, damage, and/or injury (to property or persons, including without limitation wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of or incident to any acts, omissions, negligence, gross negligence or willful misconduct of Contractor, its personnel, employees, agents, or contractors in connection with or arising out of the performance by Contractor of its obligations set forth herein. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorney fees, and related costs or expenses, and any

reimbursement to the Franklin Community School Corporation for all legal expenses and costs incurred by it.

DAMAGE DISCLAIMER AND DAMAGE CAP. EXCEPT AS PROVIDED BELOW IN THIS PARAGRAPH, AND EXCEPT AS PROVIDED IN THE PARTIES' AGREEMENT TO INDEMNIFY EACH AS SET FORTH IN THIS AGREEMENT, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, PUNITIVE, OR SPECIAL DAMAGES WHATSOEVER, INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, AND THE LIKE, ARISING OUT OF THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT AS PROVIDED ELSEWHERE IN THE AGREEMENT, IN NO EVENT SHALL CONTRACTOR OR SLPS BE LIABLE IN THE AGGREGATE FOR ANY DAMAGES OR LOSSES IN EXCESS OF THE GREATER OF THAN THE AMOUNT CLIENT PAID FOR SERVICES DURING A THREE-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE LIABILITY. THESE LIMITATIONS APPLY TO THE MAXIMUM EXTENT PERMITTED BY LAW EVEN IF (A) A REMEDY DOES NOT FULLY COMPENSATE CLIENT FOR ANY LOSSES OR (B) CONTRACTOR OR SLP KNEW OR SHOULD HAVE KNOWN ABOUT THE POSSIBILITY OF DAMAGES.

Except as otherwise set forth herein, the SLPs and any services they perform are provided "as is" without any warranty and, except as provided herein, Contractor expressly disclaims any and all warranties, express, implied, or statutory, including warranties of title, non-infringement, merchantability, and fitness for a particular purpose. Further, Contactor disclaims any warranty that the SLPs will meet Client's requirements or will be constantly available, uninterrupted, timely, secure, or error free. In addition, Contractor disclaims all liability for any actions resulting from Client's use of the SLPs. Client understands that Client's use and access to the SLPs is at Client's own discretion and risk, and Client is solely responsible for any damages that results from such use.

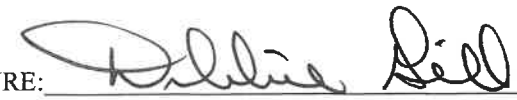
If this contract is canceled prior to October 1, 2026, by Client, then Client shall pay Contractor liquidated damages of $10,000. After October 1, 2026, this contract may be canceled during its term with a 30-day written notice by either Client or Contractor.

CONTRACTOR

SIGNATURE: _____

Theresa Schmelzer, MA, CCC/SLP
Member, Cincy Speech and Language Services, LLC

CLIENT

SIGNATURE: 

Debbie Gill
Board of School Trustee President

STATEMENT OF WORK

This Statement of Work (SOW) is made pursuant to, and is subject to, the Master Service Agreement (MSA) entered on May 29, 2026, by and between Franklin Community School Corporation (Client) and Cincy Speech and Language Services, LLC (Contractor) located at 324 Mitchell Avenue, Batesville, IN 47006

In exchange for providing licensed and insured Speech-Language Pathologists (SLPs) to Client, Client and Contractor agree that:

Contractor will provide the equivalent of:

- 1 part-time virtual SLP to perform the speech and language services as requested by Client and as outlined in this SOW and the MSA. This virtual SLP will be available 20 hours per week during the 2026-2027 academic year.
- 1 part time in-person and virtual SLP to perform the speech and language services as requested by Client and as outlined in this SOW and the MSA. This SLP will be available 3 days in person for 22.5 hours per week and 1 day virtual for 7.5 hours per week during the 2026-2027 academic year.

The SLPs will be available during regular school hours, Monday-Friday, for the 2026-2027 school year. Client will pay Contractor $102.00/hr for all services.

Agreed on May 29, 2026.

CONTRACTOR

SIGNATURE: _____

Theresa Schmelzer, MA, CCC/SLP
Member, Cincy Speech and Language Services, LLC

CLIENT

SIGNATURE: _____

Debbie Gill,
Board of School Trustee President

Franklin Community School Corporation
Board of School Trustees
Board Resolution
Approval of Common School Loan

WHEREAS, the Board of Trustees of Franklin Community School Corporation has the responsibility of ensuring the financial health of the district; and

WHEREAS, this includes the review and monitoring of the financial reports provided by the Superintendent and the Chief Financial Officer (CFO); and

WHEREAS, the Board of Directors has determined that it is in the best financial interests of the Corporation to secure additional capital to fund technology maintenance and upgrades; and

WHEREAS, the Indiana State Board of Education granted a technology advancement in the principal amount of $488,941.00 from the Common School Fund to Franklin Community Schools; and

WHEREAS, the advancement must be used within one year after the approval of the advancement; to be repaid over a period not to exceed five years at an interest rate not to exceed four percent; and

WHEREAS, the repayment of this loan will conclude by December 2027 using debt service funds; and

WHEREAS, the School Board of Directors has reviewed the terms and conditions of the proposed advancement agreement, including the repayment terms and schedule; and

WHEREAS, the CFO will report the results of the use of the Common School advancement at the end of the year; and

NOW, THEREFORE, BE IT RESOLVED by the Board of School Trustees of the Franklin Community School Corporation approves the acceptance of the Common School loan proceeds and repayment terms proposed by the CFO.

Approved this 8th day of June 2026.

Attest:

By: _____ Deb Gill, President Board of School Trustees

Attest:

By: _____

Jennifer Mann, Secretary Board of School Trustees

DONATIONS FOR APPROVAL
June 2026

FCHS

Amount: $300
For: FFA misc. use
From: Crossroads Pygmy Goat Club

Amount: $200
For: FFA misc. use
From: Delta Theta Tau Sorority, Inc.

Amount: $100
For: Prom – help reduce the price of tickets
From: First National Bank

Amount: $1,500
For: Misc. baseball needs
From: First National Bank/Grizzly Baseball Club

Amount: $5,000
For: Softball facility needs
From: Grizzly Softball Club, Inc.

Amount: $5,000
For: JAG student fees
From: Bell Management Group

Amount: $31.50
For: Athletics misc. use
From: Kona Ice of Brown County

Amount: $375.20
For: Athletics misc. use
From: Travelin Tom's Coffee

Union Elementary

Amount: $377
For: 4th grade end-of-year t-shirts
From: Kate & Jim Bastin

Creekside Elementary

Amount: $1,600
For: Assist with Jameson Camp Fees
From: Creekside PTO

Amount: $849.13
For: For students as needed
From: Inter-State Studios

Food Services

Amount: $1,282
For: School lunch debt
From: CBIS PTO

Amount: $500
For: School lunch debt at Webb Elementary
From: Joseph & Susan Vaught

Amount: $500
For: School lunch debt
From: Rori Watson

Value: $302 – 2 All Sport Passes
For: Summer Meal Program Give Away
From: FCHS Athletic Dept.

Amount: 200 – Day Pool Passes
For: Summer Meal Program Give Aways
From: Franklin Parks & Rec

Hartman and Williams, L.L.C.

16 S. Franklin St.
Bloomfield, Indiana 47424
(O) 812-227-8075
(FAX) 812-227-8078

May 18, 2026

Franklin Community Schools
988 Grizzly Cub Drive
Franklin, Indiana 46131

Franklin Community Schools Officials:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform Agreed Upon Procedures for the period July 1, 2024 to June 30, 2026 in accordance with State Board of Accounts Guidelines for extra-curricular accounts at:

- Franklin Community High School
- Franklin Community Middle School
- Custer Baker Intermediate School
- Creekside Elementary School
- Needham Elementary School
- Northwood Elementary School
- Union Elementary School
- Webb Elementary School
- Franklin Cub Academy – review controls

At the completion of the engagement, all findings will be summarized in a report to be presented to Franklin Community Schools. We also will be providing assistance to employees of the Schools in the proper handling of extra-curricular funds. This engagement will not be an audit but will be performed using Agreed Upon Procedures. Although occurrences of fraud may be revealed, in no way can we guarantee that all instances of fraud will be detected. If an instance of fraud is detected, any necessary forensic services will be considered a separate engagement and billed accordingly. Our services will be limited to providing assistance in completing the above stated tasks. Some of the procedures to be performed are:

Confirming and Analyzing Official Bonds
Analyzing the SA-5s
Proving Bank Reconcilements
Confirming Bank Balances
Reviewing Detailed Receipts and Disbursements

Test of Receipts
- Review of Proper Handling of Cash
- Review of Sports and Vending Receipts

Test of Disbursements
- Review of Proper Authorization of Disbursements
- Confirm Proper Use of ECA Funds

Review of Internal Controls

Confirm Proper Use of Prescribed Forms

Our fees for this engagement are not contingent on the results of our services. Rather, our fees for this engagement will be $22,700. Our fees will be billed at the completion of the engagement and are payable within the normal governmental bill paying cycle.

If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign the copy of this letter in the space provided and return the original signed letter to us, keeping a fully-executed copy for your records.

Thank you for your attention to this matter, and please contact us with any questions that you may have.

Sincerely,

Bruce Hartman

Bruce Hartman, CPA
Partner

ACCEPTED AND AGREED
Franklin Community Schools

Debbie Gill

6-8-26

Debbie Gill,
Board of School Trustee, President
Franklin Community Schools

Date

ORIENTATION AND MOBILITY (O&M) SERVICES

Orientation and Mobility Services from Bridging the Blind Gap

The school district of Franklin Community School Corporation agrees to contract Orientation and Mobility (O&M) Services with Tommie Roesch, COMS according to the terms listed. All Orientation and Mobility services will be provided according to the student's individualized Education Plan, which will be provided by the TOR for all students at the beginning of the year or the beginning of the contract. The TOR will also provide an eye report and medical information for each student so that the O&M instructor is able to provide the best service possible. The O&M instructor will provide progress reports and updated IEP goals and objectives to the TOR in preparation for the Annual Case Conference. In addition, the instructor will attend all ACR meetings, in person or virtual, whenever possible. In the event the O&M is not able to attend she will contact the parents to discuss the goals and progress.

Bridging the Blind Gap, its employees, agents and contractors shall at all times comply with the requirements of FERPA, HIPAA and all other State, Federal and FCSC policies requiring confidentiality of personally identifiable student information and all other information concerning students and staff declared confidential pursuant to all State and Federal laws and FCSC policies.

Bridging the Blind Gap, its employees, agents and contractors who will have direct ongoing contact with students shall submit to criminal background checks and DCS checks as required by law and furnish the results to FCSC. Bridging the Blind Gap, its employees, agents and contractors shall at all times comply with FCSC's employee, employment and retention policies.

The school district agrees to pay $90.00 per hour for direct contract with the student for an O&M assessment. The assessment should take no more than three hours for a total charge of $270.00. The assessment will take place in school and out in the community to assess the student in familiar and unfamiliar environments. Depending on the age of the student, the students will be assessed on the skills presented below. There will be a charge of $60 for travel reimbursement per daily visit and also a $45 per hour from school-to-school travel fee.

Bridging the Blind Gap is willing to provide equipment rentals. This includes canes, tip, and other devices needed by the student to use throughout the school year for a small rental fee of $30.00 per year when equipment needs updated. If the item is damaged or unrepairable, the school will reimburse for new equipment. Or school districts can purchase their own equipment/ cane with the help of the O&M instructor.

Tommie Roesch will provide Orientation skills that are provided through all kinds of skills from concept awareness to working with the white cane. These skills can be provided to the school district and parents if asked. O&M does not include braille instruction. Through assessment, eye reports, medical reports, and working with the student, the O&M instruction will be individualized according to goals and needs of the student. These instructions will include the ability to travel in various environments while remaining aware of location and surroundings if a student is ready for this skill. Instructions will be provided in using a pre-cane device (AMD), a white cane, the use of residual vision, and under blindfold (non-visual concepts) as determined by an O&M assessment or Case conference Team. Travel experiences may include negotiating the classroom/hallways/school environments, navigating steps, curbs, streets, sidewalks, mental,

tactile, and other mapping skills, orientation skills, residential area, semi business areas, downtown areas, and other public transportation, depending on the student's age and ability. Orientation and Mobility lessons often require travel off school grounds to work in environments not available on campus. Transportation to appropriate training areas may be necessary. Transportation must be provided according to the local school district's guidelines, the Teacher for Students who are Blind, Low Vision, or Deaf Blind, a parent or by the O&M Instructor, with school/ parental consent.
In addition to the services provided, the O&M instructor may have an intern that is learning how to teach O&M as well working with your students. When this is the case, the O&M instructor will let you know who she is and for how long she will be working with the students.

The school district or representative is responsible for contacting Tommie Roesch when the student is absent, a conflict in scheduling arises, or as early as school closings with the local news stations. However, school closings across the entire state are sometimes not listed on local stations. O&M should be contacted in a timely manner, or the school will be charged for that time. When there are snow days and the school is doing virtual lessons for the day, we would like to also provide virtual lessons to our students as well. This may include days in which the instructor is snowed in and the school district is still in person. Whenever possible, the O&M instructor will make up the lesson in person, but we reserve the right to have a synchronous virtual lesson as an option as well. As the provider, we will need to have access to be able to do these lessons with students as the district provides.

Tommie Roesch, COMS will maintain certification as an Orientation and Mobility Specialist through the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) to ensure quality services. The O&M will maintain Professional Liability Insurance while providing services to the school district. Tommie Roesch can terminate this contract at the end of each semester with advanced written notice to the school district, or due to unforeseen emergency circumstances.

Our new billing address is as follows: P.O. Box 269433, Indianapolis, In 46226

Tommie Roesch, COMS, Bridging the Blind Gap

5/26/2026
Date

Signature of TBLV or Program Supervisor

Debbie Gill
Printed Name

School Representative Signature

Mindyann Meadows, COMS * P.O. Box 26943 Indianapolis, IN 46226 * mmeadows@bridgingtheblindgap.com * (936) 715-8249

Date

LEA

Mindyann Meadows, COMS * P.O. Box 26943 Indianapolis, IN 46226 * mmeadows@bridgingtheblindgap.com * (936) 715-8249

FRANKLIN COMMUNITY SCHOOLS
Student-Centered • Innovative

Student Trip Request Form – Overnight and/or Out-of-State Trips

Teacher: Madeline Daily

School: Needham Elementary

Date(s) of Trip: October 8-9, 2026

Destination: Jameson Camp

Departure Time: 8:30 am on 10/8

Return Time: 1:30 pm on 10/9

Number of Students: 75

Number of Staff/Chaperones: 6/30

Purpose of Trip: Outdoor Education

Name of Student Group: 4th grade

Corporation Cost: fuel cost

Student Cost: $65

3 FCSC Vehicles (2 bus, 1 box truck) _____ Vehicle Use Approved _____ Commercial Vehicles

List of Trip Activities (Itinerary)

Outdoor education activities, team building campfire stories and songs

Trip Objectives:

To provide students with rich experiences outside the classroom including archery, survival skills, climbing team building skills, nature hikes. Activities provide real world examples and experiences around 4th grade standards for life science, earth science and geography.

Pre-Trip Activities Pertaining to the Trip:

Lessons and activities in life and earth science and Indiana geography

Post-Trip Summary Activities Pertaining to the Trip:

Students will create a digital photo/memory book to share what they learned during the trip.

Principal: ✓ Approved _____ Not Approved DP Initials Date: 5-13-26

Supt.: ✓ Approved _____ Not Approved M Initials Date: 5/13/27

Board: ✓ Approved _____ Not Approved DG Initials Date: 6-8-26

This request must be received at the Administration Building (Attn: Natalie) on the Monday prior to the regular monthly School Board meeting in order to be considered for approval.

FRANKLIN COMMUNITY SCHOOL CORPORATION
998 Grizzly Cub Drive
Franklin, IN 46131

Student Trip Request Form – Overnight and/or Out of State Trips

Teacher: Dan Batta School: Franklin High School

Date(s) of Trip: July 24 thru Aug 31, 2026 Destination North Myrtle Beach, South Carolina

Departure Time: Thursday noon Return Time: Sunday noon

Number of Students: 4 Number of Staff/Chaperones: 2 to 3

Purpose of Trip: National Wildlife Habitat Contest Name of Student Group: Franklin FFA Team

Corporation Cost: Transportation (bus and fuel) Student Cost: Cost of snacks, souvenirs, some food

White
~~Bus~~ FCSC Vehicles _____ Vehicle Use Approved _____ Commercial Vehicles

List of Trip Activities (Itinerary):
Cost of contest, housing and food all sponsored by Franklin FFA Alumni
Participate in the National Wildlife Habitat Contest

Trip Objectives: Compete in and win the National Wildlife Habitat Contest

Pre-Trip Activities Pertaining to the Trip:
11 weeks of at least twice a week practice

Post Trip Summary Activities Pertaining to the Trip:
Hopefully celebration. Use personal accounts of this experience to inspire other students.

Principal : ✓ Approved ___ Not Approved MM Initials Date: 5/28/26

Supt. : ✓ Approved ___ Not Approved M Initials Date: 5/29/26

Board : ✓ Approved ___ Not Approved Date: DG

Note: This request must be received at the Superintendent's Office on the Thursday prior to the regular monthly School Board meeting in order to be considered for approval.

Q:fcsc/field trip request

FRANKLIN COMMUNITY SCHOOLS
Student-Centered • Innovative

Student Trip Request Form – Overnight and/or Out-of-State Trips

Teacher: Adrian Moss

School: Franklin Community High School

Date(s) of Trip: June 12 - June 14, 2026

Destination: Indiana Wesleyan University

Departure Time: Early Morning June 12th

Return Time: Afternoon/Evening June 14th

Number of Students: 30

Number of Staff/Chaperones: 4

Purpose of Trip: Basketball Experience

Name of Student Group: Franklin Boys Basketball Teams

Corporation Cost: _____

Student Cost: $225/player

3 FCSC Vehicles _____ Vehicle Use Approved _____ Commercial Vehicles

List of Trip Activities (Itinerary)

Athletes will play 5-8 games in the span of the weekend. Athletes will stay in college dorms, supervised by coaching staff. Over 100 teams will be present.

Trip Objectives: Experience basketball games against different/new opponents.

Pre-Trip Activities Pertaining to the Trip: Coaches will plan roommates and room assignments.

We will need one yellow bus to deliver us and to pick us up for our return.

We would like to take 2 white buses to have while there because our games will be at different locations.

These two white buses will be driven by Adrian Moss and Bailey Barrett.

Post-Trip Summary Activities Pertaining to the Trip: _____

Think of ways to plan and prepare more efficiently.

Principal: X Approved _____ Not Approved RW Initials Date: 5/28/2026

Supt.: ✓ Approved _____ Not Approved _____ Initials Date: 5/1/26

Board: ✓ Approved _____ Not Approved DG Initials Date: 6-8-26

This request must be received at the Administration Building (Attn: Natalie) on the Monday prior to the regular monthly School Board meeting in order to be considered for approval.

Personnel Report 6/8/2026
Changes since 5/11/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	Explanation		
CERTIFIED PERSONNEL			
New Hires			
Laura Alexander	FCHS- Summer School Coach	06/15/26	$150.00
	New position		
Haley Anderson-Roberts	FCHS- Summer School Coach	06/15/26	$150.00
	New position		
Jacob Baas	FCHS- Summer School Teacher	05/27/26	$50.53/hour
	New position		
Julia Ballesteros	Northwood- Summer School Teacher	06/01/26	$53.15/hour
	New position		
Alyssa Bontrager	Northwood- Summer School Administrator (Intern)	05/27/26	$900.00
	New position		
Susan Buening	Northwood- Summer School Teacher	05/27/26	$68.47/hour
	New position		
Megan Cole	CBIS- Extended School Year	05/26/26	$35.85/hour
	New position		
Carolyn Duvall	Creekside- Extended School Year	05/26/26	$55.67/hour
	New position		
Meagan Edwards	Northwood- Extended School Year	05/26/26	$38.36/hour
	New position		
Megan Fasig	Northwood- Extended School Year	05/26/26	$39.59/hour
	New position		
Abigail Fleck	FCHS- Summer School Band Camp	05/29/26	$279.24/day
	New position		
Taylor Haager	Creekside- Extended School Year	05/26/26	$39.97/hour
	New position		
Craig Harvey	Northwood- Summer School Administrator (Intern)	05/27/26	$400.00
	New position		
Braeden Hodge	FCHS- World Languages Teacher	08/03/26	$50,000.00
	Replacing Thomas Maxwell resignation		
William Holcroft	FCHS- Summer School Teacher	05/26/26	$72.70/hour
	New position		
Ashley Jennings	FCHS- Summer School Coach	06/15/26	$650.00
	New position		
Ashley Jennings	FCHS- Summer School Teacher	05/26/26	$53.57/hour
	New position		
Corey Londeree	CBIS- Special Education Teacher	08/03/26	$55,750.00
	Replacing Tyler Holt resignation		
Laura Mattox	CBIS- Assistant Principal	07/20/26	$95,500.00
	Replacing Brian Harbin resignation		

Personnel Report 6/8/2026
Changes since 5/11/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Stephanie Oliver	Creekside- Extended School Year	05/26/26	$42.13/hour
	New position		
Janice Penning	Northwood- Extended School Year	05/26/26	$49.53/hour
	New position		
Dawn Phelps	FCHS- Extended School Year	05/26/26	$51.90/hour
	New position		
Jeffrey Powers	FCHS- Summer School Teacher	06/15/26	$55.30/hour
	New position		
Sarah Runion	Northwood- Summer School Teacher	05/27/26	$50.12/hour
	New position		
Mattie Satter	FCHS- Summer School Teacher	05/26/26	$271.74/day
	New position		
Danielle Schweitzer	Northwood- Art Teacher	08/03/26	$52,000.00
	Replacing Kimberly Kriech retirement		
Tricia Simmons	FCHS- Extended School Year	05/26/26	$41.03/hour
	New position		
Carly Smith	FCMS- Art Teacher	08/03/26	$60,750.00
	Replacing Elizabeth White resignation		
Hannah Spock	Northwood- Special Education Teacher	08/03/26	$50,000.00
	Replacing Janice Penning position change		
Veneita Taylor	FCHS- Homebound Instructor	05/01/26	$35/hour
	New position		
Kathryn Thomas	Northwood- Summer School Teacher	06/01/26	$52.41/hour
	New position		
James Tonte	FCHS- Summer School Teacher	05/26/26	$72.70/hour
	New position		
Connor Ulmer	Northwood- Summer School Administrator (Intern)	05/27/26	$1,500.00
	New position		
Tychicus White	FCHS- Summer School Coach	06/15/26	$150.00
	New position		
Tychicus White	FCHS- Extended School Year	05/26/26	$36.03/hour
	New position		
Deborah Whittemore	Northwood- Summer School Teacher	05/27/26	$72.40/hour
	New position		
Cody Williams	FCMS- Math Teacher	08/03/26	$51,000.00
	Replacing Caleb Sinzinger position change		
Carrie Woodring	Northwood- Summer School Teacher	06/01/26	$66.97/hour
	New position		
Broooke Worland	Northwood- Summer School Administrator	02/02/26	$3,500.00
	New position		

Personnel Report 6/8/2026
Changes since 5/11/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Staff Changes			
Sarah Bennett	To: FCMS/CBIS- Choir Teacher	8/3/2026	
	From: FCMS- Choir Teacher		
	Building change		
Gina Boardman	To: Virtual School/Cub Academy- Special Education Teacher	8/3/2026	
	From: CBIS- Special Education Teacher		
	New position		
Megan Butler	To: CBIS- 6th Grade ELA Teacher	8/3/2026	
	From: Northwood- 4th Grade Teacher		
	Replacing Jody Bridges position change		
Andrea Clendening	To: CBIS- 5th Grade ELA/Science Teacher	8/3/2026	
	From: Union- 4th Grade Teacher		
	Replacing Madison Purcell position change		
Abigail Fleck	To: FCHS- Band Director	8/3/2026	
	From: FCMS/CBIS- Band Teacher		
	Replacing Timothy Kosch retirement		
Theresa Gorall	To: FCMS- Science Teacher	8/3/2026	
	From: CBIS- 6ht Grade Math Teacher		
	Replacing Katelyn Umberger position change		
Janet Kirby	To: FCHS- English Teacher (part-time)	8/3/2026	$44,655.77
	From: FCHS- English Teacher (full-time)		
	Move to part-time		
Grace Kriech	To: Northwood- Special Education Teacher	8/3/2026	
	From: Northwood- 1st Grade Teacher		
	Replacing Rebecca Armbruster position change		
Brian Luse	To: FCHS- Math Teacher (part-tme)	8/3/2026	$52,165.52
	From: FCHS- Math Teacher (full-time)		
	Move to part-time		
Allison Milholland	To: Webb- 4th Grade Teacher	8/3/2026	
	From: CBIS- Special Education Teacher		
	Replacing Brittany Goodnight position change		
Melissa Mullis	To: CBIS- 5th Grade Math Teacher	8/3/2026	
	From: Creekside- 4th Grade Teacher		
	Replacing Cash Nelson position change		
Cash Nelson	To: CBIS- 6th Grade Math Teacher	8/3/2026	
	From: CBIS- 5th Grade Math Teacher		
	Replacing Theresa Gorral position change		
Madison Purell	To: CBIS- 6th Grade Math Teacher	8/3/2026	
	From: CBIS- 5th Grade Scence/Social Studies Teacher		
	Replacinig Jillian Robertson resignation		
Elisha Robertson	To: FCMS- Writing/Exploring College & Careers Teacher	8/3/2026	$50,000.00
	From: FCMS- Art Teacher- Long-term Sub		
	Replacing Kole Aping resignation		
Amber Roessler	To: FCMS- 7th Grade ELA Teacher	8/3/2026	

Personnel Report 6/8/2026
Changes since 5/11/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	From: FCMS- 8th Grade Math Teacher		
	Replacing Lauren Pfister position change		
Jordan Sharp	To: CBIS- PE/Health Teacher	8/3/2026	
	From: CBIS- Interim Dean of Students (Teacher on Special Assignment)		
	Interim position ended		
Caleb Sinzinger	To: FCMS- 8th Grade Math Teacher	8/3/2026	
	From: FCMS- 7th Grade Math Teacher		
	Replacing Amber Roessler position change		
Linzie Spaulding	To: CBIS/Needham- Gym Teacher	8/3/2026	
	From: Needham- Gym Teacher		
	Building change		
Morgan Tarr	To: District-Wide-Data & Testing Specialist (260 days)	7/1/2026	$35.68/hour
	From: District-Wide- Data & Testing Specialist (215 days)		
	Added days		
Savannah VanHoy	To: Northwood- 1st Grade Teacher	8/3/2026	
	From: Northwood- Kindergarten Teacher		
	Replacing Grace Kriech position change		
Katelyn Umberger	To: FCHS- Science Teacher	8/3/2026	
	From: FCMS- Science Teacher		
	Replacing Maci Ulmer resignation		
Resignation/Termination			
Monica Crockett	CBIS- Music Teacher	5/22/2026	
	Resignation		
Allison Mann	FCMS- Essential Skills Teacher	5/26/2026	
	Resignation		
Casey McBrier	FCMS- Social StudiesTeacher	5/26/2026	
	Resignation		
Jason Peace	FCHS- Special Education Teacher	6/2/2026	
	Resignation		
Madison Purcell	CBIS- 5th Grade Science/Social Studies Teacher	5/28/2026	
	Resignation		
Jillian Robertson	CBIS- 5th Grade Science/Social Studies Teacher	5/23/2026	
	Resignation		
Gena Swanagan-Frazer	CBIS- Speech Language Pathologist	5/22/2026	
	Resignation		
Maci Ulmer	FCHS- Science Teacher	5/22/2026	
	Resignation		
Retirement			
Andrea Korreck	District-Wide- Assistant Director of Student Support & Accessibility	6/5/2026	7 years of service at FCS
	Retirement		
Leave of Absence			
Lori Lecher	Needham- Kindergarten Teacher	5/12/2026	
	Leave without pay day		

Personnel Report 6/8/2026
Changes since 5/11/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Travis Miles	FCHS- Science Teacher	5/15/2026-5/18/2026	
	Administrative leave days		
Kimberly Spurling	District-Wide- Director of Mental Health	6/5/2026-6/30/2026	
	FML		
Sarah Taylor	CBIS- Art Teacher	5/12/2026-5/22/2026	
	FML		
CLASSIFIED PERSONNEL			
New Hires			
Chasity Babauta	Transportation - Summer School Bus Driver	6/1/2026	$22.22/hour
	New position		
Emily Begley	CBIS - 2nd Shift Custodian	5/12/2026	$17.26/hour
	Replacing Althea Croucher		
Amanda Belser	Transportation - Summer School Bus Driver	6/1/2026	$22.22/hour
	New position		
Mary Berger	Northwood - Summer School Classroom Assistant	5/27/2026	$17.55/hour
	New position		
Samantha Branch	Northwood - Extended School Year Services	5/26/2026	$17.68/hour
	New position		
Ashley Cruser	Northwood - Summer School Classroom Assistant	46169	$15.34/hour
	New position		
Ripken Dillon	FCHS - Student Stage Technician	5/8/2026	$12.00/hour
	New position		
Shelly Dougherty	Transportation - Summer School Bus Driver	6/1/2026	$22.22/hour
	New position		
Donald Duncan	Transportation - Summer School Bus Driver	6/1/2026	$22.22/hour
	New position		
Lisa Duncan	Transportation - Summer School Bus Driver	6/1/2026	$22.22/hour
	New position		
Amber Engelking	Northwood - Food Services	5/14/2026	$15.23/hour
	Replacing Etta Richardson		
Luke Foraker	District-wide - Summer IT	6/1/2026	$15.00/hour
	New position		
Alida Gomez	District-wide - EL Assistant	8/5/2026	$19.17/hour
	Replacing Alida Gomez		
Hayley Gross	Administration - Temporary Receptionist	5/18/2026	$15.00/hour
	Covering Seidina Schotting LOA		
Kimberly Haveman	Northwood - Summer School Classroom Assistant	5/27/2026	$18.07/hour
	New position		
Lynn Jewell	Northwood - Special Education Assistant	8/5/2026	$17.15/hour
	Replacing Brandi Helvie		
Lesley Jones	Transportation - Summer School Bus Driver	6/1/2026	$22.22/hour

Personnel Report 6/8/2026
Changes since 5/11/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	New position		
Amanda Kirk	Northwood - Extended School Year Services	5/26/2026	$17.29/hour
	New position		
Amanda Moore	Webb - Special Education Assistant	5/13/2026	$15.92/hour
	Replacing Madison Gregory LOA		
Lisa Neathery	Northwood - Summer School Nurse	6/1/2026	$25.00/hour
	Replacing Savannah Ponsler		
Kamryn Neffle	District-wide - Performing Arts Manager	5/21/2026	$72,000.00/year
	Replacing Courtney Burke		
Cynthia Oliver	Creekside - Extended School Year Services	5/26/2026	$21.90/hour
	New position		
Samantha Pearson	Northwood - Summer Behavior Interventionist	6/1/2026	$21.25/hour
	New position		
Samantha Pearson	FCHS - Summer Behavior Interventionist	6/15/2026	$21.25/hour
	New position		
Connie Phillips	Transportation - Summer School Bus Driver	6/1/2026	$22.22/hour
	New position		
Aaron Richards	District - Operations Assistant	5/26/2026	$19.25/hour
	Replacing Kat Yeley		
Jeffrey Sego	Transportation - Summer School Bus Driver	6/1/2026	$22.22/hour
	New position		
Joseph Setnor	District-wide - Summer Grounds	6/2/2026	$15.00/hour
	New position		
Isiah Tunis	District-wide - Summer IT	6/1/2026	$15.00/hour
	New position		
Lindsey Turnbloom	Transportation - Summer School Bus Driver	6/1/2026	$22.22/hour
	New position		
Alysabeth Vaught	District-wide - Food Services Sub	5/19/2026	$15.00/hour
	New position		
Tabitha Zimmerman	Administration - Business Office Specialist	7/3/2026	$24.54
	Replacing Tabitha Zimmerman		
Staff Changes			
Leann Bean	To: Franklin Cub Academy - Lead Instructor	8/3/2026	
	From: Needham - Cub Academy Lead Instructor		
	Building change only		
Antoinette Childs	To: Cub Academy - Food Services	7/1/2026	
	From: Needham - Food Services		
	New position		
Emma Conner	To: Franklin Cub Academy - Lead Instructor	7/1/2026	
	From: Cub Academy @ Union - Lead Instructor		
	Building change		

Personnel Report 6/8/2026
Changes since 5/11/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
Shawna Conner	To: Franklin Cub Academy - Classroom Assistant	8/5/2026	
	From: Cub Academy - Sub		
	New position		
Paula Fleener	To: District-wide - Food Services Assistant (8 hours per day)	7/1/2026	
	From: District-wide - Food Services Assistant (6 hours per day)		
	Increased hours		
Chelsea Fountain	To: District-wide - Community Outreach Assistant (213 days per year)	7/1/2026	
	From: District-wide - Community Outreach Assistant (260 days per year)		
	Reduction in scheduled days		
Lisha Funkhouser	To: Franklin Cub Academy - Lead Instructor	8/3/2026	
	From: Webb - Cub Academy Lead Instructor		
	Building change only		
Amy Gatewood	To: Franklin Cub Academy - Lead Instructor	8/3/2026	
	From: Webb - Cub Academy Lead Instructor		
	Building change only		
Amanda Kirk	To: Northwood - Essential Skills Assistant	8/5/2026	$17.29/hour
	From: FCMS - Essential Skills Assistant		
	New position		
Tonia Littell	To: Franklin Cub Academy - Lead Instructor	8/3/2026	
	From: Needham - Cub Academy Lead Instructor		
	Building change only		
Jason Roberts	To: District-wide - Aquatics Director	5/18/2026	
	From: District-wide - Aquatics Director		
	Corrected start date		
David Sanchez-Heasley	To: District-wide - Skilled Stage Technician	5/15/2026	$20.00/hour
	To: District-wide - Skilled Stage Technician		
	Salary increase due to expanded duties		
Julie Shaw	To: Franklin Cub Academy - Lead Instructor	8/3/2026	
	From: Webb - Cub Academy Lead Instructor		
	Building change only		
Caroline Tatar	To: Needham - Essential Skills Assistant	8/5/2026	
	From: Northwood - Essential Skills Assistant		
	Building change only		
Kay-lynn Terkhorn	To: Creekside - Essential Skills Assistant	8/5/2026	$18.53/hour
	From: Creekside - STEM Assistant		
	Replacing Brandi Catellier		
Magi Wachtel	To: Franklin Cub Academy - Classroom Assistant	8/5/2026	
	From: Cub Academy - Sub		
	Replacing Hermina Tafoya		
Resignation/Termination			
Baylee Burton	Northwood - Behavior Interventionist	5/28/2026	
	Resignation		
Brandi Catellier	Creekside - Essential Skills Assistant	5/21/2026	
	Resignation		
Valerie Chew	Webb - Special Education Assistant	5/15/2026	

Personnel Report 6/8/2026
Changes since 5/11/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	Quit		
Morgan Gray	FCMS - Special Education Assistant	5/1/2026	
	Resignation		
Cassandra Harshey	Union - STEM	5/21/2026	
	Position eliminated		
Brenda Lieb	CBIS - Food Services	5/21/2026	
	Resignation		
Malesea Lowe	District - wide - Food Services Assistant Manager	6/1/2026	
	Resignation		
Lyndsay McKitrick	Northwood - STEM Assistant	5/21/2026	
	Position eliminated		
Maria Plasencia Camacho	Northwood - EL Assistant	5/21/2026	
	Resignation		
Rebecca Short	Transportation - Bus Aide	5/14/2026	
	Quit		
Kalob Stevens	FCHS - 2nd Shift Custodian	5/5/2026	
	Quit		
Haylin Skaggs	CBIS - Special Education Assistant	5/21/2026	
	Resignation		
Emma Sullivan	Cub Academy - Classroom Assistant	5/29/2026	
	Resignation		
Hermina Tafoya	Cub Academy - Classroom Assistant/Sub	5/21/2026	
	Resignation		
Bianca Tisdale	FCHS - Mental Health Support Team	5/27/2026	
	Resignation		
Tabitha Zimmerman	Administration - Business Office Specialist	7/3/2026	
	Resignation		
Retirement			
none			
Leave of Absence			
Jesse Marietta	Transportation - Bona Fide Bus Driver	5/4/26 - 5/8/26	
	Leave without pay days		
ECA			
New Hires			
Douglas Baker	FCHS- National Honor Society	8/3/2026	ECA Stipend
	Replacing Rebecca Hart resignation		
Sarah Brown	FCHS- Student Council	8/3/2026	ECA Stipend
	Replacing Melisa McCain resignation		
Cassie Elser	FCHS- Junior Class Sponsor	8/3/2026	ECA Stipend
	Replacing Stephanie Woodring resignation		
Bryce Garrity	FCHS- Riley Dance Marathon	8/3/2026	ECA Stipend

Personnel Report 6/8/2026
Changes since 5/11/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	Replacing Jamie Green resignation		
Amy McInteer	FCHS- Junior Class Sponsor	8/3/2026	ECA Stipend
	Replacing Leslie Hash resignation		
Kamryn Neffle	FCHS- Musical Assistant Director	8/3/2026	ECA Stipend
	Replacing Courtney Burke resignation		
Mattie Satter	FCHS- FFA Lead Sponsor	8/3/2026	ECA Stipend
	Replacing Alicia Geesey resignation		
Nicole Syester	FCHS- Riley Dance Marathon	8/3/2026	ECA Stipend
	Replacing Cassie Elser resignation		
Ashley Tilson	FCHS- Senior Class Sponsor	8/3/2026	ECA Stipend
	Replacing Jamie Green resignation		
Mallory Watson	Webb- Club Sponsor	8/3/2026	ECA Stipend
	Replacing Ashley Wilde resignation		
Lisa Whitlow-Hill	CBIS- PLC Leader	8/3/2026	ECA Stipend
	Replacing Gina Boardman position change		
Staff Changes			
Justin Armbruster	To: FCMS- 8th Grade Football Assistant Coach	8/1/2026	
	From: FCMS- 7th Grade Football Assistant Coach		
	Replacing Mark Stevenson position change		
Justin Barger	To: FCMS- 7th Grade Football Head Coach	8/1/2026	
	From: FCMS- 8th Grade Football Head Coach		
	Replacing John Pfifer position change		
Jeffrey Durst	To: 7th Grade Football Assistant Coach	8/1/2026	
	From: 8th Grade Football Assistant Coach		
	Replacing Joseph Dykes position change		
Joseph Dykes	To: 8th Grade Football Assistant Coach	8/1/2026	
	From: 7th Grade Football Assistant Coach		
	Replacing Jeffrey Durst position change		
John Pfifer	To: 8th Grade Football Head Coach	8/1/2026	
	From: 7th Grade Football Head Coach		
	Replacing Justin Barger position change		
Joseph Setnor	To: 8th Grade Girls Basketball Assisant Coach	8/1/2026	
	From: 7th Grade Girls Basketball Assistant Coach		
	Replacing Alyson Spaulding resignation		
Mark Stevenson	To: 7th Grade Football Assistant Coach	8/1/2026	
	From: 8th Grade Football Assistant Coach		
	Replacing Justin Armbruster position change		
Resignation/Termination			
Gina Boardman	CBIS- PLC Leader	5/22/2026	
	Position change		
Jody Bridges	CBIS- Robotics	5/22/2026	
	Position change		
Jacob Clark	FCHS- Football Varsity Position Coach	5/28/2026	

Personnel Report 6/8/2026
Changes since 5/11/2026

NAME	BUILDING/POSITION	EFF. DATE	SALARY
	Resignation		
Monica Crockett	CBIS- Choir Director	5/29/2026	
	Resignation		
Cassie Elser	FCHS- Riley Dance Marathon	5/22/2026	
	Resignation		
Alicia Geesey	FCHS- FFA Lead Sponsor	5/22/2026	
	Resignation		
Theresa Gorall	CBIS- Robotics	5/22/2026	
	Position change		
Jamie Green	FCHS- Riley Dance Marathon	5/22/2026	
	Resignation		
Jamie Green	FCHS- Senior Class Sponsor	5/22/2026	
	Resignation		
Rebecca Hart	FCHS- National Honor Society	5/22/2026	
	Resignation		
Jarrod Hughes	FCHS- Boys Lacrosse Assistant Coach	5/28/2026	
	Resignation		
Melisa McCain	FCHS- Student Council	5/22/2026	
	Resignation		
Madison Purcell	CBIS- Intramural Sports x 2	5/22/2026	
	Resignation		
Lisa Whitlow-Hill	CBIS- Club Sponsor	5/29/2026	
	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

Recycling
June 2026

Monitors	10
Desktop PC	36
laptops	7
Poster Printers	1
Projectors	13
chromebases	11
Document Cameras	8
Misc boxes	6
TV	4
Receiver	4
Time Clocks	8
Fax Machine	1
chrome boook	2
Loud speakers	6
Mimio	2
BoomBox	1
Cassett Player	1
Chromebooks Acer 1	1100
Desktop Phones	12
scanner	1
chromebox monitor	1
Access Points	20
ILearn headphones	4
projector bulbs	1 box
DVD players	2
VCR player	1
Kindle	19
IPads	5
network switches	3
All in One computer	1
back up battery	1

SHARED SERVICES AGREEMENT

This agreement ("Agreement") entered into on the 8th day of June, 2026, by and between Franklin Community School Corporation (hereinafter "FCSC") and Greenwood Community School Corporation (hereinafter "GCSC").

Recitals

1. GCSC desires to obtain services from FCSC as described in the attached Statement of Work ("SOW"). In general, the services to be provided are certified and non-certified employees of FCSC to assist GCSC in providing special education and related services to GCSC's students.

2. GCSC will compensate FCSC for the services provided as set forth in the attached SOW.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, AGREEMENTS AND CONDITIONS AS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. Employees of FCSC, both certified and non-certified, will provide services to GCSC at locations determined by the Director of Student Services.

2. GCSC will compensate FCSC for the services provided as set forth in the SOW.

3. GCSC will provide, at its own expense, and at locations upon GCSC's campus, the necessary facilities, equipment and materials required by FCSC employees to provide the services set forth in the SOW except for the Preschool Assessment Team located at Cub Academy in Franklin, IN. Parents will provide transportation from GCSC's campus to Cub Academy and from Cub Academy to GCSC's campus."

4. No later than the fifteenth (15th) day of each month, prior to the month that services are to be provided, GCSC and FCSC will meet, discuss and agree upon the services to be provided the following month. The agreement shall be reduced to writing. FCSC will make a good faith effort to provide the services requested by GCSC; however, it is understood by the parties that FCSC's staffing needs shall take priority over GCSC's staffing needs and FCSC shall, in its sole discretion, determine whether the requested services can be provided.

5. The parties agree that FCSC's relationship and FCSC's employee's relationship to GCSC shall be that of an independent contractor and not as an agent, employee, partner or joint venture.

6. FCSC and GCSC, their employees, agents and all others providing or receiving services pursuant to this Agreement will adhere to HIPAA and FERPA Rules and all other federal, state, and local laws relating to personally identifiable information regarding any student educational records deemed confidential pursuant to FERPA, together with all confidentiality requirements set forth in HIPAA.

7. FCSC will bill GCSC on the fifteenth (15th) day of each month following the month in which services are provided and shall, upon request, submit such additional verification to GCSC as may be reasonably requested by GCSC to confirm that services for which payment is requested have actually been performed. GCSC will also reimburse FCSC for FCSC's employees' travel expenses in an amount equal to the IRS approved rate and will also reimburse FCSC for any out-of-pocket expenses incurred by FCSC's employees in providing services pursuant to this Agreement.

8. All employees of FCSC providing services hereunder shall meet all professional licensing requirements and all employment and retention policies of FCSC, including, but not limited to, policies relating to criminal history and DCS checks as those policies apply to FCSC employees likely to have direct ongoing contact with GCSC's students within the course and during the scope of FCSC's employees employment. Employees of FCSC shall comply with all rules, policies and administrative guidelines of GCSC to the extent those rules, policies and guidelines are not in direct conflict with the rules, policies and guidelines of FCSC. In the event a rule, policy or guideline of GCSC is in direct conflict with a rule, policy or guideline of FCSC, the parties will meet and attempt to resolve the conflict. In the event the conflict cannot be resolved through negotiation between the parties, FCSC may decline to provide services.

9. Neither party shall be liable to the other whatsoever for any special, consequential, indirect, exemplary or punitive damages, including any damages on account of lost profits, lost data, loss of use of data or lost opportunity, whether placed on notice of any such alleged damages and regardless of the form of action in which such damages may be sought. The fees and billings due under this Agreement are not considered special damages or lost profits and shall not be limited by these provisions.

10. GCSC will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate by GCSC and suitable to the setting to which FCSC's employees have been assigned. GCSC shall ensure compliance with all applicable OSHA obligations to include general training on the reporting of workplace injuries, incidents and occupational exposure to blood-born pestilence occurring at GCSC's facility. Records of such occurrences must be maintained by GCSC and accessible to FCSC within guidelines set forth by governing entities. In the event of workplace injury, incident or exposure, each affected FCSC employee will immediately contact GCSC, appointed supervisor, and report to the applicable treating department as per GCSC's protocol. FCSC shall also report workplace injury, incident, exposure, to FCSC concurrently with GCSC for the purpose of reporting such event to FCSC's worker's compensation carrier. If FCSC's employees are not eligible for treatment of workplace injury, incident or exposure by GCSC or if reporting requirements change during the term of this Agreement, GCSC is responsible for written notification of such information to FCSC.

11. The term of this Agreement shall be for one (1) year commencing at 12:01am on July 1, 2026, and ending at 12:00 midnight on June 30, 2027. This Agreement may be renewed for additional one (1) year terms by agreement of the parties, provided, however, that if this Agreement is not renewed by agreement of the parties at least sixty (60) days prior to the date of

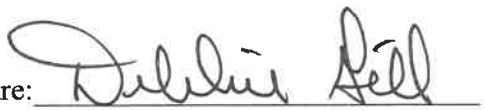
its expiration, unless the parties agree otherwise, this Agreement shall automatically terminate upon the current term's expiration date.

12. This Agreement may be terminated for convenience by either party upon thirty (30) days written notice.

13. FCSC shall at all times provide, at FCSC's sole expense, comprehensive general liability insurance, worker's compensation insurance, professional liability insurance, and all other insurance provided by FCSC to its certified or non-certified employees who will be providing services to GCSC pursuant to the terms of this Agreement.

14. Nothing in this Agreement shall be construed to create or extend any rights to any third parties as third-party beneficiaries.

15. This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties This Agreement shall insure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties.

Franklin	GCSC
Signature: 	Signature: _____
Printed: Debbie Gill	Printed: _____
Title: Board of School Trustee	Title: _____
Date: June 8, 2026	Date: _____

SHARED SERVICES AGREEMENT

This agreement ("Agreement") entered into on the 8th day of June, 2026, by and between Franklin Community School Corporation (hereinafter "FCSC") and Nineveh-Hensley-Jackson United School Corporation (hereinafter "NHJ").

Recitals

1. NHJ desires to obtain services from FCSC as described in the attached Statement of Work ("SOW"). In general, the services to be provided are certified and non-certified employees of FCSC to assist NHJ in providing special education and related services to NHJ's students.

2. NHJ will compensate FCSC for the services provided as set forth in the attached SOW.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, AGREEMENTS AND CONDITIONS AS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. Employees of FCSC, both certified and non-certified, will provide services to NHJ at locations determined by the Director of Student Services.

2. NHJ will compensate FCSC for the services provided as set forth in the SOW.

3. NHJ will provide, at its own expense, and at locations upon NHJ's campus, the necessary facilities, equipment and materials required by FCSC employees to provide the services set forth in the SOW except for the Preschool Assessment Team located at Cub Academy in Franklin, IN. Parents will provide transportation from NHJ's campus to Cub Academy and from Cub Academy to NHJ's campus."

4. No later than the fifteenth (15th) day of each month, prior to the month that services are to be provided, NHJ and FCSC will meet, discuss and agree upon the services to be provided the following month. The agreement shall be reduced to writing. FCSC will make a good faith effort to provide the services requested by NHJ; however, it is understood by the parties that FCSC's staffing needs shall take priority over NHJ's staffing needs and FCSC shall, in its sole discretion, determine whether the requested services can be provided.

5. The parties agree that FCSC's relationship and FCSC's employee's relationship to NHJ shall be that of an independent contractor and not as an agent, employee, partner or joint venture.

6. FCSC and NHJ, their employees, agents and all others providing or receiving services pursuant to this Agreement will adhere to HIPAA and FERPA Rules and all other federal, state, and local laws relating to personally identifiable information regarding any student educational records deemed confidential pursuant to FERPA, together with all confidentiality requirements set forth in HIPAA.

7. FCSC will bill NHJ on the fifteenth (15th) day of each month following the month in which services are provided and shall, upon request, submit such additional verification to NHJ as may be reasonably requested by NHJ to confirm that services for which payment is requested have actually been performed. NHJ will also reimburse FCSC for FCSC's employees' travel expenses in an amount equal to the IRS approved rate and will also reimburse FCSC for any out-of-pocket expenses incurred by FCSC's employees in providing services pursuant to this Agreement.

8. All employees of FCSC providing services hereunder shall meet all professional licensing requirements and all employment and retention policies of FCSC, including, but not limited to, policies relating to criminal history and DCS checks as those policies apply to FCSC employees likely to have direct ongoing contact with NHJ's students within the course and during the scope of FCSC's employees employment. Employees of FCSC shall comply with all rules, policies and administrative guidelines of NHJ to the extent those rules, policies and guidelines are not in direct conflict with the rules, policies and guidelines of FCSC. In the event a rule, policy or guideline of NHJ is in direct conflict with a rule, policy or guideline of FCSC, the parties will meet and attempt to resolve the conflict. In the event the conflict cannot be resolved through negotiation between the parties, FCSC may decline to provide services.

9. Neither party shall be liable to the other whatsoever for any special, consequential, indirect, exemplary or punitive damages, including any damages on account of lost profits, lost data, loss of use of data or lost opportunity, whether placed on notice of any such alleged damages and regardless of the form of action in which such damages may be sought. The fees and billings due under this Agreement are not considered special damages or lost profits and shall not be limited by these provisions.

10. NHJ will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate by NHJ and suitable to the setting to which FCSC's employees have been assigned. NHJ shall ensure compliance with all applicable OSHA obligations to include general training on the reporting of workplace injuries, incidents and occupational exposure to blood-born pestilence occurring at NHJ's facility. Records of such occurrences must be maintained by NHJ and accessible to FCSC within guidelines set forth by governing entities. In the event of workplace injury, incident or exposure, each affected FCSC employee will immediately contact NHJ, appointed supervisor, and report to the applicable treating department as per NHJ's protocol. FCSC shall also report workplace injury, incident, exposure, to FCSC concurrently with NHJ for the purpose of reporting such event to FCSC's worker's compensation carrier. If FCSC's employees are not eligible for treatment of workplace injury, incident or exposure by NHJ or if reporting requirements change during the term of this Agreement, NHJ is responsible for written notification of such information to FCSC.

11. The term of this Agreement shall be for one (1) year commencing at 12:01am on July 1, 2026, and ending at 12:00 midnight on June 30, 2027. This Agreement may be renewed for additional one (1) year terms by agreement of the parties, provided, however, that if this Agreement is not renewed by agreement of the parties at least sixty (60) days prior to the date of its expiration, unless the parties agree otherwise, this Agreement shall automatically terminate

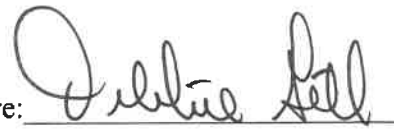
upon the current term's expiration date.

12. This Agreement may be terminated for convenience by either party upon thirty (30) days written notice.

13. FCSC shall at all times provide, at FCSC's sole expense, comprehensive general liability insurance, worker's compensation insurance, professional liability insurance, and all other insurance provided by FCSC to its certified or non-certified employees who will be providing services to NHJ pursuant to the terms of this Agreement.

14. Nothing in this Agreement shall be construed to create or extend any rights to any third parties as third-party beneficiaries.

15. This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties This Agreement shall insure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties.

Franklin	**NHJ**
Signature: 	Signature:_____
Printed: Debbie Gill	Printed:_____
Title: Board of School Trustee	Title:_____
Date: June 8, 2026	Date:_____

June 2026 Board Meeting

"August 2026" Software Renewals

- **Education Advanced**
  - **$10,608.00**
- **Scholastic Go**
  - **$9,353.40**
- **CDW (Google Gemini Licenses)**
  - **$1,995.84**
- **Energy Cap**
  - **$4,429.87**
- **PowerSchool (Special Programs)**
  - **$5,040.00**

Surplus
June 2026

Northwood Elementary Library Student Chairs – 36 each

FCHS student desks – 991

Webb Final Surplus Inventory 5/27/26

Classroom:	**Gatewood**	**Funkhouser**	**Shaw**	**Total Remaining**
Item	Quantity	Quantity	Quantity	
Student Tables	4	4	5	5
~~Student Chairs~~	~~21~~	24 wood chairs	~~24~~	24
~~Teacher Whiteboard Easel~~	~~1~~	~~1~~	~~1~~	0
Play Kitchen	2	1	2	3
Play Kitchen/Kid Table	1	1	1	1
Play Kitchen/Kid Chairs	4	4	3	1
Teacher Chair	3	2	1	0
Teacher Desk	1	1	1	1
Student Mailboxes	0	0	0	0
Art Drying Rack	1	1	1	3
Art Easel	1	1	0	2
Toy Open Cabinet	0	2	0	0
Book Shelf (white and tall)	1	2	1	3
Toy Shelf	4	0	2	0
Story Carpet	1	1	1	3
Student Couch	1	2	1	4
Student Chair	1	1	1	3
Discovery Table (water)	1	1	1	3
Metal File Cabinets	1	1	1	3
Book Easel/Stand	0	0	0	0
Puppet Stand	0	0	1	1
Cubbies (not built-in ones)	4	0	3	7
Lego Table	0	0	0	0
Dollhouse	1	0	0	1
Baby High Chair	0	0	0	0
Baby Crib	1	0	0	0
Grocery Cart	0	0	0	0
Tricycles	0	0	0	0
Scooters	0	0	0	0
Toy Tower	1	1	1	0

Needham Final Surplus Inventory 5/27/26

Classroom:	Bean	Littell	Total Remaining
Item	Quantity	Quantity	
Student Tables	4	5	8
Student Chairs (blue)	24	20	44
Teacher Whiteboard Easel	1	1	1
Play Kitchen	1	1	1
Play Kitchen/Kid Table	1	0	1
Play Kitchen/Kid Chairs	4	0	4
Teacher Chair	2	2	0
Teacher Desk	1	1	0
Student Mailboxes	0	0	0
Art Drying Rack	1	1	1
Art Easel	1	1	1
Toy Open Cabinet	2	0	0
Book Shelf			0
Toy Shelf	0	0	0
Story Carpet	1	1	2
Student Couch	0	0	0
Student Chair	0	0	0
Discovery Table (water)	1	1	1
Metal File Cabinets	0	1	1

Creekside Final Surplus Inventory 5/27/26

Classroom:	**Bertel**	**Brown**	**Collins**	**Crase**	**Total Remaining**
Item	Quantity	Quantity	Quantity	Quantity	
Student Tables	3	3	3	3	12
Student Chairs	31	15	15	15	76
Teacher Whiteboard Easel	1	1	1	1	2
Play Kitchen	1	1	1	1	4
Play Kitchen/Kid Table	1	0	1	1	3
Play Kitchen/Kid Chairs	0	0	2	4	6
Teacher Chair	2	2	3	3	0
Teacher Desk	2	2	1	1	3
Student Mailboxes	1	0	1	1	2
Art Drying Rack	1	1	1	1	4
Art Easel	1	1	1	0	3
Toy Open Cabinet	3	2	2	2	9
Book Shelf	1	0	0	1	2
Toy Shelf	0	1	1	0	2
Story Carpet	0	0	1	1	2
Student Couch	0	0	0	0	0
Student Chair	0	0	0	1	1
Discovery Table (water)	1	1	1	1	4
Metal File Cabinets	2	1	0	0	3
Book Easel/Stand	0	1	1	0	2
Puppet Stand	1	0	0	0	1
Cubbies (not built in)	0	0	0	0	0
Lego Table	1	0	0	0	1
Dollhouse	3	0	1	0	4

In addition,

1 tricycle and radio flyer rolling scooter for outdoor play

1 small wheelchair

1 clinical weigh/height scale

CBIS Final Surplus Inventory 5/28/26

Classroom:	Room 1/Julie's	Room 2/Larissa's	Total Remaining
Item	Quantity	Quantity	
Student Tables	3	1	4
Student Chairs	10	0	10
Teacher Whiteboard Easel	0	0	0
Play Kitchen	1	0	1
Play Kitchen/Kid Table	1	0	1
Play Kitchen/Kid Chairs	2	0	2
Teacher Chair	1	8	0
Teacher Desk	1	3	0
Student Mailboxes	0	0	0
Art Drying Rack	0	0	0
Art Easel	0	0	0
Toy Open Cabinet	3	0	3
Book Shelf	0	0	0
Toy Shelf	0	0	0
Story Carpet	0	0	0
Student Couch	0	0	0
Student Chair	0	0	0
train table	1	0	0
Metal File Cabinets	0	2	2
Book Easel/Stand (open facing)	0	0	0
Puppet Stand	0	0	0
Cubbies (not built in ones)	1	0	1
Lego Table	1	0	0
Dollhouse	1	0	0
File Cabient (trio matching)			3
Plastic Storage Cabinet		2	0
Room Dividers			3

Union Final Surplus Inventory 5/28/26

Classroom:	Conner	Total Remaining
Item	Quantity	
Student Tables	5	0
Student Chairs	21	11
Teacher Whiteboard Easel	0	0
Play Kitchen	1	0
Play Kitchen/Kid Table	0	0
Play Kitchen/Kid Chairs	0	0
Teacher Chair	1	0
Teacher Desk	1	0
Student Mailboxes	1	0
Art Drying Rack	0	0
Art Easel	0	0
Toy Open Cabinet	0	0
Book Shelf	0	0
Toy Shelf	0	0
Story Carpet	1	1
Student Couch	2	0
Student Chair	0	0
Discovery Table (water)	1	0
Metal File Cabinets	0	0
Book Easel/Stand	0	0
Puppet Stand	1	0
Cubbies (not built in ones)	2	1
Lego Table	0	
office/reading furniture piece	2	2



gogrizzlycubs.com

@gogrizzlycubs



FCMS All-Sports

Boys - T-1st

Girls - 1st

Combined - 1st



FCHS All-Sports

Boys - 2nd

Girls - 1st

Combined - 2nd



State Tournament Series Highlights

Fall

- Girls Golf
- Cross Country
- Girls Volleyball

Winter

- Wrestling
- Swim & Dive

Spring

- Track & Field
- Boys Volleyball
- Softball
- Boys Golf

Personal Branding Activity (PBA)

- **Not the same as NIL at the Collegiate Level**

- **A PBA is any activity where a student uses their name, image, or likeness for promotional, endorsement, or commercial purposes, such as social media posts, appearances, or sponsorships;**
  - **Not connected to their participation in a school's athletic program,**
  - **Not tied to athletic performance or competition outcomes,**
  - **Not involve school representation**
  - **Not part of a Collective**

Our role in PBA's

- **Compliance**
  - **Remain disassociated from all PBA agreements**
  - **Student reporting within 48 hours (IHSAA Form much like Transfers)**
  - **Provide PBA Education to parents, students, coaches**
    - **IHSAA FAQ and Webinars**
    - **Preseason Team Meetings**
    - **Handbook Revision**



Program and Coach Evaluation

Grit Leadership

Grit Leadership

- **Survey platform specializing in education-based athletics**
- **Surveys will be sent out to coaches, parents, and student-athletes requesting feedback on coaches and individual athletic programs**
- **Likert scale and open ended questions**
- **AI integration to evaluate the survey data and provide professional development resources.**



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2026 - 2027 FCVS Calendar (K-5) DRAFT

Elementary Grades

July 27 & 30 - New Parent and Student Orientation
July 28 - Returning Parent and Student Orientation

Aug 10- EdOptions First Student Day

Sept 7 - Labor Day - NO School

Oct 2 - End of Grading Period
Oct 12-16 - Fall Break - NO School

Nov 23-24 - Asynchronous Learning
Nov 25-27 - Thanksgiving Break

Dec 18 - Last Day of First Semester
Dec 21 - First Day of Winter Break

Jan 11 - First Day of Spring Semester
Jan 18 - MLK Day - NO School

Mar 12 - End of Grading Period
March 23-27 - Spring Break - NO School

May 27 - Last Day of School
May 29 - HS Graduation

Color Key Code
Student Days
Student Orientation Days
Asynchronous Learning
NO SCHOOL

Board Approved: Pending

2026 - 2027 FCVS Calendar (6-12) DRAFT

Secondary Grades

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	**29**
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jul 28- New Parent and Student Orientation
Jul 27 & 30- New Parent and Student Orientation

Aug 3 - Indiana Online First Student Day

Sept 7 - Labor Day - NO School
Sept 17 - Asynchronous Learning

Oct 2 - End of Grading Period
Oct 12-23 - Asynchronous Learning**
**Families choose 1 week for Fall Break

Nov 23-25 - Asynchronous Learning
Nov 26-27 - Thanksgiving Break

Dec 14 - Fall Coursework Deadline
Dec 16 - Fall Final Exam Deadline
Dec 17 - First Day of Winter Break

Jan 5 - First Day of Spring Semester
Jan 18 - MLK Day - NO School

Feb 15 - President's Day - NO School

Mar 12 - End of Grading Period
Mar 22-April 2 - Asynchronous Learning**
**Families choose 1 week for Spring Break

April 5 - Live Classes Resume

May 17 - Spring Coursework Deadline
May 19 - Spring Final Exam Deadline
May 19 - Last Day of School
May 20-21 - NO School
May 29 - HS Graduation
May 31 - Memorial Day

Color Key Code
Student Days
Student Orientation Days
Asynchronous Learning
NO SCHOOL

Board Approved: Pending

Re: School Counseling Curriculum Resource Adoption
Date: May 2026
Requestors: K-6 School Counseling Team

Why: According to our K-6 school counseling team, the current curriculum is outdated.

Request: Therefore, I am requesting permission to grant our seven K-6 school counselors access to the Bright Futures counseling platform, which provides access to research-based curriculum and associated professional development.

Rationale: Bright Futures Counseling has curated research-based resources to equip counselors with lessons, activities, and materials for all tiers of instruction, from whole-group to one-on-one counseling.

- Of the ten curricular options considered by the seven-member team, this resource proved to be the most user-friendly, with the largest breadth of resources to meet individual student needs.

- The opportunity to engage students through activities and games, rather than solely through lecture-based lessons, was a win for the counselors. They have been looking for more creative ways to deliver content on teamwork, problem-solving, decision-making, kindness, and related topics.

- Research-based resources continue to be a priority. This platform provides these resources in one place.

Reference & Parent Engagement: This resource was recommended to one of our counselors at a recent professional conference. Thank you to Crystal May at Needham Elementary for vetting this proposed resource with parents. None expressed objections or concerns.

Cost: Annual cost is $390/counselor (7) = $2730 (with 7% discount) Total = **$2538.90**

- The team vetted ten options, ranging in cost from from five figures to hundreds of dollars per building.

ESTIMATE

Bright Futures Counseling
641 San Roy Drive South, Dunedin, FL 34698,
UNITED STATES
Tax ID: 36-4920719
payments@brightfutures-counseling.com; Website:
www.brightfutures-counseling.com

Estimate No# : 00570
Estimate Date : Apr 28, 2026

$2,538.90

ESTIMATED AMOUNT

BILL TO
Franklin Community Schools
Dr. Brooke Worland
998 Grizzly Cub Drive, FRANKLIN, IN 46131,
UNITED STATES
worlandb@franklinschools.org
Phone: +1 317-346-8705

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT($)
1	Annual IMPACT School Counselor Membership A 7% dscount is applied to orders with 5-10 licenses.	7	$390.00	$2,730.00

Subtotal	$2,730.00
Other discount (7%)	-$191.10
TOTAL	**$2,538.90 USD**

NOTES TO CUSTOMER

IMPACT membership for Franklin Community Schools with seven transferable licenses.

TERMS AND CONDITIONS

All included resources, trainings, and calls are downloadable so they can be used in future school years. Access begins when the purchase order is approved and lasts for 365 days.

SAVVAS
LEARNING COMPANY

Franklin Cmty School Corp
Quote Number Q-243310

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

Sue Kruger
Franklin Cmty School Corp
998 Grizzly Cub Dr
Franklin, IN 46131-1398

Quote Creation Date: 5/4/2026
Quote Expiration Date: 9/30/2026

Franklin_Experience Biology 2024 adoption_Updated 5/4/26*
Price Quote Summary

Solution	Base Amount	Free Amount	Total
Miller & Levine Biology Professional Development	$0.00	$800.00	$0.00
Miller Levine Biology	$44,085.00	$10,396.00	$44,085.00
Solution Subtotal:	$44,085.00	$11,196.00	$44,085.00

Shipping and Handling:	$1,608.00
Total:	$45,693.00

SAVVAS
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Franklin Cmty School Corp
Quote Number Q-243310

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

Price Quote Detail

Miller & Levine Biology Professional Development

Miller & Levine Biology Professional Development - Virtual Miller & Levine Biology Professional Learning Offerings ©2019

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
0000125821	VIRTUAL MILLER LEVINE BIO @2019 PROGRAM ACTIVATION	$800.00	1	0	$800.00	$0.00
	Miller & Levine Biology Professional Development - Virtual Miller & Levine Biology Professional Learning Offerings ©2019 - Subtotal:				$800.00	$0.00

Miller Levine Biology

Miller Levine Biology - Miller Levine Biology for Indiana ©2024

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781428541849	MILLER LEVINE BIOLOGY 2024 INDIANA TEACHER EDITION GRADE 9/12	$244.00	4	0	$976.00	$0.00
9781418856328	MILLER LEVINE BIOLOGY 2024 INDIANA STUDENT EDITION + DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 9/12	$167.50	0	120	$0.00	$20,100.00
9781418384050	MILLER LEVINE BIOLOGY 2019 FOUNDATIONS WORKBOOK STUDENT EDITION 6-YEAR SUBSCRIPTION GRADE 9/10	$78.50	120	0	$9,420.00	$0.00
9781418856342	MILLER LEVINE BIOLOGY 2024 INDIANA DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 9/12	$117.00	0	205	$0.00	$23,985.00
	Miller Levine Biology - Miller Levine Biology for Indiana ©2024 - Subtotal:				$10,396.00	$44,085.00

Solution Subtotal:	**$11,196.00**	**$44,085.00**
Shipping and Handling:		$1,608.00
Total:		$45,693.00

SAVVAS
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Franklin Cmty School Corp
Quote Number Q-243310

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Paramus, NJ, 07652-2938

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation.We have several ways you can place your order with Savvas Learning Company:

- **my Savvas Orders:**
  www.mysavvasorders.savvas.com
- Create a case online at:
  https://support.savvas.com/support/s/
  by clicking the **Place and Manage Orders** tile on the my Savvas Support home page
- **Phone:** 800-848-9500

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Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Damaged & Defective Products: If a print product, or the print component of a blended (print & digital) product, is received in damaged or defective condition, Savvas will issue a credit or replacement at no charge to the customer if the customer promptly (no later than 120 days) returns the damaged or defective product. Customers must report missing product immediately upon receipt.

Return Policy: Returns (other than damaged or defective products) are subject to the following conditions: (a) materials must be returned to Savvas at the customer's expense in new, unused condition, suitable for resale by Savvas (note that any barcoding, stickering, stamping or similar marking on any print materials renders them unsuitable for resale); (b) materials must be returned within six (6) months from the date of purchase; (c) the customer must obtain a Return Materials Authorization ("RMA") from Savvas prior to returning the materials, and must ship the materials back to Savvas within thirty days of receiving the RMA; (d) all materials sold in a set or package must be returned complete as originally sold; and (e) any materials provided by Savvas to the customer on a no-charge basis in consideration of the customer's purchase must be returned in proportion to the purchased materials that are being returned for a credit. A restocking fee of 3% may be applied to credits over $1,000. Savvas' return policy does not apply to science lab kits or trade publication novels, which are sold on a non-returnable basis.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the anniversary of the original order date for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to shipment date. (the anniversary of the original order date unless changed). Changes can be made on the Subscription Worktext Site: https://worktext-subscriptions.savvas.com

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Professional Services: All paid services must be delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. Any cancellation made with less than 72 hours' notice will result in a cancellation fee equal to the full price of the event. MySavvasTraining is included with purchase of products
https://mysavvastraining.com

English Workshop 9 PLC
August 2026

PROPOSAL: To read the novel *Stargirl* by Jerry Spinelli in English 9 Workshop classes.

Common Sense Media Review: 5 out of 5 stars
Parent Review on Common Sense Media: 4 out of 5 stars
Student Review on Common Sense Media: 4 out of 5 stars

Book	Synopsis	Awards & Honors
Stargirl by Jerry Spinelli	At Mica Area High School, the student body is defined by a sea of conformity until the arrival of Stargirl Caraway. She wears long peasant dresses, plays the ukulele in the cafeteria, and cheers for both teams. Leo Borlock falls in love with her unconventional spirit, but as the school turns against her for being different, Leo urges her to become "normal." The novel explores the tension between the need for popularity and the value of nonconformity, ultimately questioning what it means to be true to oneself.	New York Times Bestseller Parents' Choice Gold Award Winner ALA Notable Children's Book An ALA Best Book for Young Adults

CONNECTION TO: This book will fit into a thematic unit regarding Individualism vs. Conformity and the impact of social hierarchies on personal identity.

The following state standards will be addressed through the exploration of the novel:

- 9-10.RC.1: Analyze what a text says explicitly and implicitly (e.g., inferences and interpretations) by citing strong and thorough textual evidence to support and explain how the evidence develops the analysis.

- 9-10.RC.2: Determine the meaning of words and phrases as they are used in a work of literature, including figurative and connotative meanings; analyze the cumulative impact of specific word choices on meaning and tone.

- 9-10.RC.3: Analyze and evaluate how an author's choices concerning how to structure specific parts of a work of literature (e.g., the choice of where to begin or end a story) contribute to its overall meaning and effect.

- 9-10.RC.4: Analyze how complex characters (e.g., those with multiple or conflicting motivations) develop over the course of a text, interact with other characters, and advance the plot or develop the theme.

- 9-10.W.1: Write arguments in a variety of forms that introduce precise claim(s), distinguish the claim(s) from alternate or opposing claims, and create an organization that logically sequences evidence.

- 9-10.CC.1: Initiate and engage in a range of collaborative discussions on grade-appropriate topics, texts, and issues, building on others' ideas and expressing personal ideas clearly and persuasively.

English Workshop 9 PLC
August 2026

PROPOSAL: To adopt *Percy Jackson and the Olympians: The Lightning Thief* by Rick Riordan as a whole-class anchor text for English 9 Workshop. This text will serve as the primary vehicle for modeling reading strategies, analyzing narrative structure, and introducing the "Hero's Journey" archetype.

Common Sense Media:

- 4 out of 5 stars for Common Sense Media and parents
- 5 out of 5 stars for students
- Common Sense Family Selection Award

Book	Synopsis	Awards & Honors
Percy Jackson and the Olympians by Rick Riordan	Twelve-year-old Percy Jackson is on the verge of being expelled from boarding school... again. Lately, mythological monsters and the gods of Mount Olympus seem to be walking straight out of the pages of Percy's Greek mythology textbook and into his life. Worse yet, he's angered a few of them. Zeus's master lightning bolt has been stolen, and Percy is the prime suspect. Now Percy and his friends have just ten days to find and return Zeus's stolen property and bring peace to a warring Mount Olympus.	New York Times Bestseller ALA Notable Book School Library Journal Best Book of the Year Red House Children's Book Award Winner

CONNECTION TO: This book will fit into a thematic unit regarding Individualism vs. Conformity and the impact of social hierarchies on personal identity. English 9 Workshop Unit 1 — Foundations of Narrative and the Archetypal Hero.

The following state standards will be addressed through the exploration of the novel:

Reading: Literature

- 9-10.RL.2.1: Cite strong and thorough textual evidence to support analysis of what a text says explicitly as well as inferences and interpretations drawn from the text.

- 9-10.RL.2.2: Analyze in detail the development of a theme over the course of a work of literature, including how it emerges and is shaped and refined by specific details.

- 9-10.RL.2.3: Analyze how complex characters develop over the course of a text, interact with other characters, and advance the plot or develop the theme.

- 9-10.RL.3.2: Analyze how an author's choices concerning how to structure a text, order events within it, and manipulate time contribute to the overall meaning and effect of a work.

Reading: Vocabulary

- 9-10.RV.2.1: Use context clues to determine or clarify the meaning of words and phrases.

- 9-10.RV.3.3: Interpret figures of speech (e.g., euphemism, oxymoron) in context and analyze their role in the text.

Communication and Collaboration

- 9-10.CC.1: Initiate and engage in a range of collaborative discussions on grade-appropriate topics, texts, and issues, building on others' ideas and expressing personal ideas clearly and persuasively.

- 9-10.CC.2: Engage in a thoughtful, well-reasoned exchange of ideas by referring to specific evidence from the text to support or refute ideas.

English 9 PLC
Spring 2026 Adoption Proposal

PROPOSAL: English 9 students will read the original Romeo and Juliet text with a side-by-side modernized translation.

BOOK: *No Fear Shakespeare, Romeo and Juliet* by William Shakespeare
Publisher, SparkNotes

STATE STANDARDS:

Reading Comprehension Standards
9-10.RC.1 Analyze what a text says both explicitly and implicitly (e.g., inferences and interpretations) by citing strong and thorough textual evidence. **(E)**
9-10.RC.1 Analyze what a text says both explicitly and implicitly (e.g., inferences and interpretations) by citing strong and thorough textual evidence. **(E)**
9-10.RC.2 Analyze in detail the development of two or more themes over the course of a work of literature, including how they emerge and are specific and refined by specific details. **(E)**
9-10.RC.5 Analyze a series of ideas or events, including the order in which the points are made and developed, and the connections that are drawn between them.
9-10.RC.9 Use context to determine or clarify the meaning of words and phrases.
9-10.RC.12 Analyze the meaning of words and phrases as they are used in works of literature, including figurative, connotative, and denotative meanings; analyze the impact of specific word choices on meaning and tone, including words with multiple meanings. **(E)**

Writing Standards
9-10.W.1 Write arguments in a variety of forms that: a. Introduce claim(s), distinguish the claim(s) from alternate or opposing claims, and create an organization that establishes clear relationships among claim(s), counterclaims, reasons, and evidence. b. Use rhetorical strategies to enhance the effectiveness of the claim. c. Develop claim(s) and counterclaims fairly, supplying evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience's knowledge level and concerns. d. Use effective transitions to link the major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims. e. Establish and maintain a consistent style and tone appropriate for the purpose and audience. f. Provide a concluding statement or section that follows from and supports the argument presented. **(E)**

9-10.W.3 Write narrative compositions in a variety of forms that: a. Engage and orient the reader by setting out a problem, situation, or observation, establishing one or multiple point(s) of view, and introducing a narrator and/or characters. b. Create a smooth progression of experiences or events. c. Use narrative techniques, such as dialogue, pacing, description, reflection, and multiple plotlines to develop experiences, events, and/or characters. d. Use a variety of techniques to sequence events so that they build

on one another to create a coherent whole. e. Use precise words and phrases, telling details, and sensory language to convey a vivid picture of the experiences, events, setting, and/or characters. f. Provide an ending that follows and reflects on what is experienced, observed, or resolved over the course of the narrative. **(E)**

AP Language and Composition
April 2026

Advanced Placement English Language and Composition

Author(s): Dr. Brandon Abdon, Timothy Freitas & Lauren Peterson

Justification from Perfect Learning:

"This concise and accessible AMSCO® edition is structured and written to follow the current College Board® Course and Exam Description through a perfect blend of engaging nonfiction readings, written by both classic and contemporary writers, and practical writing instruction.

Scaffolded activities develop student competence in close reading, rhetorical analysis, and critical composition and revision skills. Students develop key rhetoric, argument, and synthesis skills and apply strategic stylistic choices at the college level."

This text is closely aligned with the College Board frameworks (objectives and essential learnings). This text is used among AP Language and Composition teachers across the country.

English 12 PLC
May 2026

Justification:
The second semester of English 12 will allow students to further their real world writing and speaking skills by piggybacking off of the first semester unit on media literacy and evaluating multiple viewpoints. This unit will help students learn strategies involving employability skills: self-awareness, self-management, and social awareness, paired with practical applications they can utilize both personally and professionally when leaving high school.

We propose to use the book *Emotional Intelligence 2.0* by Travis Bradberry and Jean Greaves in an effort to help us achieve this goal.

About the Authors: From books.google.com:
"Dr. Travis Bradberry is the award-winning coauthor of the #1 bestseller *Emotional Intelligence 2.0* and the Chief People Scientist at LEADx. His bestselling books have sold more than 5 million copies, have been translated into 25 languages, and are available in 150 countries. Dr. Bradberry is a LinkedIn Top Voice, with 2.6 million followers on the platform. He has written for or been covered by *USA Today, The Wall Street Journal, The Washington Post, The Harvard Business Review, Bloomberg Businessweek, Fortune, Fast Company,* and *Forbes*."

Synopsis	Standards
From Amazon: "Over 3 Million Copies Sold Times change. Emotions don't. In a noisy world full of quick fixes, one skill remains your strongest edge: emotional intelligence (EQ). *Emotional Intelligence 2.0* has set the standard — not just as a bestseller, but as the foundational guide trusted by millions to unlock their potential and achieve lasting success — at work and in life. Backed by research and trusted by Fortune 500 companies, *Emotional Intelligence 2.0* has helped millions build the skills that matter most. Why? Because 90% of top performers have high EQ, and EQ is the single biggest predictor of performance.	11-12.CC.1 Initiate and engage in a range of collaborative discussions on grade-appropriate topics, texts, and issues, building on others' ideas and expressing personal ideas clearly and persuasively. 11-12.CC.2 Engage in a thoughtful, well-reasoned exchange of ideas by referring to specific evidence. 11-12.CC.3 Expand conversations by posing and responding to questions that probe reasoning and evidence; ensure a hearing for a full range of positions on a topic or issue; clarify, verify, or

Fully updated in 2021, this edition reflects the latest research in emotional intelligence and real-world strategies for success. This book provides a proven, practical approach to increasing EQ using 66 time-tested strategies across the four core EQ skills: 1. Self-Awareness 2. Self-Management 3. Social Awareness 4. Relationship Management”	challenge ideas and conclusions; and promote divergent and creative perspectives. 11-12.CC.4 Conduct, debate, and discuss to allow all views to be presented; allow for a dissenting view, in addition to group compromise; and determine what additional information or research is required to deepen the investigation or complete the task. 11-12.CC.5 Evaluate a speaker’s perspective, reasoning, and use of evidence and rhetoric, as well as assessing stylistic choices such as word choice, points of emphasis, and tone. 11-12.CC.6 Using a range of informal and formal tasks, present information, findings, and supporting evidence, conveying a clear and distinct perspective, such that listeners can follow the line of reasoning. Address opposing perspectives, ensuring the organization, development, substance, and style are appropriate to purpose and audience.

Principles of Early Childhood Education

Career Cluster	Education
Program of Study	Early Childhood
NLPS Sequence	A
Course Code	7160
Course Description	This course provides students with an overview of skills and strategies necessary to successfully complete a certificate. Additionally, it provides an overview of the history, theory, and foundations of early childhood education as well as exposure to types of programs, curricula and services available to young children. This course also examines basic principles of child development, Developmentally Appropriate Practices (DAP), importance of family, licensing, and elements of quality care of young children with an emphasis on the learning environment related to health, safety, and nutrition. Students may be required to complete observations and field experiences with children as part of this course.
Credits	2 semester course, 2 semesters required, 1 credit per semester, 2 credits maximum
ITCC Course Alignment	ECED 100: Introduction to Early Childhood Education; ECED 101: Health, Safety, and Nutrition

Ivy Tech Community College has agreed to offer this course as dual credit. Brooke Jerngien is a FCHS FACS Teacher, and is awaiting final IVY Tech instructor approval. Katie Smith, Director of Cub Academy Preschool, has agreed to welcome FCHS Early Childhood students into the preschool classrooms and events for their observations and field experiences as outlined in the course description.

Franklin Community Schools Elementary Handbook Proposed Changes

Changes marked by yellow highlighting

2025-2026	2026-2027
	Added under Discipline Policies Section: 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 Union, Needham, and Webb Elementary Schools (locations subject to change). Our preschool program is called Cub Academy and offers both full day and half day options. Please visit www.franklinschools.org or call Mrs. Katie Smith at 317-346-8200 for more information. You can also email Mrs. Smith at smithk@franklinschools.org.	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.
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.	FAMILY/TEACHER COMMUNICATION & CONFERENCING We encourage parent involvement and communication with our school. We use Parent Square as our primary communication platform, but our teachers also can communicate via their school email and school phone. If you need to conference with your child's teacher, please call ahead to schedule a time that is best for both of you.
Please note also that dates, letterhead, locations of programs, and/or contacts have been updated.	

General Information
Title IX - Nondiscrimination on the Basis of Sex in Education Programs or Activities

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.

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 the contact 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 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)

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.

VISITORS AT SCHOOL

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.

FAMILY/TEACHER COMMUNICATION & CONFERENCING

We encourage parent involvement and communication with our school. We use Parent Square as our primary communication platform, but our teachers also can communicate via their school email and school phone. If you need to conference with your child's teacher, please call ahead to schedule a time that is best for both of you.

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.

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.

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

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.

HOMEWORK POLICY

Our definition of "homework": School assignments to be completed outside of regular school hours. Our staff is committed to assigning homework practices that conform to the following:

1. Appropriate to student's age, capabilities, and home conditions with consideration to a student's time commitments for families, community, and extra-curricular activities.

2. Reasonable in terms of total amount of homework assigned to students during any one time period.
3. Specific in terms of school expectations of student's work and directly related to content or subject being studied.
4. Understood by the appropriate staff members, students, and parents.
5. Committed to the improvement of student scholarship.
6. Consistent with curriculum goals and objectives.
7. Flexible in application to the diversity of individual situations.

As a general rule, teachers will allow one day to make up work for every day a student is absent. Of course, there are always exceptions to the rule, especially if you make special arrangements with the teacher. If your child's absence is unexcused, we take the position that no additional time will be allowed for make-up purposes.

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 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.

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

REPORT CARDS

Parents have access to the online parent portal throughout the school year to access grades, attendance information, and current progress on assignments. At the end of each grading period report cards are also available in the parent portal. The link for this online access is found on each school's website, and instructions are sent home to create a log-in. Parents can also have a daily or weekly email digest emailed for added convenience. Any difficulties or questions can be directed to the school office.

HONOR ROLL

Students in grades 3 and 4 are eligible for the Honor Roll each nine week grading period. There are two honor rolls: an "A" honor roll where students have received all A's on their report card, and an "A/B" honor roll where students have received all A's and B's on their report card.

PARTY INVITATIONS AT SCHOOL

Please work with your child's teacher to coordinate passing out any party invitations at school to try to avoid any hurt feelings or distractions at school.

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.

VISITORS AT RECESS

For supervision reasons, no parents, guests, or visitors are allowed to attend recess with students without prior approval from the building principal.

ARRIVAL AT SCHOOL AND PARENTS WALKING STUDENTS TO CLASS

For school safety and to maintain a safe and orderly arrival at school, parents should refrain from parking and walking their child into school or to their classroom after the first week of school. Children start their day quicker and easier when they walk to their classrooms independently. Parents should either have their children ride the school bus to school, or utilize the car rider lines at their child's school for arrival each day. Parents should follow each school's procedures for arrival at school.

OUTDOOR RECESS POLICY

It is always best for our students to enjoy as much physical activity during the school day as possible, and with this information in mind, outdoor recess is an important part of each child's school day. Our elementary schools use the following guidelines to make a determination about going outside to recess during the winter months:
If the weather "feels like" 20 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.

ELECTRONICS AT SCHOOL
Electronics such as mobile phones, portable video games, iPods, smart watches, etc. are at risk of being stolen or broken and it is recommended that these devices be left at home. In the case that a device must be brought to school, it must be stored in the student's backpack and not accessed during the school day, or at after school activities such as clubs or Cub Care.

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, school district therapy dogs, 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

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.
Elementary school principals are authorized, with the approval of the superintendent of schools, to place any student in grades K through 4 at a grade level which is commensurate with the child's abilities, training, and social development so as to be conducive to the child'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 child 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 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.

Attendance Policy
(aligns with FCS School Board policy C175 & guidelines C175-R1)

The School 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. 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 education 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 (see below)
B. Personal Illness
   The principal may require a doctor's confirmation (after 2 consecutive days per absence) if s/he deems it advisable.
C. Out of School Suspension
D. Death in the Immediate Family
E. Required Court Attendance
F. Observance of a Bona Fide Religious Holiday
G. Recovery from a Documented Accident
H. Military Connected Families' Absences Related to Deployment & Return
I. 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:

- 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. Absences that do not accumulate against this guideline include field trips and/or college visits.

UNACCEPTABLE REASONS FOR ABSENCE (K-6)
Any absence from school not authorized or in violation of this policy is considered unacceptable.
Elementary

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 at this time. An attendance plan will be developed and should be followed.
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, the school will send a notice to Johnson County Community Corrections and DCS for further action. Parents/guardians will be notified 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.

A. When a student has reached his/her 5th tardy, a letter is sent from the school notifying the parent.

PRE-ARRANGED ABSENCES
Pre-arranged absences will be considered an unacceptable absence and subject to the 10 day rule in all three school levels. Prior to the absence, parents are expected to notify the school of the absence.

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 the 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.

APPOINTMENTS DURING THE SCHOOL DAY

If it is necessary for your child to leave school during the school day, parents are asked to notify the teacher and the office by note or phone. This is to ensure that they are ready to leave and will minimize disruption to the classroom. If for any reason the parent will not be picking up the child in person, they should notify us as to whom to expect. All persons picking up students must report to the office to sign the child out of school. We will call for the student on the intercom while you are signing him/her out. This is primarily for safety reasons in order to protect your child, and to keep disruptions at a minimum. The academics of our students are very important. Please make every effort to schedule appointments during non-school hours.

PARENT NEEDING TO SPEAK WITH STUDENTS DURING THE SCHOOL DAY

If you need to see your child between the hours of 7:40 a.m. and 2:25 p.m., the following will occur:

- Sign in at the front office.
- Your child will be called down from his/her classroom to meet you in the office.
- Sign out at the office when finished.

Following this procedure will cut down on the number of classroom interruptions during instructional and learning time during the school day.

ATTENDANCE AWARDS

The Franklin Community Schools wishes to recognize students with outstanding attendance habits. Each school will establish a program recognizing those students that are exceptional in their school attendance.

REPORTING SAFETY CONCERNS

We encourage students, parents, and families to communicate with us when concerns arise regarding school safety or the safety of any child. This includes harassment, intimidation, bullying, or threatening behavior. We would prefer that this communication be done by directly contacting the school staff member who would best be able to handle the concern. Students could also use the STOPit anonymous reporting app available on the Franklin Community Schools website.

Student Health and Clinic Information

HEALTH CLINIC GUIDELINES FOR SCHOOL EXCLUSION

1. **Oral temperature of 100.4° F or more**
   Students with a temperature of 100.4° F or more will be sent home. The student should be fever free and fever reducing medicine free for 24 hours before returning to school. 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.
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 hours 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. **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.
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 hours 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.

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 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.

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 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 losses, hearing tests will be given to all students in first and fourth grades, students transferred from other school districts, students suspected of having hearing losses, and students enrolled in speech therapy. If your child does not fall in to one of the above categories, and you would like to have him/her tested, please notify the school office. The hearing screenings 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 each school year.

Vision Screening: Students in Kindergarten, 3rd grade, and referrals, will be given a vision screening (not an eye exam) during the school year by a nurse.

Discipline Policies

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:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:
    a. An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
    b. If a teacher removes a student from class under a above, 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.
2. SUSPENSION FROM SCHOOL - PRINCIPAL: 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.
3. 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:

a) 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);
b) Off school grounds at a school activity, function, or event; or
c) 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 any other 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 of 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 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]* 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]*. This report may be made anonymously.
5. The principal 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 principal or designee 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.

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 shall immediately 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

STUDENT 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. All of our elementary schools are climate controlled, so this plays a part in proper student dress. We ask that swim suits, halter tops, spaghetti straps, short shorts, and outfits that expose bare midriffs not be worn to school. 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. Hats, caps, and bandanas may not be worn in the building. It is recommended that all children wear safe shoes for recess activities, such as running, climbing, etc. Flip flops and other unsafe shoes are not permitted because students have recess daily and PE weekly. If sandals are worn, they need to be robust with secure strapping for athletic activities.

STUDENT SEARCHES

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.

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.

Transportation Discipline

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.

EXPECTATIONS
To enhance student safety it is expected that all students:

1. 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.
2. The students will sit in the seat 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. If a school bus is equipped with seat belts, students must wear them for the duration of bus ride or face disciplinary action.
5. Will not stand, swing, climb, or jump on the bus seat. Also, students are not to switch seats while the bus is in motion.
6. Will not open bus windows more than half way at any time.
7. Will not sit in the driver's seat or operate any of the school bus controls.
8. Will not eat, drink, or chew gum while on the bus.
9. Will enter and exit only by the front door (unless otherwise instructed by the driver).
10. 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.
11. Will not bring glass containers on the bus such as glass jars, pop bottles, etc.
12. Will not bring skate boards, animals, insects, or plants on the bus.
13. Will keep personal items such as books, pencils, toys, etc. in their book bags.
14. Will make sure that cell phones are on vibrate while riding on the school bus.
15. Students are not allowed to leave the bus without the driver's permission at any time.
16. The students will obey the driver's instructions when crossing the road, boarding, during transport, or leaving the bus.
17. Students must board and leave the bus at the student's regular bus stop location unless given prior 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.
18. Possession or use of the following are prohibited: tobacco, guns, knives or other dangerous weapons, alcohol, illegal drugs, explosives, fireworks, matches, cigarettes, or lighters.
19. Intimidation or harassment of the Driver and/or students is prohibited.
20. 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").

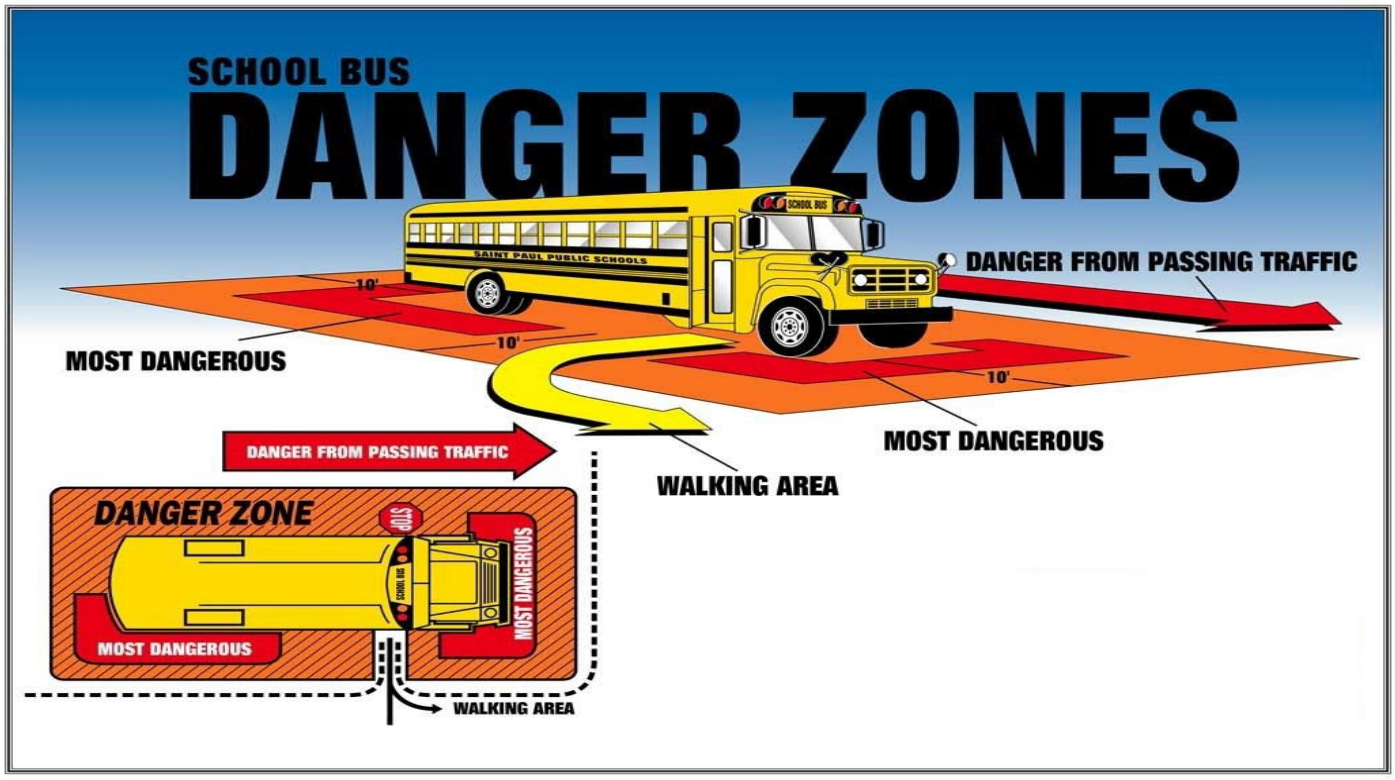
21. will not record video or take pictures while on the school bus without driver permission. The student may use devices such as mobile phones or tablets as long as it is not a distraction to the driver or is being used in a way that is deemed inappropriate according to the FCS Acceptable Use Policy.
22. Students should arrive at their bus stop 5 minutes prior to the scheduled pick-up time.

When a student is suspended from one Franklin Community Schools school bus, he/she is suspended from ALL Franklin Community Schools school buses.

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 suspension.

SCHOOL BUS TRANSPORATION IS A PRIVILEGE AND CAN BE SUSPENDED IF THESE RULES ARE NOT FOLLOWED.
If you have questions or concerns related to the expectations and guidelines listed above, please contact the Director of Transportation or building administration.

KNOW THE DANGER ZONES



- Every child must know the DANGER ZONES around the school bus.
- Children should never enter the DANGER ZONE.
- If a child must cross the street, make sure he/she makes eye contact with the driver and wait for the driver to signal before they cross in front of the bus.
- The 10 Giant Step Rule is a good measurement for children to identify the DANGER ZONE around the school bus, particularly when crossing in front of the bus.

School Breakfast and Lunch Information

School meal prices are available on our website. You may deposit lunch money online, anytime via the Family Portal, or you can pay into your child's lunch account using a check, written to your child's school, or by sending in cash in an envelope marked with your child's name. All cafeteria purchases are to be prepaid before meal service begins. Parents/guardians may make deposits to student accounts by sending cash or a check to the building the student attends or by using the on-line site Family Portal, located at https://franklincommunity.familyportal.cloud

PROCEDURE FOR STUDENT MEAL ACCOUNTS
It is the responsibility of the parents and/or guardians of each child to provide for their lunch on a daily basis, and there are options as to how this may be done.

(1) Meals may be purchased at the school on a daily basis;
(2) Meals may be provided at a "free" or "reduced" rate as a result of applying and qualifying for free/reduced lunches through the National School Lunch Program. If your child is approved for free meals and you elect to send a "sack" lunch and milk is desired, there will be a charge for milk. Please be sure that there is money in the child's account for milk purchases.
(3) a "sack" lunch may be brought from home
Families are required to pay for meal services provided for their child prior to approval for the free/reduced lunch/breakfast program. Families also must pay for food items not covered by the school lunch program, including extra milk and/or milk to go with sack lunches brought from home.

If your child was on free or reduced price meals for the 2026-2027 school year, he/she will continue as such for the first 30 school days, and then meals will become full pay if a new application has not been completed and returned. You must complete a new application each school year. You may complete an on-line application at the https://franklincommunity.familyportal.cloud/ site or your child can bring home a new form the first week of school. These forms MUST be completed and returned to the office as soon as possible in order for your child to remain on free or reduced price meals for the 2026-2027 school year. Families who qualify for free/reduced lunches are subject to income verification to confirm that they are eligible for the program.

Student meal accounts are tracked by a computerized cash register system that records all student deposits and sales. Students, Parents, or Guardians may request meal histories from the food service manager or director, and may review the student's account balance, monitor the account transactions, and deposit money by creating an account in the Family Portal. If there is a question on the account balance, please contact the Food Service Office.

You are asked to make all checks payable to the school your child attends. If you have children attending several different schools, you may write just one check so long as you outline how you want the check funds to be divided among the students. Deposits are added before and after meal service so as to not interfere with student meal service. Deposits may be made at any time on the Family Portal, at https://franklincommunity.familyportal.cloud// On-line deposits will post to the student's account in real time. A fee of $2.85 per $100 transaction is added for on-line deposits.

No extras or a la carte items may be charged at any time. Low balance notices will be sent home up to 2 times a week informing parents when their child's account has a balance of $9.00 or less. Most low balance and negative balance notices are sent through an e-mail notification. If there is no email address on file for the parent(s)/guardian(s), a letter will be mailed home. Please notify your school if your e-mail address changes during the school year. If a student has a negative balance, once funds are deposited, the negative balance will be deducted first from the deposit.

Student lunch money account balances are carried over from school year to school year and between Franklin schools when a student transfers. Parents must request refunds at the end of the year, or when a student transfers out of the district. A Request for Refund form can be found on the Franklin Schools website, www.franklinschools.org under Departments/Food Services. A completed form should be forwarded to the Food Service Director. Negative account balances and NSF for lunches must be paid in full when a child withdraws from Franklin Community Schools.

FRANKLIN COMMUNITY SCHOOLS FOOD SERVICE REFUND PROCEDURE

Refund of Student Meal Account Balance Procedure

- Any balance for current students returning to the district for the next school year will be retained in the account and will remain available for the new school year.
- Students leaving the district or graduating have the following options for any balance left in the account:

(1) The money in student accounts will be refunded upon written request. A "Refund Request Form" can be found on and printed from the website. The completed form should be submitted to the Food Service Office, 998 Grizzly Cub Drive,
Franklin, IN 46131, or emailed to edwardsel@franklinschools.org. A check will be processed and sent to the individual making the request. The check may take up to 6 weeks for processing.
(2) Account balances may be transferred to a younger sibling's account. Transfers may be requested by calling the Food Service Office at 317-346-8720 or by emailing edwardsel@franklinschools.org.
(3) Account balances may also be donated to Franklin Community Schools' Lunch Angel Fund to be used for students in need. This may be requested by calling the Food Service Office at 317-346-8720 or by emailing edwardsel@franklinschools.org.

Any funds left unclaimed by June 15th of the current school year will become the property of the Franklin Community School Corporation/Food Service.

EATING LUNCH WITH YOUR STUDENT

We love to have parents and guests eating lunch with their children! All visitors who wish to have lunch with a student must follow our office procedure for checking in and as a part of that process will need to provide a current driver's license or state identification. Any visitor other than a custodial parent who wishes to have lunch with a child should make sure to have parent permission. Please call ahead, or let your child's teacher know, by 9 AM for a reservation so that we have enough meals prepared for our students and visitors. Then, please sign in at the main office and the office staff will direct you where to meet your child for lunch. Please be sure to follow your child's school procedures to have lunch at school.

Elementary Food Service Managers:

Paige Lawson	Creekside Elementary School	317-346-8846
Rachel Southard	Needham Elementary School	317-346-8377
Melinda Patton	Northwood Elementary School	317-346-8949
Peggy Riggles	Union Elementary School	317-346-8279
Belinda Williams	Webb Elementary School	317-346-8316

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 School Corporation Acceptable Use Policy (AUP) and Guidelines

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

Title 1 School Parent Involvement Policy

Franklin Community Schools
2026-2027
Introduction:
Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities. This is to ensure:

A. That parents play an integral role in assisting their child's learning;
B. That parents are encouraged to be actively involved in their child's education at school;
C. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advising committees to assist in the education of their child.

Part 1: School Expectation Requirements

The parents of students participating in Title 1 at school agree to implement the following legal requirements:

- The Title 1 staff will put into operation programs, activities, and procedures for the involvement of Title 1 parents. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- The Title 1 staff and parents will jointly develop and review annually its school/parent compact. We believe the school staff and students share in the responsibilities for improved students' achievement.
- Annually, Title 1 parents will attend and participate in the district parent meeting for information on FCS Title I School's participation in the Title 1 program and to 1) explain the program requirements; and 2) their rights to be involved and to receive timely information. Also, Title 1 parents will participate in discussions regarding how Title 1 Parent Involvement funds are spent.

Part 2: Description of How the School Will Implement Required
Parent Involvement Policy Components

School will:

1. Take the following actions to involve parents in the process of school review and improvement:
    a. At a building planning session, Title 1 literacy specialists and parents of Title 1 children will review existing literacy programs, procedures, and resources in use for levels of effectiveness. Recommendations and suggestions for improvement will be elicited.
    b. At a building capacity workshop, parents of Title 1 children will be offered opportunities for continued input about improving their school's Title 1 program.
2. The School will offer flexible scheduling times for parent meetings and parent workshops.
3. When appropriate and necessary, The School's Title 1 funds may be used to pay reasonable fees for transportation and childcare to enable parents to participate in school-related Title 1 meetings and training sessions.
4. The School will provide assistance to parents of children served as appropriate, in understanding such topics as the State's academic content standards and student academic achievement standards, and how to monitor a child's progress and work with educators to improve the achievement of their children.
    a. The School will provide assistance to parents of children served by Title 1 in understanding these topics:
        - Indiana's academic content standards
        - Indiana's state assessment (ILEARN)
        - Local academic assessments (NWEA, DIBELS, etc)
        - Title 1 requirements
        - How to monitor their child's progress

    Activities:

        1. Building level workshops
        2. Student Progress Reports
        3. District Student Report Cards
        4. Title 1 newsletter information

5. Parent Teacher conferences
6. Annual Title I meeting
7. Reading specialist conferences, updates, and progress reports
8. Phone conferences

b. The School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and technology use through:
    1. Building level workshops
    2. Title 1 newsletter information
    3. Northwood Family Nights
    4. Parent Teacher conferences
    5. Extended learning opportunities through parent involvement take-home activities and books.

5) It is The School's policy that information related to all school and parent programs, meetings, and other activities will be sent to the parents of participating children in a format and language the parents can understand. We will also honor requests for alternate formats, to the extent appropriate, in a language the parents can understand.

Part 3: Additional School Responsibilities Policy Components

- In order to maximize parental involvement and participation in their child's education, Title 1 meetings will be offered at different times and places.
- Parents will be asked for suggestions and recommendations for continued school program effectiveness and/or improvement including the planning, review and improvement of the school's Parent Involvement Policy. Also, they will be asked to participate in discussions relating to the education of their child. The School will respond to all suggestions and recommendations as soon as practicably possible.
- The School will coordinate and integrate parent involvement programs and activities with Head Start, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, etc., conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
- The School will educate educators with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school.
- The School will provide other reasonable support for parental involvement activities under section 1118 as parents may request.

Part 4: Agreement

This Title 1 Parent Involvement Policy for the school will be approved and adopted in the fall of 2010. A copy of this policy will be distributed to all parents of participating Title 1, Part A children upon its approval.

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

Franklin Community School Corporation
Title I District Parent Involvement Policy

PART I: DISTRICT EXPECTATIONS

The **Franklin Community School Corporation** agrees to implement the following statutory requirements:

- Franklin Community School Corporation will provide activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Franklin Community School Corporation will work with its schools to ensure that the required school-level parental involvement policies meet the Title I requirements, and include, as a component, a school-parent compact.
- Franklin Community School Corporation will incorporate this district-wide parental involvement policy into its district plan.
- In carrying out the Title I parental involvement requirements, to the extent practicable, Franklin Community School Corporation and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the corporation plan for Title I is not satisfactory to the parents of participating children, Franklin Community School Corporation will submit any parent comments with the plan when the school corporation submits the plan to the Department of Education.
- Franklin Community School Corporation will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for corporations with Title I allocations greater than $500,000.)
- Franklin Community School Corporation will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

  Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

  (A) *that parents play an integral role in assisting their child's learning;*
  (B) that parents are encouraged to be actively involved in their child's education at school;
  (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  (D) that the district carries out other activities, such as those described in section 1118 of the ESEA.

- Franklin Community School Corporation will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center.

PART II: REQUIRED COMPONENTS

1. Franklin Community School Corporation will take the following actions to involve parents in the joint development of its district parental involvement plan:
   - Request input, suggestions and comments regarding the district parental involvement policy during the Annual Community Meeting
   - Request input, suggestions and comments regarding the district parental involvement policy during the each Title I building's Annual Parent Involvement Meeting
   - Survey parents to request input, suggestions and comments regarding the district parental involvement policy

2. Franklin Community School Corporation will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
    - Title I Coordinator will meet monthly with Title I Principals to provide the necessary coordination, technical assistance, and other support to assist in planning and implementing effective parent involvement activities to improve student academic achievement and school performance
    - Title I Coordinator will meet quarterly with Title I Employees to provide the necessary coordination, technical assistance, and other support to assist in planning and implementing effective parent involvement activities to improve student academic achievement and school performance
    - Title I Coordinator will review surveys and information received from parents regarding the parental involvement policies and school-parent compacts
    - Title I Coordinator will attend Title I annual parental involvement meetings to provide appropriate assistance and guidance.
3. Franklin Community School Corporation will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. Franklin Community School Corporation will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph -

- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Title I,
- how to monitor their child's progress, and
- how to work with educators

1. Title I buildings will provide learning sessions at a convenient time and location that focus on the state's academic content standards, as well as the Title I curriculum and program.
2. Title I buildings will provide a variety of opportunities for parents to meet with regular classroom teachers, as well as Title I Literacy Specialists to discuss and explain the state and local academic assessments including alternate assessments. These meetings will also provide information to parents regarding their child's progress
3. Regular letters and documentation will be provided to parents regarding the academic progress of their child.
4. Title I buildings will provide information in monthly newsletters surrounding the Title I program, as well as the assessments used with children to ensure increased student achievement.
5. Parents will be invited to volunteer and participate in workshops surrounding the curriculum and assessments used in the Title I program.
6. Title I Literacy Specialists, administrators and classroom teachers will provide parents with email addresses, phone numbers, and room numbers so that parents are comfortable contacting their teachers.

B. Franklin Community School Corporation will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

1. Title I buildings will provide learning sessions that focus on the state's academic content standards, as well as the Title I programs.
2. Title I buildings will provide a variety of opportunities for parents to meet with regular classroom teachers, as well as Title I Literacy Specialists to discuss and explain the state and local academic assessments including alternate assessments. These meetings will also provide information to parents regarding their child's progress
3. Title I Literacy Specialists, administrators and classroom teachers will provide parents with email addresses, phone numbers, and room numbers so that parents are comfortable contacting their teachers.

C. Franklin Community School Corporation will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by

1. Discussing and sharing appropriate information and professional development at monthly staff meetings regarding parent involvement, more specifically how to communicate with and work with parents as equal partners.

D. Franklin Community School Corporation will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

1. Provide Kindergarten Expectations and packets to preschools, daycares, Head Start, and other early childcare providers.
2. Meet annually with local childcare providers to discuss curriculum expectations and possible resources available for assistance.

E. Franklin Community School Corporation will take the following actions to ensure that Title I information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

1. Regularly review parent comments and suggestions regarding the language of school and parent-programs to determine if a more understandable format is necessary.

4. Franklin Community School Corporation will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

1. The evaluation will be conducted at each Title I building during the second semester.
2. Parents who serve on the School Improvement Plan, Parent-Teacher Organizations, and identified Title I parents will be asked to participate in the evaluation.
3. Results of the evaluation will be used to determine any changes or additional resources needed to increase the effectiveness of the parental involvement policy.

5. Franklin Community School Corporation will take the following actions to involve parents in the process of school review and improvement:

1. Parents will be invited to participate in the Annual Parent Involvement meeting at their respective meeting where policies, compacts, and general parent involvement activities will be discussed.
2. Parents will be invited to the Annual Community Meeting to offer suggestions, recommendations or comments regarding parent involvement in buildings.
3. Parents will be surveyed anonymously to provide feedback regarding building parent involvement activities.
4. Parents will participate in the writing of the SIP, as well as the Parent Teacher Organizations in their building.

PART III: DISCRETIONARY COMPONENTS

The following list describes other activities that the school district, in consultation with its parents, may undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement:

- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the involvement of other parents.
- In order to maximize parental involvement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
- Adopt and implement model approaches to improving parental involvement.
- Establish a district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

PART IV. STATUS

This policy was enacted by the **Franklin Community School Corporation** on **August 2013** and will be in effect for the period of **08/2024 - 08/2025**. The school district will distribute this policy to all parents of participating Title I children on or before **December 1, 2026**.

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

August 1, 2026

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from Franklin Community School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

Franklin Community School Corporation strives to provide the most qualified professionals in the classroom. Currently, all Title I employees are qualified professionals. Any paraprofessional working with your child is in compliance with the regulations set forth by the No Child Left Behind Act. While it is highly unlikely, if at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact me at 317-346-8700.

Sincerely,

Title I Coordinator
Franklin Community Schools

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 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 Benji Betts, Director of Operations, at 317-346-8741 or at bettsw@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 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 & 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 Benji Betts, Executive Director of Operations, at 317-346-8741 or at bettsw@franklinschools.org.

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, 2015. 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 attendance
-Grade level
-Participation in officially recognized activities and sports
-Weight and height of members of athletic teams
-Degrees, honors, and awards received
-The most recent educational agency or institution attended
-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 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))

- 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))

Library Media Center Policy

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.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our 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 used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. **Franklin Community School Corporation will/has develop[ed] and adopt[ed]]** 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. **Franklin Community School Corporation** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Franklin Community School Corporation** 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. **Franklin Community School Corporation** 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 be 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. 20202-5901

PARENTAL ACCESS TO INSTRUCTIONAL MATERIAL AND SURVEYS
Board Policy C225

The Board of School Trustees respects the privacy rights of parents and students. No student shall be required, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to participate in any personal analysis, evaluation, or survey that reveals attitudes, habits, traits, opinions, beliefs, or feelings concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. religious beliefs, affiliations, or practices of the student or the student's parent;
3. mental or psychological conditions of the student or the student's family;
4. sexual behavior or attitudes;
5. illegal, anti-social, self-incriminating, or demeaning behavior;
6. critical appraisals of other individuals with whom the student has a close family relationship;
7. legally recognized privileged or confidential relationships, such as those of lawyers, ministers, or physicians; or
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation by contacting the building principal. The school corporation will post a copy of each personal analysis, evaluation, and survey personal analysis, evaluation, or survey conducted by a third-party vendor that reveals, identifies, collects, maintains, or attempts to affect attitudes, habits, traits, opinions, beliefs, or feelings on the school corporation's website.

Parents have the right to inspect, upon request, all instructional materials used as part of the educational curriculum of the student. Instructional materials include teachers' manuals, student texts, films, tapes, or other digital materials. The term does not include academic tests or assessments.

Further, parents of minor unemancipated students, and adult/emancipated students, as applicable, will be provided with two requests for written consent before a personal analysis, survey, or evaluation provided by a third party vendor that reveals, identifies, collects, maintains, or attempts to affect attitudes, habits, traits, opinions, beliefs, or feelings is administered or distributed by the school to the student. The consent form must accurately summarize the contents and nature of the personal analysis, evaluation, or survey that will be provided to the student, include an explanation of the reasons that the school corporation or qualified school is administering the personal analysis, evaluation, or survey, and indicate that a parent of a student or an adult/emancipated minor student has the right to review and inspect all materials related to the personal analysis, evaluation, or survey. The written consent form may be sent in an electronic format.

If the parent of the student or the adult/emancipated student, as applicable, does not respond to the written request provided by the school corporation within twenty-one (21) calendar days after receiving the request, the school corporation shall provide the parent of the student or an adult/emancipated minor student, a written notice requesting that the parent of the student or the adult/emancipated minor student indicate, in a manner prescribed by the school corporation, whether the parent or student consents to the personal analysis, evaluation, or survey; or declines the personal analysis, evaluation, or survey. If the school corporation does not receive a response within ten (10) days after the notice, the student will receive the personal analysis, evaluation, or survey unless the parent or the adult/emancipated student subsequently opts out of the personal analysis, evaluation, or survey for the student.

If the school uses a third-party vendor for such a survey or evaluation, the third-party vendor and the school corporation may not record, collect, or maintain the responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student. Any contract with the third-party vendor must contain a breach of contract clause if the vendor fails to comply with this policy. If a student does not participate in the personal analysis, evaluation, or survey, the school corporation or qualified school shall provide the student with alternative academic instruction during the same time frame that the personal analysis, evaluation, or survey is administered.

The provisions of this policy concerning personal analyses, evaluations, and surveys conducted by third party vendors do *not* apply to:

1. An academic test or academic assessment, scoring keys, or other tools directly related to measuring a student's academic performance in understanding a particular curricular subject matter, as prescribed by the Indiana Department of Education.
2. A career aptitude or career interest survey.
3. An assessment or screening instrument administered by a third party employed, licensed school psychologist, or social worker, clinical social worker, marriage and family therapist, or mental health counselor licensed under IC 25-23.6, *if* the third party provider is referred by school personnel in a crisis situation in which the school personnel and the third party provider reasonably believe that the student is in immediate danger of self-harm, harming another person, or experiencing harm resulting from abuse or neglect.
4. An assessment, screening instrument, or evaluation survey administered by a third party employed licensed school psychologist, or social worker, clinical social worker, marriage and family therapist, or mental health counselor licensed under IC 25-23.6; who has received a consent for services from a student, if the student is an adult or emancipated minor, or parent of a student, if the student is an unemancipated minor.

5. A survey or evaluation administered to a student of a school by a third party vendor that gauges or attempts to gauge student satisfaction with or participation in the school's programming, technology platform, or approved curriculum.

Parents or eligible students may utilize the procedure for grievances in guideline C225-R if they have concerns regarding the implementation of this policy as to a personal analysis, survey, or evaluation provided by a third party that reveals, identifies, collects, maintains, or attempts to affect attitudes, habits, traits, opinions, beliefs, or feelings.

Human Sexuality Curriculum
Before a school may provide a student with instruction on human sexuality, the school must provide the parent of the student or the student (if an adult, or an emancipated minor), with a written request for consent of instruction. A consent form provided to a parent of a student or a student must accurately summarize the contents and nature of the instruction on human sexuality that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. The written consent form may be sent in an electronic format. The parent of the student or the student (if an adult, or an emancipated minor), may return the consent form indicating that the parent of the student or the adult or emancipated student either consents to or declines instruction.
If a student does not participate in the instruction on human sexuality, the school shall provide the student with alternative academic instruction during the same time frame that the instruction on human sexuality is provided.
If the parent of the student or the student (if an adult, or an emancipated minor), does not respond to the written request provided by the school within twenty-one (21) calendar days after receiving the request, the school shall provide the parent of the student, or the student (if an adult, or an emancipated minor), a written notice requesting that the parent of the student, or the student (if an adult, or an emancipated minor), indicate, in a manner prescribed by the school, whether the parent of the student or the adult or emancipated student either consents to or declines instruction.
A notice provided to a parent of a student or a student must accurately summarize the contents and nature of the instruction on human sexuality that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. The notice may be sent in an electronic format. If the school does not receive a response within ten (10) days after the notice, the student will receive the instruction on human sexuality unless the parent or the adult or emancipated student subsequently opts out of the instruction for the student.

Personal Information
The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Notice to Parents
The Superintendent is directed to provide notice directly to parents of students enrolled in the Corporation of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in 1 through 8 above are scheduled or expected to be scheduled.
For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

IC 20-30-5-17
IC 20-26-21-1 et sec.
20 U.S.C.§1232h(c)
34 C.F.R. §98.3

Franklin Community School Corporation
Adopted: 1-8-24

Book	POLICIES
Section	Section A - Basic Commitments
Title	A200 - Firearms, Weapons, and Destructive Devices
Code	
Status	Active
Adopted	November 13, 2023

A200

FIREARMS, WEAPONS AND DESTRUCTIVE DEVICES

Definitions

"Firearm" means any weapon that is capable of expelling, designed to expel, or that may readily be converted to expel a projectile by means of an explosion.

“Weapon" means an object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bomb, incendiary device, grenade, Molotov cocktail, or rocket, with a propellant charge of more than four (4) ounces, etc.).

A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a).

Imitation firearm", for purposes of IC 35-47-9-2, means an object or device that is substantially similar in coloration and overall appearance to a firearm that a reasonable person would believe the object or device is a firearm.

Policy

Indiana law prohibits individuals from possessing, storing, making, or using certain dangerous weapons in or on school property. Indiana law states that no person may possess a firearm or imitation firearm in or on school property or on a school bus, unless specific exceptions apply. Indiana law states that no person may possess a knife intended to be used as a weapon in or on school property or on a school bus.

A student or employee who has reason to believe that a person is violating the law or this Policy shall immediately report the alleged violation to an administrator or law enforcement officer. The Corporation will immediately report any suspected violation of this law to law enforcement, as a violation of this law constitutes a criminal offense for adults and an act of delinquency for juveniles. The Corporation may take any necessary steps to exclude the person from school property or events for safety concerns.

No employee in the scope of his or her employment may possess a firearm, an imitation firearm, ammunition, or other dangerous weapon in or on school property, in or on property that is being used by a school for a school function, on a school bus, or in a motor vehicle that is owned, leased, or controlled by the Corporation. The Superintendent will report an employee who violates this policy to law enforcement officials. The employee also will be subject to disciplinary action, up to and including termination, for violation of this policy.

No student may possess, store, make, or use a weapon, in or on property that is being used by a school for a school function, or on a school bus.

The Superintendent will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

This prohibition does not apply to weapons under the control of law enforcement personnel, as well as a School Resource Officer or other school security personnel who is not a law enforcement officer, but who may legally possess a firearm.

This prohibition does not apply to a firearm that is locked in an employee or visitor's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty- four (24) months.

I.C. 20-33-8-16
I.C. 20-33-9-1 et seq.
I.C. 34-28-7-2
I.C. 35-47-1-5
I.C. 35-47-5-2.5
I.C. 35-47-9
20 U.S.C. §7151
20 U.S.C. §7961(h)(1)
Franklin Community School Corporation

Adopted: 11-13-23

Revised:

Book	POLICIES
Section	Section A - Basic Commitments
Title	A275 - School Wellness
Code	
Status	Active
Adopted	September 9, 2024

A275

SCHOOL WELLNESS

Statement of Policy

It is the policy of the Franklin Community School Corporation to promote student wellness by supporting healthy choices, good nutrition and physical activity as a part of the total learning environment. This policy applies to all students, staff, and schools in the Corporation.

Implementation of Policy

1. The Superintendent shall appoint a School Wellness Advisory Council consisting of at least one representative of:

1. Parents;

2. Food service supervisor and staff;

3. Students;

4. Nutritionists or certified dietitians;

5. School health care professionals (e.g., school nurses);

6. Board members;

7. A school administrator;

8. Interested community organizations;

9. Teachers of Physical Education and Health.

2. The School Wellness Advisory Council shall meet at the call of a chair ("Wellness Coordinator") designated by the Superintendent from among the members serving on the School Wellness Advisory Council; and shall oversee the Corporation's efforts to improve student wellness through curriculum, policies, and practices. The School Wellness Advisory Council shall meet at least once a school year. Proposals for policies and practices shall be made in writing and shall be reported to the Board through the Superintendent. No votes shall be taken and where there are diverging views on a matter to be reported to the Board, all points of view shall be included in the written report to the Superintendent.

3. The School Wellness Advisory Council shall hold at least one (1) public meeting annually at which public input about the development, implementation, evaluation, and update of Corporation's wellness policies and practices is solicited.

4. The School Wellness Advisory Council shall work with the:

a. School Attorney to insure that the Corporation's policies and practices are consistent with Indiana and federal law and regulations, and the

b. Indiana Department of Education, the Indiana Department of Health, and other public and private agencies offering information and support for student wellness initiatives.

5. Each administrator/supervisor assigned to manage a Corporation school ("Wellness Coordinator(s)") has the authority and duty to oversee the successful implementation of this Policy.

Nutrition Education and Nutrition Promotion

The Corporation will teach, model, encourage, and support healthy eating by all students. The Corporation will provide nutrition education and engage in nutrition promotion that is designed to provide students with the knowledge and skills necessary to promote their health. Nutrition topics shall be integrated within the comprehensive health education curriculum and other curricular offerings such as math, science, language arts, social sciences, and electives according to standards of the Indiana Department of Education and federal law. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

In addition to student nutrition education, the Corporation will assure food and nutrition services employees receive annual training in accordance with USDA Professional Standards.

¶

Standards of U.S.Department of Agriculture Child Nutrition Programs and School Meals

The Board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods and beverages to support healthier choices and promote optimal learning. All meals served by the Corporation will meet the federal nutritional guidelines issued by the U.S. Department of Agriculture ("USDA") and follow principles of the Dietary Guidelines for Americans. Guidelines promulgated by the Superintendent will establish nutrition guidelines for all foods available on school campus during the school day that are consistent with federal nutritional guidelines and promote student health and reduce childhood obesity.

Sold and Non-Sold Foods and Beverages

The Corporation is committed to ensuring that all foods and beverages available to students support healthy eating.

The foods and beverages sold and served outside of the school meal programs (e.g., "sold" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. By meeting the Smart Snacks standards, the Corporation aims to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold or served to students on the school campus during the school day will meet the USDA Smart Snacks nutrition standards and the Corporation will follow USDA requirements as to fundraisers held during the school day. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Drinking water shall be freely available throughout the school day (typically through drinking fountains).

Food and Beverage Marketing in Schools

It is the intent of the Corporation to protect and promote health by permitting advertising and marketing for only those foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards during the school day.

Physical Activity and Other Activities

The Board supports the health and well-being of students by promoting physical activity through physical education, recess and other physical activity breaks; before-and after-school activities; and walking and bicycling to school. Additionally, the Board supports physical activity among elementary students by providing them with at least 30 of the recommended 60 minutes of physical activity per day.

Public Input

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, Corporation administrators, and the general public are permitted to participate in the development, implementation, and periodic review and update of this Policy and procedures.

Annual Notification of Policy

The Corporation will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy, and implementation status. This annual notification will include information on how the public can get involved in the Student Wellness Advisory Council or the implementation of the wellness policy in general. This information will be made available via the Corporation website and/or Corporation-wide communications.

Evaluation

At least once every three (3) years, the Corporation will evaluate compliance with the wellness policy through Wellness Policy in Action Tool (WPAT) to assess the implementation of the policy and include:

1. The extent to which schools in the Corporation are in compliance with the wellness policy;
2. The extent to which the Corporation's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
3. The progress made in attaining the goals of the Corporation's wellness policy.

The Corporation will post the results of the triennial evaluation on the Corporation website when available.

Administrative Guidelines

The Superintendent or his or her designee shall ensure that this Policy and procedures are duly implemented, complied with, and evaluated. The content and implementation of this Policy and procedures shall be made available to the public. On an annual basis, the Superintendent or his or her designee shall assess this Policy and procedures, including the extent to which the Corporation is in compliance with the Policy, the extent to which the Policy compares to a model policy, and a description of the progress made in attaining the goals of the Policy. The Superintendent or his or her designee shall report to the board on an annual basis an assessment of this Policy and corresponding procedures. This assessment shall be made available to the public.

The Superintendent or his designee shall develop and administer guidelines to:

1. Coordinate the work of the School Wellness Advisory Council and staff members working in Food Services, Curriculum Development, and extra-curricular activities;

2. Promote student wellness in all curricular and extra-curricular activities of the Corporation;

3. Establish goals and procedures for the implementation of this Policy, including regular assessment of progress on established wellness goals.

I.C. 20-26-9-18 et. seq. 42 U.S.C
§ 1758b

Franklin Community School Corporation

Adopted: 9-9-24
Revised:

Book	GUIDELINES
Section	Section A - Basic Commitments
Title	A275-R - School Wellness
Code	
Status	

A275-R

SCHOOL WELLNESS

As established in the School Wellness Policy, the Student Wellness Advisory Council will review Corporation practices and annually make recommendations to enhance student health/wellness procedures. The Superintendent adopts the following guidelines to assure that the Corporation meets this goal.

Overall Procedures

1. The Superintendent will appoint the Student Wellness Advisory Council annually on or before September 1st.
2. The Chair will be responsible for implementation of these guidelines and contact information for the Chair will be included in annual notifications on the wellness policy and procedures.
3. The Council will include members working in Child nutrition and Curriculum Development. Staff members working in extra-curricular activities will be consulted on Council matters as needed/appropriate, but at least on an annual basis.
4. The Chair will establish a calendar of meetings that includes at least one public meeting by October 31st.
5. The Chair will present a comprehensive set of recommendations to the Superintendent no later than May 1 .
6. The Superintendent will communicate as needed/appropriate, but at least on an annual basis following the annual Council meeting, to the School Board regarding Student Wellness.
7. The Corporation will promote student wellness by strongly pursuing resources available for this purpose, by communicating supportive messages throughout the Corporation community, and by encouraging students to participate in curricular programming and extra-curricular activities focused on wellness.

Nutrition Education

1. Nutrition education will include lessons that cover topics such as how to read and use food labels, choosing healthy options and portion control.

2. School staff will collaborate with community groups and organizations to provide opportunities for student projects related to nutrition (e.g., cultivating school gardens, reading food labels and maintaining a caloric balance between food intake and physical activity/exercise).

3. Nutrition education resources will be provided to parents/guardians through handouts, website links, school newsletters, presentations and any other appropriate means available to reach parents/guardians.

4. Nutrition educators will partner with school staff of the school food service program to use the cafeteria as a learning lab. Healthy items, such as salads and fruits, will be displayed prominently in cafeterias to make healthier choices more appealing.

5. Nutrition labels will be provided on all foods to allow students to easily identify healthier foods.

6. Foods of minimal nutritional value, including brands and illustrations, shall not be advertised or marketed in educational materials.

Standards for USDA Child Nutrition Programs and School Meals

School Meal Content

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

a. Be appealing and appetizing to children;
b. Meet, at a minimum, the nutrition requirements established by the USDA for federally funded programs;
a. Contain a limited amount of added sugar based on USDA guidelines
c. Offer a variety of fruits and vegetables;
d. Include whole grains for at least half of all grains served.

2. Special dietary needs of students will be considered when planning meals, according to the document. *Accommodating Children with Special Dietary Needs in the School Nutrition Programs.*

3. Schools are encouraged to purchase or obtain fresh fruits and vegetables from local farmers when practical.

4. Students and parents will have the opportunity to provide input on local, cultural and ethnic favorites.

5. Special dietary needs of students will be considered when planning meals, according to the document *Accommodating Children with Special Dietary Needs in the School Nutrition Programs.*

6. The child nutrition department will share and publicize information about the nutritional content of meals with students and parents/guardians. The information will be available in a

variety of forms that can include handouts, the school website, articles, school newsletters, presentations that focus on nutrition and healthy lifestyles, and through any other appropriate means available to reach families.

School Meal Participation

1. To the extent possible, schools will provide the USDA School Breakfast Program to all students.

2. To the extent possible, schools will utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, serving "grab-and-go" breakfasts and arranging transportation schedules to allow for earlier arrival times.

3. Schools will inform families of the availability and location of Summer Food Service Program meals, in accordance with the Healthy, Hunger-Free Kids Act of 2010. Schools in which more than 50 percent of students are eligible for free or reduced-priced school meals will sponsor the Summer Food Service Program when feasible.

4. To the extent possible, schools will provide the After School Meal Program, in accordance with the Healthy, Hunger-Free Kids Act of 2010.

Mealtimes and Scheduling

1. Adequate time will be provided to students to eat lunch (at least 20 minutes after being served) and breakfast (at least 10 minutes after being served).
~~2. Elementary schools will schedule recess before lunch.~~
~~3.~~2. School meals will be served in clean and pleasant settings.
~~4.~~3. Students will have convenient access to hand-washing and sanitizing stations.
~~5.~~4. Plain potable (drinking) water must be readily available at all mealtimes.
~~6.~~5. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.

Professional Development

Professional development and training will be provided at least annually to child nutrition managers and staff on proper food handling techniques and healthy cooking practices.

Nutrition Standards for Competitive and Other Food and Beverages

1. K-12 à la carte, school vending machines (where permitted) and other foods outside of school meals shall be limited to items allowed by the Smart Snack Guidelines.

2. Availability of Vending Machines

- A vending machine at an elementary school that dispenses food or beverage items may not be accessible to students.
- Vending machines in middle and high schools will not be available during mealtimes and will contain items that meet the approved nutrition standards.
- Vending machines for school staff will not be accessible to students.

3. Food and beverages will not be sold in school stores.

4. Students and staff will have free, plain potable (drinking) water for consumption available in water fountains throughout the school building.

5. The concession items sold at school-sponsored events to participants, fans and visitors shall include at least 50 percent healthy beverages and foods, according to the approved nutrition standards.

6. Classroom celebrations are encouraged to focus on activities (e.g., giving free time, extra recess, music and reading time) rather than on food.

7. Classroom celebrations that include food must meet the approved nutrition standards.

8. Teachers and staff may use food as a reward.

9. Fundraising activities will support healthy eating and wellness. Schools will promote the sale of nonfood items for school-sponsored fundraising. For a food or beverage item to be sold as a fundraiser, it must meet the approved nutrition standards.

Physical Activity and Physical Education

1. All students in grades K-12 will participate in physical education in order to meet the Physical Education Standards. Also, high schools will encourage students to take more than the courses of physical education required for all Indiana diplomas.

2. Waivers will not apply towards the physical education courses required for a diploma. Credit flexibility in physical education will be limited to elective physical education courses.

3. Physical education classes will have the same student/teacher ratio used in other classes. In Indiana, the ratio for a single school shall not exceed an average of 30 to 1.

4. The physical education program shall be provided adequate space and equipment to ensure quality physical education classes for students.

5. Physical education will be taught by a licensed physical education instructor.

6. All staff involved in physical education will be provided opportunities for professional development focusing on physical activity, fitness, health and wellness.

7. Students will not be removed or excused from physical education to receive instruction in other content areas.

8. School staff may not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Daily Recess and Physical Activity Breaks

1. Each elementary school shall provide daily physical activity in accordance with Indiana Code 20305-7.5.
2. All elementary school students will have at least 1 period of active recess per day that is at least 20 minutes in length as recommended by the National Association for Sport and Physical Education (NASPE). This recess period will be outdoors when possible. If outdoor recess is not possible due to inclement weather, teachers will provide an indoor physical activity break in the classroom.
3. All teachers will be encouraged to use physical activity breaks during classroom time as often as possible.
4. Schools should discourage extended periods of inactivity (2 or more hours). During events such as mandatory school-wide testing, teachers will give students periodic breaks for moderate physical activity.

Physical Activity Opportunities Before and After School

1. Schools will offer intramurals, clubs, interscholastic sports and voluntary activities to increase opportunities for physical activity before and/or after school, taking into account student interest and supervisor availability.
2. After-school enrichment providers will include physical activity in their programs, to the extent space and equipment allow.

Walking and Bicycling to School

1. Where appropriate and safe, schools will allow walking and bicycling to school.
2. Schools will promote walking and bicycling to school, including the promotion of International Walk to School Day, which falls on the first Wednesday of October each year.

Use of School Facilities Outside of School Hours

School spaces and facilities may be used before, during, and after the school day. For facility use, reach out to the office of the Superintendent.

Playgrounds are accessible after school hours.

School policies concerning safety will apply at all times.

Franklin Community School Corporation
Adopted: 8-12-24 Revised: 4-14-25

Book	POLICIES
Section	Section A - Basic Commitments
Title	A300 - Responsible Use of Technology and Internet Use Policy
Code	
Status	Active

¶

A300

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 Board will, no later than January 1, 2027, implement additional technology protection measures to allow a parent or guardian to strengthen parental controls on out-of-school use of school-owned devices. Specifically, a parent or guardian will be permitted to increase filter strength, block access to websites or certain content, and limit the amount of time the device may be used when the student is not in school or engaged in virtual instruction or remote learning[A1.1]. The Corporation may be temporarily exempt from offering parental controls on out-of-school use if the Corporation's contracted vendor cannot reasonably implement such measures.~~
o. ¶
p. 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.
q. 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.
r. 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.
s. Users accessing the Internet through personal devices connected to Corporation technology must comply with this policy.
t. 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.
u. 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.Social media use should be in a manner sensitive to the Student Code of Conduct and the employees' professional responsibilities.

b. 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:

WIRELESS COMMUNICATION DEVICE POLICY

Generally, no student may use a wireless communication device during ~~instructional time~~the school day, pursuant to Indiana law. Further, if students bring a wireless communication device to school, it must be stored away, powered off, and inaccessible throughout the school day.

"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 a cellular telephone, tablet computer, laptop computer, ~~or~~ gaming device, or smart watch that is connected to a cellular telephone, a cell tower, or the Internet.

"School day" means the entirety of the time a student is present on school property for a student instructional day. ~~"Instructional time" means time in which students are participating in an approved course, a curriculum, or an educationally related activity under the direction of a teacher, including a reasonable amount of passing time between classes. Instructional time does not include lunch or recess.¶~~

"School sanctioned wireless communication device" means a wireless communication devise that is:

a) owned by a student or a third party vendor;
b) approved by the Corporation for instructional use;
c) required or permitted by the Corporation for participation in classroom instruction;
d) subject to Corporation managed network controls, filtering, or monitoring that restrict access to noninstructional content during the school day; and
e) not a cellular telephone, gaming device, or smartwatch.

A student is permitted to use a school sanctioned wireless communication device only when directed by a teacher for educational purposes during the school day. ~~during instructional time only in the following circumstances:~~

Notwithstanding the above, a student may use a wireless communication device under the following circumstances:

~~1) As specifically permitted by a teacher for education purposes. Such permission may be given for each episode of use or as an ongoing grant of permission for regularly occurring use. ¶~~

1~~2~~) In the event of an emergency. An emergency for this purpose includes the use of a wireless communication device during ~~instructional time~~the school day to make an otherwise lawful alert or call for assistance in response to a condition or situation causing an immediate risk to health, life, or property~~.~~. It does not include the use of a wireless communication device in an unlawful act, nor does it include the use of a wireless communication device in a manner that impairs, obstructs, or disrupts emergency response or assistance by the Corporation, health professionals, government officials, or other authorized persons.

2~~3~~) ~~To manage a student's health care. Management of health care for this purpose includes~~

~~action that cannot be reasonably conducted during noninstructional time facilitating the maintenance, diagnosis, or treatment an individual's physical or mental condition. The Corporation may require parent permission for unemancipated minors and medical or other documentation of the necessity of the use to determine whether such use fits into this exception.~~As necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider.

3~~4~~) As permitted by the student's Individualized Education Program (IEP) or Section 504 Plan.

4) As necessary for language translation to ensure access for multi-lingual learners, prioritizing school-managed wireless communication devices or applications where available.

Violation of this policy may result in forfeiture of technological privileges and other discipline as provided in the Student Code of Conduct.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto Corporation property. The Corporation assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

This Policy should be followed in tandem with Policy A300 Responsible Use of Technology and Internet Use Policy.

I.C. 20-26-5-40.7

Franklin Community School Corporation

Adopted:
Revised:

Book	POLICIES
Section	Section C - Students
Title	C175 - Student Attendance and Academic Engagement
Code	
Status	Active
Adopted	January 8, 2024

C175

STUDENT ATTENDANCE AND ACADEMIC ENGAGEMENT

The Board of School Trustees believes that presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Students are bound by the requirements of Indiana's compulsory attendance law. Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered (including a mandatory videoconference, phone conference, or other virtual environment during e- learning or virtual learning days). Academic engagement is the quality of students' participation or connection with the schooling endeavor and hence with activities, values, people, goals, and places that comprise it, and encompasses the academic, behavioral, and emotional enrichment of each student.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session. Daily attendance will be appropriately recorded, and reports will be submitted to the IDOE in accordance with IDOE guidance and formatting/submission requirements.

Content may be delivered onsite in person or off-site during instructional days in the academic school year.

If the Corporation conducts more than three (3) virtual days when at least 50% of the Corporation's in-person enrolled students attend virtually or online, at least 50% of instructional time on any subsequent virtual days will consist of teacher directed synchronous instruction. Where instruction is less than 100% teacher directed synchronous instruction, the remainder of instruction will be asynchronous.

Exceptions to compulsory attendance are established in IC 20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

A. prolonged absence;
B. absence of more than three (3) days duration;
C. repeated unexplained absence and tardiness.

At a minimum, in accordance with Indiana law, the Board considers the following as exceptions to compulsory attendance, and may not be recorded as absences or penalized by the school in any manner:

A. Service as a page for or as an honoree of the general assembly (not recorded as absence)
B. Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
C. Subpoena to appear in court as a witness in a judicial proceeding
D. Ordered to active duty with the armed forces of the United States, including their reserve components, or the Indiana National Guard for at least fifteen (15) days in a school year if the student is not a habitual truant (although the corporation may authorize additional excused absences in this circumstance)
E. Participation as a m~~M~~ember of the Indiana wing of the civil air patrol who is participating in a civil air patrol international air cadet exchange program for the length of the programor emergency service operation for not more than five (5) days in a school year
F. Participation in an "educationally related nonclassroom activity" as defined in I.C. 20-33-2-17.5
G. Student ~~or member of student's household~~ participates or exhibits in the Indiana State Fair for educational purposes, for not more than five (5) days in a school year, if student is in good academic standing, as determined by the school corporation.
H. If a student is in good academic standing as determined by the school corporation, up to six (6) instructional days in a school year for student participation in a scheduled competition, exhibition, or event offered by the National or Indiana FFA or a 4-H club for educational purposes as evidenced in writing by the student's parent and as approved in writing by the student's school principal.

These absences shall be considered excused and categorized as follows

A. Medical- This includes:
   a. Illness verified by a note from the parent/guardian (limited to 5 days per semester)
   b. Illness verified by a note from a physician or similarly licensed medical professional
   c. Recovery from accident as verified by a licensed medical professional
   d. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
B. Funeral/Bereavement - Death in the immediate family or of a relative
C. Religious - Observation or celebration of a bona fide religious holiday, practice, or event that is significant to a student's faith.
D. Family Choice Planned – Planned absences due to maternity, military connected families' absences related to deployment and return, or other reasons pre-arranged by the student's family and approved by the building principal, Superintendent or designee
E. Family Choice Unplanned – Unplanned absences due to maternity, military connected families' absences related to deployment and return, or other reasons that occur unexpectedly due to unforeseen family circumstances or decisions and approved by the building principal, Superintendent or designee

F. Administrator Approved - Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law, except family choice absences will be categorized pursuant to D. and E. above (pre-approval is required; student's academic progress will be considered)

Providing Education for Students with Long-Term Medical Conditions: A long-term provider note is necessary when a student has been injured or suffers from an illness and is anticipated to be absent for a minimum of 20 instructional days over the course of the school year. The school will provide instruction to students under these circumstances if the parent provides documentation from a licensed healthcare provider with prescriptive authority indicating the student will meet the 20-day criteria due to a medical condition. This long-term medical documentation provides the information necessary for a school to create a plan for meeting the student's educational needs during these absences. Further consultation with the licensed healthcare provider may be necessary to determine the student's ability to engage in educational activities and instruction during these absences. If the student has a Section 504 Plan relating to the absences or the condition causing the absences, the plan under this policy must be consistent with the 504 Plan. If the student is also an eligible student with a disability, the student's Individualized Education Program (IEP) case conference committee will determine services during these absences in accordance with the law.

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence. Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student, except that for the 2025-2026 school year, except in the case of a virtual education program, a student will not be expelled or suspended solely because the student is chronically absent or a habitual truant.

Truancy is defined as willful refusal to attend school as required by the compulsory attendance law.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually truant from school to the prosecuting attorney and to an intake officer of the juvenile court or the Department of Child Services.

The Board shall consider each student assigned to a program of other guided learning experiences, to be in regular attendance for the program provided that they report to such staff member they are assigned for guidance at the place or in the manner in which they are conducting study, and regularly demonstrate progress toward the objectives of the course of study.

The Superintendent is authorized to develop administrative guidelines for student attendance, e- learning, and truancy.

The Superintendent also shall ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

I.C. 9-24-2-1, -4
I.C. 20-33-2-3.2
I.C. 20-33-2-17.7
I.C. 20-33-2-17.8
I.C. 20-33-2-4 et seq.
I.C. 20-33-2-14
I.C. 20-33-2-15
511 IAC 1-3-1

Adopted: 1-8-24

Revised: 8-11-25

Revised:

Book	GUIDELINES
Section	Section C - Students
Title	C175-R1 - Attendance
Code	
Status	Active
Adopted	August 12, 2024

C175-R1

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 is being offered at the times established by the Board and a teacher is being conducted.

EXCUSABLE REASONS (outlined in Policy C175): MUST BE REPORTED WITHIN 24 HOURS

All absences must be reported to the school office. 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 School Handbooks.

Those requesting an intra-district transfer with 10 or more tardies and/or 10 or more absences will not be approved for transfer.

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~~ C350.

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.

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 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.

Franklin Community School Corporation

Adopted: 8-12-24

Revised: 10-20-25

C175-E2

ATTENDANCE
Administrator-Approved Excused Absence Request Form

Please complete this form to request an administrator-approved excused absence for your student. One form must be submitted per student, per absence request. All forms should be submitted to the building principal. Please note that those with 10 or more tardies will not be approved.

Student Information

Student Full Name (Print): _____

Grade: _____ **Building:** _____

Parent/Guardian Information

Parent/Guardian Name (Print): _____

Phone Number: _____

Absence Details

Type of Absence as defined in Policy C175 (Check One):

☐ Family Choice Planned (known in advance): maternity, military, or other reason

☐ Family Choice Unplanned (unexpected): maternity, military, or other reason

☐ Administrator Approved (known in advance): not falling into the above categories; must be making satisfactory academic progress

Date(s) of Absence: _____

Specific Reasons for Absence:

Parent/Guardian Signature

I certify that the above information is accurate and understand that this form will be reviewed by school administration.

Signature: _____

Date: _____

Office Use Only

- **Received by:** _____
- **Date Received:** _____
- Tardy Count: _____
- **Approved:** ☐ Yes ☐ No
- **Signature:** _____
- **Notes:** _____
- Admin #2 Approved ☐ Yes ☐ No
- Signature: _____
- Notes: _____

Franklin Community School Corporation
Adopted: 9-8-25
Revised: 10-20-25

Book	POLICIES
Section	Section C - Students
Title	C525 - Medical Needs at School
Code	
Status	Active
Adopted	January 8, 2024

C525

MEDICAL NEEDS AT SCHOOL

Emergency Medical Authorization

The Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form.

The Emergency Medical Authorization Form will be kept in an easily accessible file in each school building during the school year.

Any time the student is taken out of the Corporation by Corporation employees to participate in a school event (such as field trips, academic contests, music or athletic trips) the staff in charge of the event will take the Emergency Medical Forms for that student. This does not include student spectators at events.

The Corporation will follow the instructions of the Emergency Medical Authorization Form in the event of a medical emergency, provided however that the Corporation will defer to instructions provided by licensed health care professionals and/or first responders on the scene.

Student Emergencies and Accidents

If an accident or emergency occurs on school property; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, the Board directs Corporation employees to take all necessary steps to render assistance to the student in good faith, which may include summoning medical assistance, administering first aid by persons trained to administer first aid, notifying administration, notifying the student's parent, and filing accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. The Superintendent may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the Superintendent on all accidents.

Administering Medicine at School

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 has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
    a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine).
    b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.
3. All prescription medicine, including medication administered by injection, and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.
4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.
All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose.

The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

All overdose intervention drug medication administration will be documented and kept on file in the health office.

Chronic Disease or Medical Condition

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician’s statement described below in #2.
2. A physician states in writing that:
    a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
    b. the student has been instructed in how to self-administer the medication; and c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with the clinic/building nurse. .

The Board is not liable for civil damages as a result of a student’s self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.
Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

Transportation of Medications by Students

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. (Note: This section does not apply to medication possessed by a student for self-administration under Indiana Code as specified above).

Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by Corporation); and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measure to a student. This policy shall not interfere with a health care provider's obligations under Indiana law.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such facility.

Student Concussions and Sudden Cardiac Arrest in ECAs

Corporation employees shall abide by legal obligations regarding student athletes and avoiding injuries, including informing and educating coaches, student athletes, and parents of student athletes regarding the nature and risk of concussion, head injury, and sudden cardiac arrest to student athletes. Corporation employees shall additionally abide by legal obligations regarding students in extracurricular activities and sudden cardiac arrest. The following individuals must complete a sudden cardiac arrest training course (approved by the Indiana Department of Education): ~~including training in the use of automated external defibrillator (AED)~~ head coach or assistant coach who coaches an athletic activity, a marching band leader, a drama or musical leader, and a leader of an extracurricular activity in which students have an increased risk of sudden cardiac arrest activity as determined by the Indiana Department of Education in consultation with an appropriate organization (the "Covered Activity Leaders"). ~~Such individuals~~ Covered Activity Leaders may not lead or coach an activity in which students have an increased risk of sudden cardiac arrest until such training is complete. The provider of the training course shall provide a certificate of completion, and the Corporation shall maintain all certificates of completion for all Covered Activity Leaders ~~each individual required to undergo sudden cardiac arrest training~~. ~~The Board has determined that it may enhance school safety to have an AED placed in building(s) within the Corporation for use by employees with proper training.~~

The Corporation shall develop a venue specific emergency action plan ("Action Plan") for sudden cardiac arrest that includes:

1. Elements recommended by the American Heart Association's Heart Safe Schools Program or another nationally recognized, evidence-based program; and
2. The number and location of AEDs required to be present at events in which students have an increased risk of sudden cardiac arrest ("Covered Events").

Further, the Corporation shall share the Action Plan with all Covered Activity Leaders. And, prior to the beginning of each season of Covered Events, the Corporation will share the Action Plan with all participating students.

Covered Activity Leaders shall ensure that operational AEDs are present at Covered Events as specified in the Action Plan and that all individuals coaching or providing leadership at Covered Events are informed of AED locations.

Communicable Diseases

The Corporation will collaborate with and follow guidance from the Indiana Department of Health to meet its obligations to control communicable diseases impacting the school community. See *Policy A325 Communicable Disease*.

Immunizations

Consistent with state law, the School Board requires that all students be immunized in accordance with the requirements of the Indiana Department of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry. Students whose parents do not provide the required documentation by the first day of school attendance may be granted a twenty (20) school day waiver. However, if the student remains unimmunized at the close of the twenty (20) school day waiver period, the student may not be permitted to attend school, unless the parents have filed a religious or medical exemption in accordance with state law.

The Superintendent or his or her designee will provide information concerning meningococcal disease (meningitis) and its vaccines to students and parents or guardians at the beginning of each school year.

The Corporation shall provide each parent of a student who is entering grade 6 with information prescribed by the state department of health concerning the link between cancer and the human papillomavirus (HPV) infection and that an immunization against the human papillomavirus (HPV) infection is available.

The Corporation shall provide materials concerning immunizations and immunization preventable diseases to parents and guardians of students. Posting the materials on the school building's website shall satisfy the distribution requirement.

The Superintendent shall ensure that all applicable immunization information is complete in the state immunization data registry (CHIRP) no later than the first Friday in February each year.

Mental Health Treatment Notification

Prior to referring a student to a provider of mental health services due to a pattern of aberrant or abnormal

behavior, a school official will contact a student's parent. A school official shall also hold a conference with the student and the student's parent prior to referring student to a provider of mental health services.

I.C. 20-34-3-18
I.C. 20-34-3-21
I.C. 20-34-3-26
I.C. 20-33-8-13
I.C. 20-34-7 *et. seq.*
I.C. 20-34-8 et seq.
I.C. 34-30-12-1
I.C. 16-36-5-19
I.C. 16-36-6 et. seq.
I.C. 20-34-5 et seq
I.C. 20-34-4.5 et seq
I.C. 34-30-14-6
I.C. 16-42-27-1 *et seq.*

511 IAC 7-36-9
Franklin Community School Corporation
Adopted: 1-8-24
Revised:

BUDGET ADOPTION AND IMPLEMENTATION

The School Corporation shall follow all applicable statutes and Department of Local Government Finance (DLGF) guidance in adopting and implementing its annual budget.

The Board has the authority to manage the financial affairs of the School Corporation, appropriate funds, and enter into contracts to carry out school purposes in accordance with applicable law.

The Board shall fix the budget, tax rate, and tax levy for the ensuing budget year within the timelines prescribed by Indiana law. The Treasurer, in collaboration with the Superintendent, shall be responsible for facilitating budget adoption and implementation.

The Superintendent is authorized to adopt such administrative guidelines as the Superintendent deems necessary for the administration of this policy.

Legal References:

IC 5-1-18-9
IC 6-1.1-15-19
IC 6-1.1-17-3
IC 6-1.1-17-5
IC 6-1.1-18.5-7
IC 6-1.1-18.5-12
IC 6-1.1-18.5-13
IC 6-1.1-18.5-14
IC 6-1.1-41-4
IC 6-3.6-3-3
IC 20-46-8-3
Department of Local Government Guidance Memoranda

Franklin Community School Corporation

Adopted:

F101-R

BUDGET ADOPTION AND IMPLEMENTATION ADMINISTRATIVE GUIDELINE

Purpose and Scope

This Administrative Guideline governs the preparation, public notice and hearing, adoption, filing, and implementation of the School Corporation's annual budget, consistent with Indiana law and Department of Local Government Finance (DLGF) requirements.

Roles and Responsibilities

The Treasurer, in collaboration with the Superintendent, shall prepare and present draft budgets, revenue estimates, cash flow projections, and narrative explanations for Board review.

The Board shall review budget materials, conduct the required public hearing, and adopt the budget, tax rate, and tax levy within the required timelines.

Budget Adoption

Unless the Board elects otherwise, the annual budget shall apply to the calendar period of January 1 through December 31 and must be adopted no later than November 1.

The public hearing at which the Board considers and formally adopts the budget, tax rate, and tax levy shall be noticed and conducted pursuant to Indiana's Open Door Law.

At least ten (10) days before the public hearing, the School Corporation shall submit to the DLGF Gateway the budget information described in IC 6-1.1-17-3(a).

The Board shall receive public comment on the proposed budget, tax rate, and tax levy, and may make adjustments consistent with law prior to adoption.

The School Corporation shall file the adopted budget with the DLGF within five (5) business days after adoption.

Required Plans (Operations Fund)

a. **Capital Projects Plan (Operations Fund):** If using operations fund dollars for capital assets or capital expenditures, the Board shall adopt a resolution approving a three-year Capital Projects Plan that lists proposed expenditures greater than $10,000. The School Corporation shall post the proposed plan on the School Corporation website before the hearing and upload to DLGF within 30 days of adoption. The hearing must occur after January 1 and not later than November 1 (unless using fiscal-year budgeting under IC 6-1.1-17-5.6).

b. **School Bus Replacement Plan (Operations Fund):** Before using operations fund dollars for bus replacement, the Board must adopt a resolution approving a five-year Bus Replacement Plan. The School Corporation shall post the proposed plan before the hearing and submit the plan/resolution to DLGF in the prescribed format.

Funds and Transfers

a. **Operations Fund.** The School Corporation shall maintain an Operations Fund (post-2018 fund consolidation) for transportation, capital projects via plan, bus replacement via plan, and other operational expenditures.

b. **Education Fund Transfers.** The School Corporation will make every reasonable effort to limit transfers from the Education Fund to the Operations Fund to less than or equal to 15% of total Education Fund revenue, with transfers authorized at a public meeting and reported to IDOE on the statutory reporting cadence.

c. **Tuition Support.** State Tuition Support under IC 20-43 funds the Education Fund's instructional expenditures. The amounts and related processes are governed by statute and IDOE guidance.

Budget Implementation

The Treasurer, in collaboration with the Superintendent, shall administer the adopted budget, ensure that expenditures align with appropriations, and present monthly financial reports to the Board, including revenues, encumbrances, expenditures, and fund balances.

If mid-year adjustments are needed, including additional appropriations or plan amendments, the School Corporation shall follow applicable notice, hearing, and filing procedures set by Indiana law and DLGF guidance.

The School Corporation shall meet all reporting and filing deadlines as specified by Indiana law and DLGF guidance.

The School Corporation shall retain copies of the adopted budget, tax rate, and tax levy, the Board resolution, and all supporting documentation in accordance with applicable retention schedules.

Legal References
IC 20-26-5-4
IC 6-1.1-17-3
IC 6-1.1-17-5
IC 6-1.1-17-5.6
Department of Local Government Guidance Memoranda

Franklin Community School Corporation

Book	POLICIES
Section	Section F - Fiscal Management
Title	F125 - Purchasing Procedures and Capital Assets
Code	
Status	Active
Last Revised	May 12, 2025

F125

PURCHASING PROCEDURES AND CAPITAL ASSETS

PUBLIC PURCHASING

Every purchase of goods or supplies by a school must comply with Indiana public purchasing and contract laws. The Board hereby designates the Chief Financial Officer as purchasing agent or designee for the Board. The following procedures, along with current Indiana law and guidance published by the Indiana State Board of Accounts, shall be generally followed by school administrators for the purchase of products or supplies (i.e., equipment, goods, and materials):

I. **Specifications —** Prior to obtaining proposals for goods or supplies, the purchasing agent or designee will prepare specifications describing the goods or supplies. Specifications should be prepared in such a manner as to promote overall economy and to encourage competition. Duplicative or unnecessary items will not be purchased. Consideration should be given to consolidating or breaking out procurement to obtain a more economical purchase.

II. **Good Faith Requirement —** Each purchasing agent or designee shall negotiate, perform, or administer each contract in good faith.

III. **Rules and Policies —** The school may adopt additional guidelines to regulate purchases, which may supplement, but may not be inconsistent with Indiana law. The school corporation may also establish additional written policies for purchases. Written policies may apply to all purchases generally or to a specific purchase.

IV. **Electronic Transmission —** The purchasing agent or designee may give and receive notices and offers electronically.

V. **Trusts -** If the purchasing agent or designee receives an offer from a trust, the purchasing agent or designee must require the trust to identify the beneficiaries of the trust and the settlor empowered to revoke or modify the trust prior to accepting an offer to determine if a conflict of interest may exist.

VI. **No Artificial Division —** Purchases may not be artificially divided to avoid any requirement of the public purchasing law or any other applicable law. Artificial division to avoid any requirement could result in personal responsibility for the purchasing agent or designee and possible criminal charges.

VII. **Invitation for Bids —** Unless another purchase method is allowed by statute and prior to obtaining proposals for goods or supplies over $150,000, a purchasing agent or designee must normally issue an invitation for bids, which must include the following information:

A. A description for the goods or supplies to be purchased, which may include specifications attached to or made a part of the solicitation;
B. All contractual terms and conditions that apply to the purchase;
C. A statement of the evaluation criteria that will be used in the review of responses, including any inspection, testing, quality, workmanship, delivery, or suitability standards;
D. The time and place for the opening of bids;
E. A statement concerning whether the bid must be accompanied by a certificate check or other evidence of financial responsibility; and
F. A statement concerning the conditions under which a bid may be cancelled or rejected in whole or in part.

VIII. **Evaluation Criteria —** Evaluation criteria that will affect the bid price and will be considered in the bid evaluation process must be objectively measurable. A purchasing agent or designee may only use criteria specified in the bidding documents and applicable laws to evaluate the bids.

IX. **Evidence of Financial Responsibility —** The purchasing agent or designee may specify in a solicitation that an offeror must provide evidence of financial responsibility. Evidence of financial responsibility may be a bond, certified check, or other evidence specified by the purchasing agent or designee in the solicitation. A bond or certified check may not be set at more than ten percent (10%) of the contract price.

X. **Public Notice —** When the total project cost is over $150,000, the purchasing agent or designee must give notice of any invitation for bids in accordance with IC 5-3-1, and currently requires a notice to be published two (2) times at least one (1) week apart, with the second notice at least seven (7) days prior to the opening of bids.

XI. **Public Opening -** The purchasing agent or designee shall open bids publicly. Offers may be opened after the notice date if the school board determines in writing that it is in its best interest, and the time and place are announced at the originally scheduled opening.

XII. **Prohibited Changes —** The purchasing agent or designee may not permit changes in bid prices or other material provisions of bids after the bid opening.

XIII. **Contract Decision —** The purchasing agent or designee must award the contract promptly by written notice to the lowest responsible and responsive bidder or reject all bids submitted. If the purchasing agent or designee awards the contract to a bidder other than the lowest bidder, the reason for the award must be stated in the minutes of the board meeting at the time the award is made, and

should include the factors used to determine which bidder is the lowest responsible and responsive bidder.

A. Responsible Bidder

The purchasing agent or designee must determine whether an offeror is "responsible" and if not, that determination must be made in writing. The following factors can be considered:

i. whether an offeror fails to provide information required to determine whether they are responsible;
ii. the ability and capacity of the offeror to provide the goods or supplies;
iii. the integrity, character, and reputation of the offeror; and
iv. the competency and experience of the offeror.

Unless exempt, registration with the Indiana Secretary of State to do business in Indiana and adequate insurance, as determined by the Corporation, is required to be considered responsible.

B. Responsive Bidder

The purchasing agent or designee must determine whether an offeror is responsive. The purchasing agent or designee may consider the following factors:

i. whether the offer conforms in all material respects to the specifications;
ii. whether the offer complies specifically with the solicitation and the instruction to offerors; and
iii. whether the offeror has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.

XIV. **Unconditional Acceptance —** Bids must be unconditionally accepted without alteration or correction, with limited exceptions. If a bidder inserts contract terms or bids on items not specified in the invitation, the purchasing agent or designee shall treat the additional material as a proposal for addition to the contract and may either declare the bidder nonresponsive, permit the bidder to withdraw the proposed additions to the contract, or be willing to accept any of the proposed additions to the contract. However, a purchasing agent or designee may not accept proposed additions that are prejudicial to the school or to fair competition.

XV. **Purchase Order -** Within thirty (30) days after the acceptance of an offer, the purchasing agent or designee shall deliver notice to the successful offeror a purchase order and retain a copy for public inspection.

XVI. **Length of Goods/Supplies Contract** — A contract for goods or supplies may be entered into for a period not to exceed four (4) years and must specify that obligations of the school are subject to the appropriation and availability of funds.

XVII. **Contract Renewal** — A contract that contains a provision for escalation of the price of the contract may be renewed only if the price escalation is linked to a commonly accepted index or a formula set forth in the contract. The term of a renewed contract may not be longer than the initial term of the contract.

XVIII. **Advance Payments —** The Corporation may not make payment in advance of receipt of goods or services unless permitted by applicable law. The Corporation may only make payment in advance of receipt of goods and services when allowed by Indiana law and the Indiana State Board of Accounts guidelines.

XIX. **Prohibited Items -** Under no circumstances is the Corporation or any of its agents or employees permitted to use funds for purchases of tobacco, alcohol, or illegal substances.

XX. **Prohibited Contract Provisions—**Automatic renewal, choice of law, and indemnity are statutorily-prohibited for contracts for goods or services with Indiana school corporations and void and unenforceable as against public policy. **"**Automatic renewal provision" means a provision in a vendor contract that provides for the automatic renewal of the contract unless the School Board gives notice to the vendor that the School Corporation intends to terminate the vendor contract at the end of the contract term. "Choice of law provision" means a term within a vendor contract that subjects the vendor contract to the laws of a state other than Indiana. "Indemnity provision" means a provision, a clause, a covenant, or an agreement that is contained in, collateral to, or affecting a vendor contract and purports to indemnify, defend, or hold harmless, or has the effect of indemnifying, defending, or holding harmless, a vendor against liability for loss or damage resulting from negligence. intentional acts or omissions of the vendor or an agent, employee, servant, or independent contractor that is directly responsible to the vendor.

ALTERNATIVE PURCHASING METHODS

The purchasing agent or designee may when allowed under the public purchasing and public contract laws consider the use of the following alternative purchasing methods. Any purchase that does not qualify for an alternative purchasing method must be made through a public bidding process.

I. Requests for Specifications — The school board may make a written finding that the development of specifications is not feasible and may grant a purchasing agent or designee approval to issue a request for specifications. Requests for specifications should be published in accordance with IC 531, which requires that a notice be published two (2) times at least one (1) week apart.

Requests must include the following:

A. the factors or criteria that will be used in evaluating the specifications;
B. a statement concerning the relative importance of the evaluation factors; and
C. a statement concerning whether discussions may be conducted with persons proposing specifications to clarify the specification requirements.

All entities proposing specifications must be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of proposed specifications.

II. Request for Proposals ("RFP")

The purchasing agent or designee may also and is encouraged to issue a request for proposals.

An RFP must include at least the following:

A. the factors or criteria that will be used in evaluating the proposals;
B. a statement concerning the relative importance of price and other evaluation factors (only these evaluation factors may be considered in the evaluation of proposals);
C. a statement concerning whether the proposal must be accompanied by evidence of financial responsibility; and
D. a statement concerning whether discussion may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award.

Requests for proposals should be published in accordance with IC 5-3-1, which requires that a notice be published two (2) times at least one (1) week apart. In addition to publishing the request for proposal, nothing shall prevent the Corporation from sending the Request for Proposals directly to known suppliers and/or contractors, inviting the supplier or contractor to submit a proposal.

If an RFP is issued, the purchasing agent or designee must prepare a register of proposals, which must be open to public inspection after the contract is awarded. The register must include at least the following:

A. a copy of the RFP;
B. a list of all persons to whom copies were given;
C. a list of all proposals received, including the name and address of all offerors, the dollar amount of each offer, and the name and dollar amount of the successful offeror;
D. the basis on which the award was made; and
E. the entire contents of the contract file, except for proprietary information included with an offer.

As provided in the request for proposals or under the rules or policies of the school, discussions may be conducted with, and best and final offers obtained from, responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award. The RFP must be awarded to the responsible offeror whose proposal is determined in writing to be the most advantageous to the school. Awards may be made to more than one offeror if the proposals are determined in writing to be advantageous to the school.

The purchasing agent or designee must treat each offeror fairly and equally with respect to any opportunity for discussion and revision of proposals. In conducting discussions with an offeror, the purchasing agent or designee may use information derived from other proposals in discussion only if the identity of the offeror providing the information is not disclosed to others. Equivalent information must be provided to all offerors with whom the purchasing agent or designee chooses to have discussions.

III. **Purchasing Organizations -** If the school is a participant in a cooperative purchasing organization, a purchasing agent or designee may work with the organization to solicit proposals for the supplies.

IV. **Reverse Online Auctions -** The purchasing agent or designee may conduct a reverse auction for the purchase of supplies by using an internet purchasing site to issue an invitation for bids and receive bids in accordance with Indiana law.

V. **Special Purchases-** Special Purchases without soliciting bids or proposals are permitted under IC 5-22-10 if made with competition as practicable under the circumstances and:

A. Certain emergency conditions exist;
B. Unique opportunity to obtain supplies or services at a substantial savings to the School;
C. Auction;
D. Data processing contract or licensing agreement (such as software programs);
E. Concerns over the compatibility of equipment, and only 1 source meets reasonable requirements;
F. Purchasing method seriously impairs the functioning of the school;
G. No responsive offers received under the correct use of other purchasing methods;
H. A governmental discount of the established price;
I. Only a single source of supply is available;
J. Efficiency & economic advantages (such as federal GSA pricing);
K. Vendor is an entity with a contract with a federal agency, or a purchase is from the federal government or a public utility;
L. Acceptance of a Gift

VI. **Services**- The purchasing agent may purchase services with non-federal funds using any procedure the purchasing agent considers appropriate.

VII. Micro Purchases (Under $10,000 Using Federal Funds)- This section applies only if the purchasing agent or designee expects the purchase to be less than $10,000 when federal funds are used to purchase supplies *and* services. A purchasing agent or designee may award without soliciting competitive price or rate quotations if the purchasing agent or designee deems the price reasonable based on research, experience, purchase history, or other information and documents maintained by the Corporation.

VIII. Small Purchases (Under $50,000 Using Non-Federal Funds)-Purchases under $50,000 using nonfederal funds may be made through the open market, or using any other method established under this Policy and deemed appropriate by the purchasing agent or designee.

IX. Request for Quotes (Federal Purchases Between $10,000-$150,000 or Non-Federal Purchases Between $50,000 and $150,000)- This section applies only if the purchasing agent or designee expects a non-federal purchase to be between $50,000 and $150,000, or a federal purchase to be between $10,000 and $150,000.

- A purchasing agent or designee may purchase supplies by inviting quotes from at least three (3) persons known to deal in the lines or classes of supplies to be purchased.
- The purchasing agent or designee shall mail an invitation to quote to these persons at least seven (7) days before the time fixed for receiving quotes.
- If the purchasing agent or designee receives a satisfactory quote, the purchasing agent or designee shall award a contract to the lowest responsible and responsive offeror for each line or class of supplies being requested. The purchasing agent or designee may reject all quotes.

- If the purchasing agent or designee does not receive a quote from a responsible and responsive offeror, the purchasing agent or designee may purchase the supplies under IC 5-22-10-10.

ADDITIONAL PROVISIONS ON PROCUREMENT USING FEDERAL FUNDS

The Superintendent shall maintain a procurement and contract administration system in accordance with the federal procurement requirements (2 CFR 200), including verification that vendor/contractor has not been suspended or debarred from participation in federal programs, and the prohibition of use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except where applicable federal statutes expressly mandate or encourage geographic preference, for the administration and management of Federal grants and Federally-funded programs. The Corporation shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts, applicable laws, and/ or purchase orders. Except as otherwise noted or as required by applicable laws, procurement transactions shall conform to the provisions of this policy and related guidelines.

The Superintendent/Treasurer shall review applicable laws with regard to grant opportunities and prepare applications for programs deemed appropriate and beneficial to the students and the School. The Superintendent/Treasurer shall approve each such proposal prior to its submission, and the Board shall approve receipt of all grants resulting from such proposals.

MATERIALITY & CAPITAL ASSETS

It is the School Board's intent to maintain a fixed asset capitalization plan utilizing the following guidelines. In addition to establishing this capitalization policy, the Corporation, according to Indiana State Board of Accounts guidance, maintains a Capital Assets Ledger; identifies capital assets by activity; identifies capital assets by major class; confirms beginning balance; reports additions to capital assets; reports reductions in capital assets; compares ending balance to Capital Assets Ledger; documents basis for valuation and estimated useful life; and has established internal controls (see Policy F100 on Internal Controls).

Definitions and Provisions

For the purpose of this policy, the following definitions apply unless the context clearly indicates or requires a different meaning.

"Tangible Assets" - Assets which can be observed by one or more of the physical senses.

"Fixed Asset" - Tangible assets of a durable nature employed in the operating activities of the Corporation, and are relatively permanent and are needed for the production or sale of goods or services, are termed property, plan and equipment or fixed assets. These assets are not held for sale in the ordinary course of operations. This group is usually separated into classes according to the physical characteristics of the items (e.g., land, buildings, improvements other than buildings, machinery and equipment, furniture and fixtures). "Capital Outlays" - Expenditures that benefit both the current and future fiscal periods. Includes costs of acquiring land or structures; construction or improvement of buildings, structures, or other fixed assets; and equipment purchases having an appreciable and calculable period of usefulness. These are expenditures resulting in the acquisition of or addition to the government's general fixed assets.

I. **Land**

Corporation will capitalize land purchases, regardless of cost. Original cost of land will include the full value transferred to the grantor, including relocation, closing costs incidental to the purchase (including title insurance commitment and insurance) appraisal and negotiation fees, surveying and costs for preparing the land for its intended purpose (including contractors and/or school workers salary and benefits, such as demolishing buildings, excavating, clean up, and/or inspection).

The corporation will record donated land at fair market value on the date of conveyance plus any associated costs. Purchases made using federal or state funding will follow the source funding policies and the above procedures.

II. **Machinery and Equipment**

Machinery and equipment include an apparatus, a tool, or a conglomeration of pieces to form a tool. The tool will stand alone and not become a part of a basic structure or building.
Corporation will capitalize and tag items with an individual value equal to or greater than $10,000. Machinery combined with other machinery to form one unit with a total value greater than the above-mentioned limit will be one unit.

Shipping charges, consultant fees, and any other cost directly associated with the purchase, delivery, or setup (including contractors and/or school workers' salaries and benefits), which make such equipment operable for its intended purpose, will be capitalized.

Improvements or renovations to existing machinery and equipment will be capitalized only if the result of the change meets all of the following conditions:

1. total costs exceed $10,000,

2. the useful life is extended two or more years, and
3. the total costs will be greater than the current book value and less than the fair market value.

III. Buildings

Corporation will capitalize buildings at full cost with no subcategories for tracking the cost of attachments. Attachment can include roofs, heating, cooling, plumbing, lighting, or sprinkler systems, or any part of the basic building. Corporation will include the cost of items designed or purchased exclusively for the building.

Corporation's new building will be capitalized only if it meets the following conditions: 1) the total cost exceeds $10,000, and 2) the useful life is greater than two years.

Corporation while improving or renovating an existing building will capitalize the cost only if the result meets all of the following conditions:

1. the total cost exceeds $10,000,
2. the useful life is extended two or more years, and
3. the total cost will be greater than the current book value and less than the fair market value.

Capital building costs will include preparation of land for the building, architectural and engineering fees, bond issuance fees, interest cost (while under construction), accounting costs if material, and any costs directly attributable to the construction of a building.

Corporation will record donated buildings at fair market value on the date of transfer with any associated costs. Purchases made using federal or state funding will follow the source funding policies and above procedures.

IV. **Improvements Other than Buildings**

These improvements to land are for better enjoyment, attached or not easily removed, and will have a life expectancy of more than two years. Examples include walks, parking areas and drives, fencing, retaining walls, pools, outside fountains, and other similar items.

Corporation will capitalize new improvements other than buildings if it meets the following conditions: the total cost exceed $10,000, and the useful life is greater than two years.

Corporation will capitalize improvements or renovations to existing improvements other than buildings if it meets the following conditions:

1. the total cost exceeds $10,000,

2. the assets' useful life is extended two or more years, and
3. the total cost will be greater than the current book value and less than the fair market value.

Corporation's donated improvements other than buildings will be recorded at fair market value on the date of transfer with any associated costs. Purchases made using federal or state funding will follow the source funding policies and above procedures.

"Historical Cost" - The cash equivalent price exchanged for goods or services at the date of acquisition. Land, buildings, equipment, and most inventories are common examples of items recognized under the historical cost attribute.

Recording and Accounting

Corporation will classify capital expenditures as capital outlays within the fund from which the expenditure was made in accordance with the chart of accounts of the latest version of Accounting and Financial Regulatory Reporting Manual for political subdivisions. The cost of property, plant and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording fixed assets of the Corporation, the valuation of assets shall be based on historical cost or where the historical cost is indeterminable, by estimation for those assets in existence.

In addition, an asset register using SBOA prescribed forms shall be maintained to provide a detail record of the capital assets of the Corporation.

When it is not possible to determine the historical cost of capital assets owned by Corporation, the following procedure should be followed. Corporation will develop and inventory of all capital assets which are significant for which records of the historical costs are not available. Corporation will obtain an estimate of the replacement costs of these assets. Through inquiry Corporation determines the year or approximate year of acquisition. Then Corporation multiplies the estimated replacement cost by the factor for the year of acquisitions from the Table of Cost Indexes published by the Indiana State Board of Accounts. The resulting amount will be the estimated cost of the asset.

In some cases, estimated replacement cost can be obtained from insurance policies; however, if estimated replacement costs are not available from insurance policies, Corporation should obtain or make an estimate of the replacement costs. **Safeguarding of Assets**

Accounting controls shall be designed and implemented to provide reasonable assurances that:

1. Capital expenditures made by the Corporation shall be in accordance with the board's authorization as documented in the board meeting minutes.
2. Adequate detail records are to be maintained to assure accountability for the Corporation's assets.
3. Access to assets is permitted in accordance with the board's authorization.
4. The recorded accountability for assets should be compared with the existing assets at least every two years, and appropriate action should be taken with respect to any differences.

PUBLIC WORKS PROJECTS

Advance Payments

The Corporation may make advance payments to contractors to enable the contractors to purchase materials needed for a public works project of the Corporation. The solicitation of the public works contract providing for such advance payment must include the following information:

A. That the Corporation may make advance payments to contractors with the approval of the Board of School Trustees to enable such contractors to purchase materials;
B. Any limitations on the amount of advance payments that will be made;
C. Requirements for documentation relating to making advance payments to contractors for materials; and
D. Any other information about advance payment for materials that the political subdivision considers useful to contractors that make offers.

Such advance payments may not exceed the lesser of fifty percent (50%) of the entire cost of the contract or two million dollars ($2,000,000.00).

Required Construction Procedures

If the cost of a construction project exceeds $300,000, the Corporation will follow the statutory provisions for design-build, construction manager as constructor, competitive bid, or guaranteed energy savings contract.

ADVANCE PAYMENTS FOR GOODS AND SERVICES

The Corporation authorizes the making of advanced payments for goods before delivery or services before completion. If such advance payments are made, the [local fiscal officer or designee] must do all of the following relating to such advance payments:

A. Track prepayments by defining the prepayment on a purchase order;
B. Create a prepayment invoice that is associated with the purchase order;
C. Require insurance or a surety bond in the amount of prepayment if the amount of prepayment is more than one hundred fifty thousand dollars ($150,000.00).

Such advance payments may not exceed the lesser of fifty percent (50%) of the entire cost of the contract or two million dollars ($2,000,000.00).

SBOA Uniform Compliance Guidelines Manual for Schools, Chapter **1**
2 CFR 200.318s
I.C. 5-11-1-27
I.C. 5-22-7
I.C. 5-22-8
IC 5-22-10
IC 5-30-1 et seq.
IC 5-32-1 et seq.
I.C. 36-1-7
IC 36-1-12
IC 36-1-12.5
I.C. 5-11-10-1.6

Franklin Community School Corporation

Adopted: 7-8-24
Revised: May 12, 2025
Revised:

Book	POLICIES
Section	Section G - Operations and Facilities
Title	G325 - Free and Reduced-Price Meals
Code	
Status	Active
Adopted	March 11, 2024

G325

FREE AND REDUCED-PRICE MEALS

The Board of School Trustees shall provide eligible children with lunch at a reduced rate or at no charge to the student. It also shall provide breakfast in accordance with provisions in I.C. 20-26-9-1 et seq.

In accordance with the criteria issued annually by the Federal government through the State Department of Education, the Board designates the Child Nutrition Director to determine eligibility of students for free or reduced-priced meals.

Each year, the schools shall inform all families of the opportunity for free and reduced-price meals by providing an application with the eligibility criteria and instructions to the family of each student enrolled in the school. The schools shall search and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

The Corporation shall comply with Federal and State law governing school meal programs, including specifically, but not exclusively, those governing the accounting and audit requirements of the Free and Reduced Lunch program. All employees who participate in the processing or auditing of such applications shall be trained in the program's requirements. . The Corporation will protect the privacy of students receiving free or reduced price meals through good faith efforts such as maintenance of records as confidential and use of a cashless payment system.

The Superintendent shall establish the necessary administrative guidelines to ensure the program is conducted in accordance with guidelines established by the U.S. Department of Agriculture and the Indiana Department of Education.

I.C. 20-26-9-1 et seq.
I.C. 20-41-2-1 et seq.
42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

Franklin Community School Corporation

Adopted: 3-11-24

Revised:

Book	POLICIES
Section	Section H - Community Relations
Title	H125 - Corporation Support Organizations
Code	
Status	Active

H125

CORPORATION-SUPPORT ORGANIZATIONS

The School Board values organizations striving to support the educational experiences of Corporation students. The Board endorses the active involvement of students and their families through the creation of parental and charitable organizations such as Parent-Teacher Organization groups and booster clubs. The Board encourages employees to work cooperatively with all such nonprofit organizations.

The Superintendent must first approve annually any support organization who wishes to use the name, logos, trademarks, or equipment ~~equipment, buildings, or facilities~~ of the Corporation during that school year. Each approved organization has responsibility for funds collected, expenses incurred, and the well-being of participating students and volunteers. The Corporation is not responsible for the activities or finances of an approved organization.

All such organizations must engage in activities and conduct themselves in a manner typical of a nonprofit organization. In order to access school resources, these organizations shall follow the policies of the Board, guidelines of the Superintendent, and guidance from governmental entities having jurisdiction over the organization (e.g. IRS, IN Department of Revenue, IN State Board of Accounts).

Franklin Community School Corporation

Adopted: 5-13-24

Revised:

Book	POLICIES
Section	Section H - Community Relations
Title	H150 - Public Records
Code	
Status	Active

H150

PUBLIC RECORDS

The Franklin Community School Board recognizes its responsibility to maintain and protect the public records of the Board and to make these records available for inspection and the purchase of copies in compliance with the Indiana Access to Public Records Act ("APRA").

The Board directs the Superintendent to assert any exemption required to protect information that must be kept confidential pursuant to I.C. 5-14-3-4(a); and the Board authorizes the Superintendent to assert any discretionary exemption to the APRA found in I.C. 5-14-3-4(b). As such, pursuant to the Family Educational Rights and Privacy Act (FERPA), the Corporation shall not disclose records which contain a student's personally identifiable information without the prior written consent of the parent or eligible student. In accordance with FERPA and Indiana Public Access Counselor Opinion, the Corporation shall not disclose information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Procedures for Request for Public Records

The school corporation may establish and maintain an electronic portal for submission of public records requests that incorporates a Completely Automated Public Turing test to tell Computers and Humans Apart (CAPTCHA) or an equivalent mechanism for ensuring that a requestor is a human, that requires verification of a requestor's physical address; that indicates to the school whether the requestor is a resident of Indiana, and that automatically tracks and reports submissions suspected to be automated or to have originated from known sources of phishing or data scraping as those terms are defined in I.C. 5-14-3-2.

¶

A request to inspect and/or purchase copies of a public record in the custody of the Board must be made in writing and submitted in person, by e-mail, facsimile, or USPS mail to the Community & Public Relations Director. Such a request submitted outside of the regular business hours, shall be received at the beginning of the next regularly scheduled work day.

A requesting party shall be required to describe the records sought with reasonable particularity. The

Corporation may request clarification if the request does not provide information which enables it to search for, locate, and retrieve the records. The Corporation shall acknowledge the request within seven (7) business days of receipt.

After the Corporation has reviewed the request, the Corporation will inform the requester in writing if the request is denied or granted. If the request is denied, the Corporation will provide the statutory citation and authority for not disclosing the record, as well as the name and title of the person responsible for the denial.

If the request is granted, the Corporation will inform the Requester of the estimated fees to be paid.

The Corporation may decline to respond to a public records request if one (1) or more of the following apply:

1. The Corporation suspects the request to be data scraping or phishing activity as defined in I.C. 5-14-3-2.
2. The Corporation suspects that responding to the request electronically may expose the Corporation's electronic systems or data to unauthorized access or alteration or otherwise jeopardize the security of the Corporation's electronic systems or data.
3. The Corporation finds the request is made by a person that is a party to pending or ongoing litigation and is duplicative of a discovery request made by the person in the pending or ongoing litigation.

In such case, the Corporation shall notify the Indiana Public Access Counselor within seven (7) days of the denial and outline the reason why the Corporation has declined to respond to the request.

Whether or not the Requestor seeks copies of the requested records, the Corporation may charge a search fee for any time spent searching for records that are in an electronic format that exceeds five (5) hours. This search fee shall not exceed the lesser of:

1. the hourly rate of the person making the search; or
2. twenty dollars ($20) per hour.

If the Requestor is a non-Indiana resident or out of state entity, the search will increase to twenty-five cents ($0.25) per page and twenty-five dollars ($25) per hour of staff time spent processing the request.

The Corporation may prioritize fulfilling the public records requests of Indiana residents and requests submitted for civic, journalistic, academic or personal use. Requests identified as originating from out-of-state entities or automated systems may be delayed as necessary to prevent disruption of core agency functions.

Search and/or copying fees shall be paid to the Corporation before any record is copied, disclosed, or made available for inspection. Fees may be paid by cash or money order payable to the Corporation. After receiving the fee, the Corporation shall make the requested records available within a reasonable amount of time, depending on the complexity and size of the request.

If a requester elects to review and inspect the record(s) in person, he or she will work with the Corporation in good faith to schedule a time for inspection.

Records may be inspected only at the office or location where they are regularly maintained, during regular business hours, in the presence of a Corporation staff member.

The Corporation shall comply with I.C. 5-14-3-7 and shall take into account the other duties to be

performed by Board employees with custody of the requested record(s) and shall not cause or permit a material interference with the regular discharge of the other functions or duties of the Corporation or its employees.

Limited Access to Requests

The Board will not create or provide copies of lists of names and addresses (including e-mail addresses) unless the Board is required by law to publish and disseminate the list to the public. However, if the Board has created a list of names and addresses of persons (excluding e-mail addresses), it will permit a person to inspect and make memoranda abstracts from the list unless access to the list is prohibited by law. The Board prohibits disclosures of any records to any commercial entity for commercial purposes or to any individual or entity for political purposes. In addition, records may not be used by individuals or entities for commercial purposes or political purposes.

Fees for Purchasing Copies of Public Records

The Board establishes the following fee schedule for purchase of a copy of public records. These fees will be uniform at all purchasers.

Copies shall be prepared by a Corporation employee and provided to a requesting party upon payment of a fee which is the greater of:

A. Ten cents ($0.10) per page for copies that are not color copies or twenty-five cents ($0.25) per page for color copies; or
B. The actual cost of copying the document. "Actual cost" means the cost of paper and the per-page cost for use of copying or facsimile equipment and does not include labor costs or overhead costs.
C. Certification of document five dollars ($5.00).
D. The Board will charge a fee for providing a duplicate of a computer tape, computer disc, microfilm, or similar or analogous record system containing a public record in the custody of the Corporation. The fee shall not exceed the sum of the:

i. The Corporation's direct cost of supplying the information in that form; and
ii. The standard cost of selling the same information to the public in the form of a publication if the Corporation has published the information and made the publication available for sale.

I.C. 5-14-3(a)
Family Educational Rights and Privacy Act (FERPA)
I.C. 5-14-3-7
I.C. 5-14-3-8
I.C. 5-14-3
I.C. 5-15-6
Indiana Public Access Counselor Opinion, March 17, 2014

Franklin Community School Corporation

Adopted: 5-13-24

Revised:

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.*

TABLE OF CONTENTS

Title IX…….3-10

General Information……10-11

Academics and Accountability……12

FCSC Acceptable Use Policy and Guidelines……12-15

FCSC Search Policy……15

FERPA…….16-18

Individual with Disabilities Statement, Nondiscrimination, Pesticide Use at Schools, AHERA Notification……..…….....18

Textbook/Chromebook Fees……..19

Band/Choir Drop/Add Procedure…….19

Grades and Student Attendance…….19-23

Health Services……23-24

Student Responsibilities and Behavior Code……..24-27

Bus Conduct……27-28

Discipline……28-35

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			

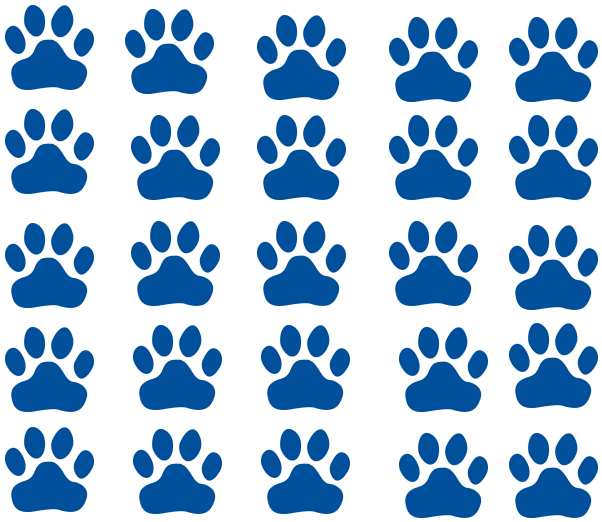
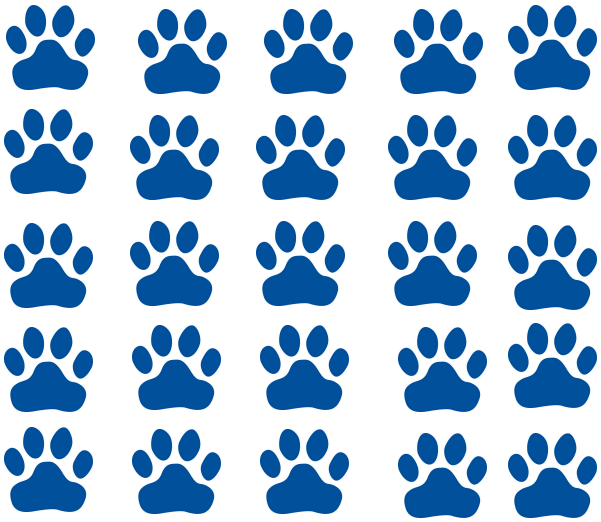
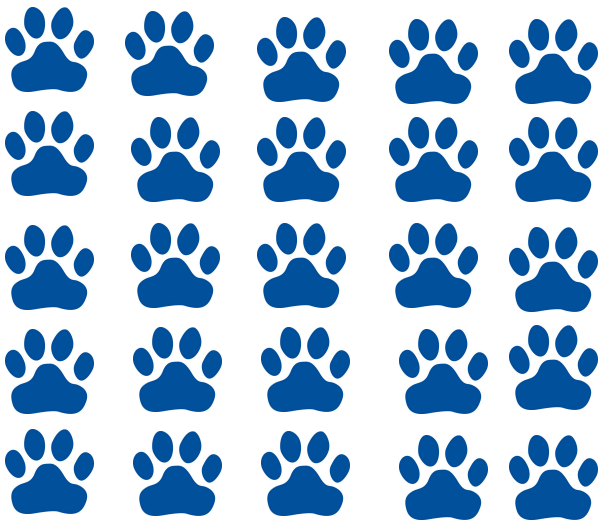
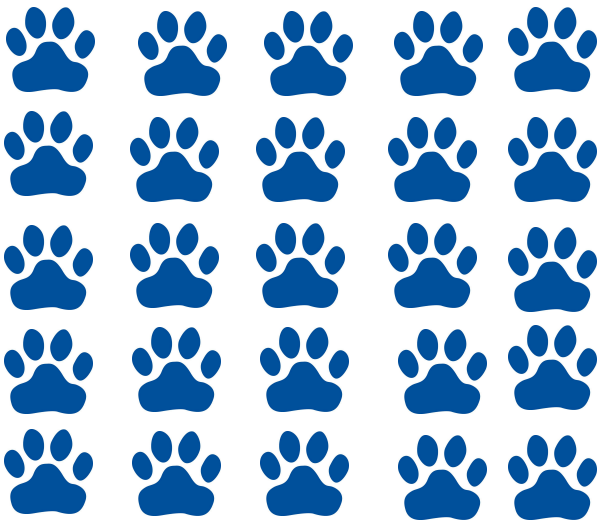
# of Detentions: _____ # of Honor Card Entries: _____

End of 9 Weeks Parent Signature: _____

Name_____ Homeroom_____

The PAW Card

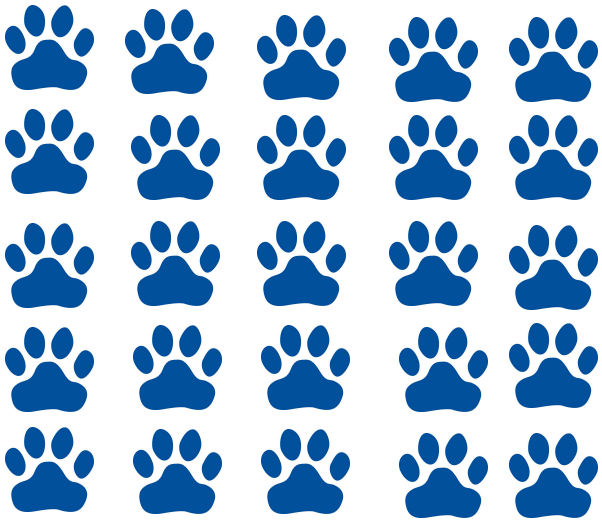
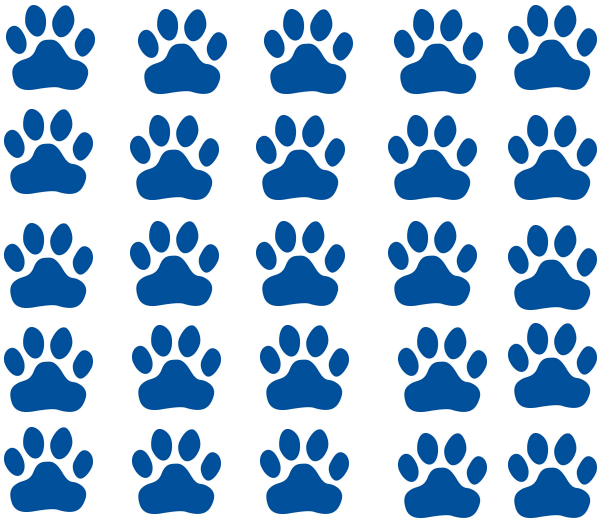
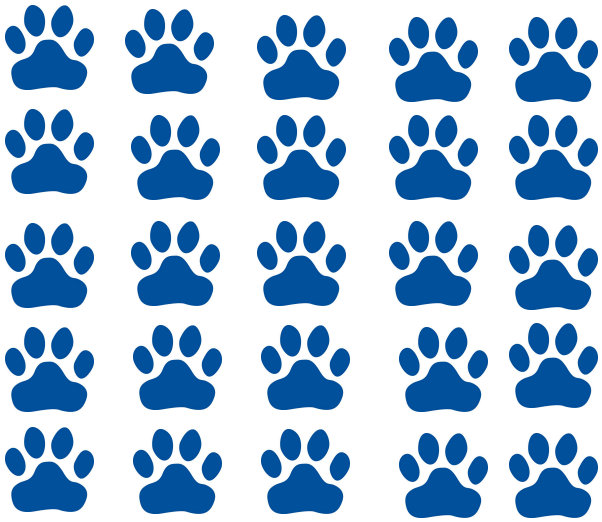
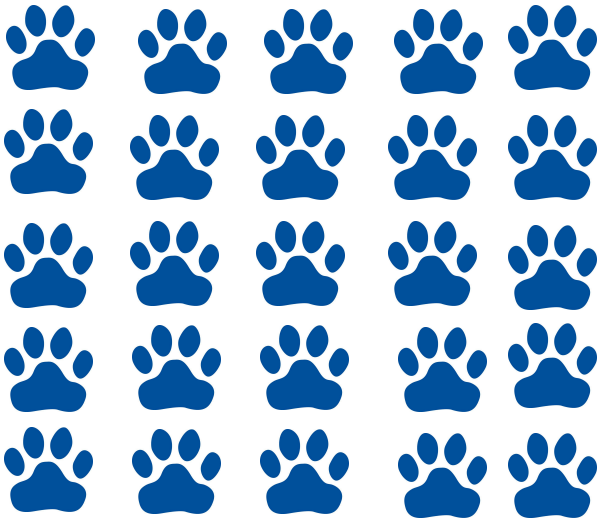
Be Respectful Be Responsible Be Ready to Learn

	
PRIZE TIME!	PRIZE TIME!
	
PRIZE TIME!	PRIZE TIME!

Name_____ Homeroom_____

The PAW Card

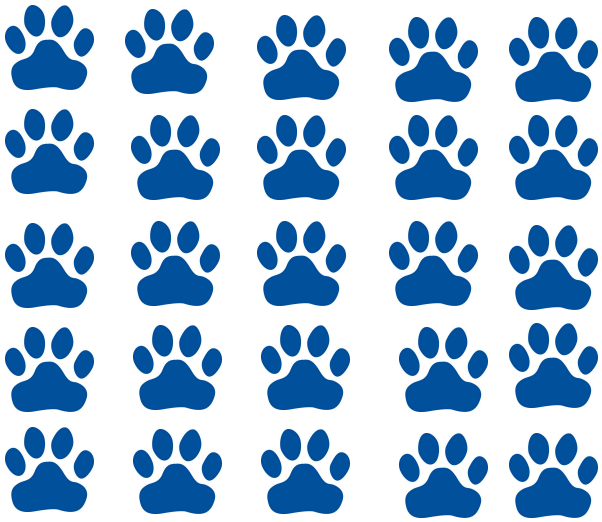
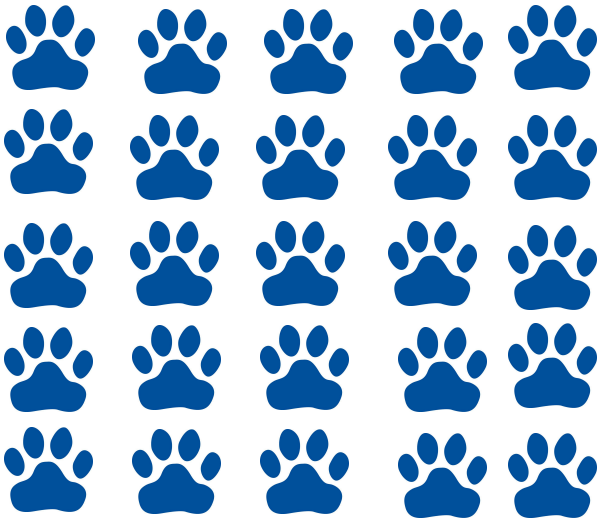
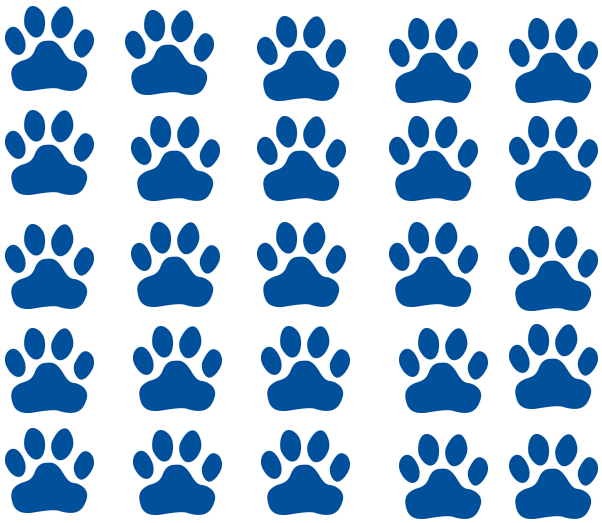
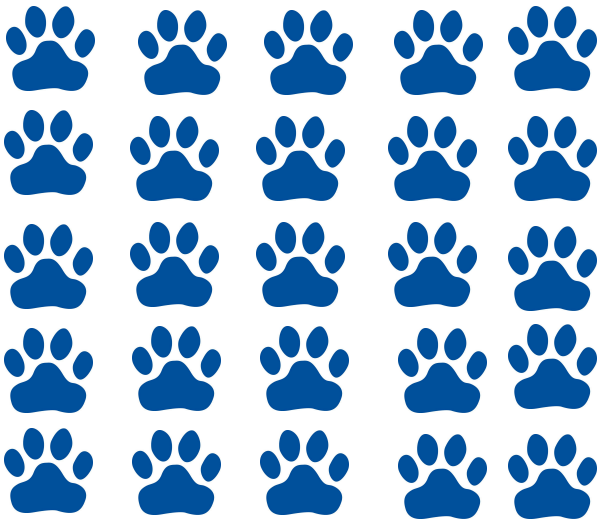
Be Respectful Be Responsible Be Ready to Learn

	
PRIZE TIME!	PRIZE TIME!
	
PRIZE TIME!	PRIZE TIME!

Name_____ Homeroom_____

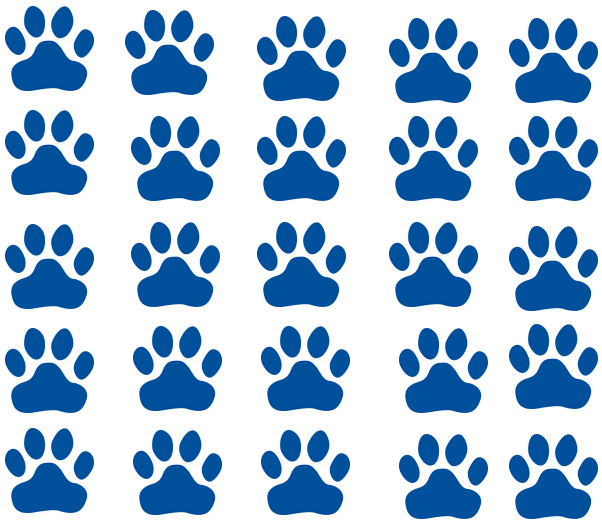
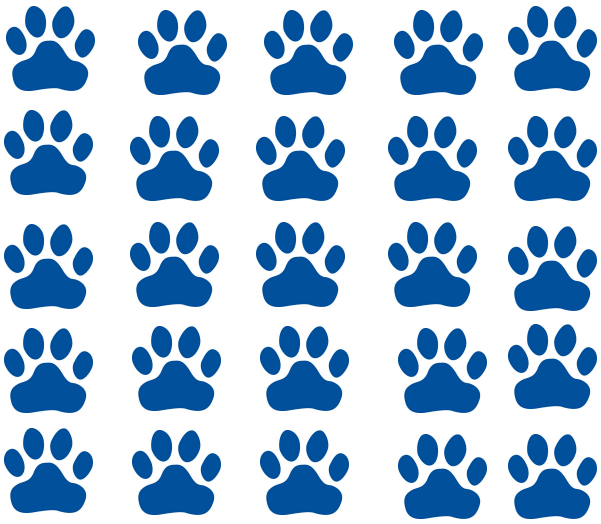
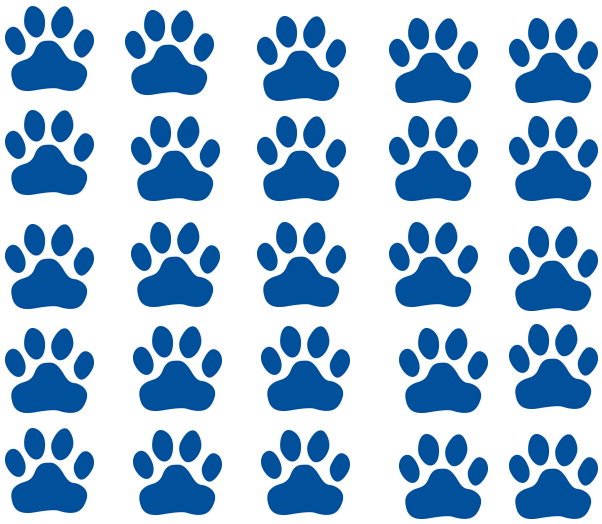
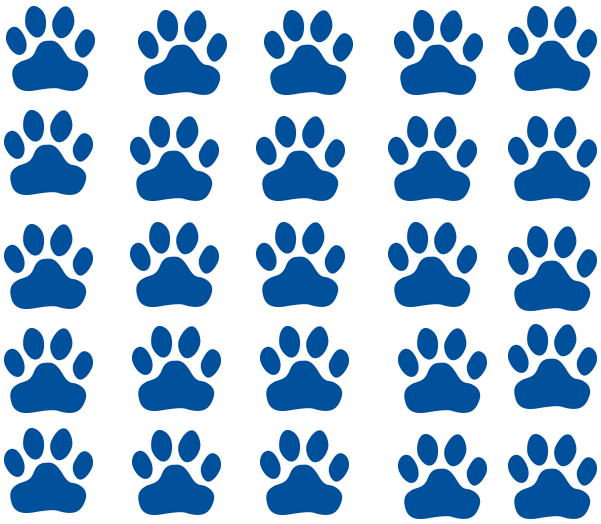
The PAW Card

Be Respectful Be Responsible Be Ready to Learn

	
PRIZE TIME!	PRIZE TIME!
	
PRIZE TIME!	PRIZE TIME!

Name_____ Homeroom_____

The PAW Card

	
PRIZE TIME!	PRIZE TIME!
	
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.*

TABLE OF CONTENTS

TITLE IX INFORMATION

3-10

GENERAL INFORMATION

10-12

ACADEMICS & ACCOUNTABILITY

12-14

STUDENT ATTENDANCE

14-16

HEALTH SERVICES

17-18

STUDENT RESPONSIBILITIES & BEHAVIOR CODE

18-28

ATHLETIC CODE OF CONDUCT

29-31

FCS BUS CONDUCT

32-33

ADDITIONAL FCS POLICIES

34-44

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)		Placeholder indicating the new policy will be added upon board approval of the district policy	
eLearning & Virtual Days	Occasionally when school is	Throughout the school year,	Updated language to be

Section (former page number)	Previous Language	Updated Language	Rationale
(21, 22)	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 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	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 as no internet. On Virtual Days, students will be expected to follow the virtual	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
	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.	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 school hours. Extracurricular sponsors may permit deliveries to all members of their organizations, not to	No deliveries of balloons, gifts, or flowers will be permitted at school during school hours. Food deliveries to students are 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	Removed unnecessary language about ECA after-school deliveries. Added clarification that lunches dropped off by parents can only be picked up during passing periods or lunch periods

Section (former page number)	Previous Language	Updated Language	Rationale
	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.	time.	
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. Students are responsible for keeping their device and login secure, in their possession, and accounted for at all times. Chromebooks should be	Condensed redundant language about Chromebooks and Chromebook care

Section (former page number)	Previous Language	Updated Language	Rationale
		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 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	Removed restrictions related to grades to ensure all students have the ability to experience academic enrichment. Added administrative discretion to revoke the privilege of a field

Section (former page number)	Previous Language	Updated Language	Rationale
		denied this privilege at the discretion of the administration.	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. without the aid of medication before returning to school.	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 hours

Section (former page number)	Previous Language	Updated Language	Rationale
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 Assistants must obtain an application from the guidance office and complete it fully. To remain eligible for student assistant positions, students	Updated language to match current practices with limits on student aides (at administration discretion)

Section (former page number)	Previous Language	Updated Language	Rationale
		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
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	Removed outdated language

Section (former page number)	Previous Language	Updated Language	Rationale
		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.	
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 (36)		Removed the section	Language already exists is prior 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	Added language requiring visitors to only access areas of the building related to why they are

Section (former page number)	Previous Language	Updated Language	Rationale
		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."	visiting.
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

Section (former page number)	Previous Language	Updated Language	Rationale
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
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	Undated to ECA with clarification Removed section pertaining to staff. Added formatting for readability

Section (former page number)	Previous Language	Updated Language	Rationale
		can receive assistance if needed.	
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 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.	Updated expectations

Section (former page number)	Previous Language	Updated Language	Rationale
		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 issuing the penalty. These additional random drug screens must result in negative test results for the student to remain eligible to participate.	

Section (former page number)	Previous Language	Updated Language	Rationale
		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 (68)	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. Such a device will be returned to the parent.	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 Such a device may be returned to the parent.	Clarity First offense - phone given to student.

Section (former page number)	Previous Language	Updated Language	Rationale
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 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	50% was missing. Updated expectations

Section (former page number)	Previous Language	Updated Language	Rationale
		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 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.	

Section (former page number)	Previous Language	Updated Language	Rationale
		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 from the class if they feel it is necessary and appropriate.	

Section (former page number)	Previous Language	Updated Language	Rationale
Other provisions (45)			

Section (former page number)	Previous Language	Updated Language	Rationale
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 higher-level math. average (GPA) of B- and Eng 12 or English Electives	Added Analytical Algebra II Changed 3.0 to B-
GRADUATION REQUIREMENTS AND		COHORTS 2029 AND BEYOND (Full section)	Updated requirements for new diploma type

Section (former page number)	Previous Language	Updated Language	Rationale
DIPLOMA TYPES (47)			
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 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	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
	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.	
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	Change in availability Removed overdue fines

Section (former page number)	Previous Language	Updated Language	Rationale
		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.	language Formating Updated process

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 ongoing process.		
NONDISCRIMINATION POLICY (96)	NONDISCRIMINATION POLICY It is the policy of the Franklin Community Schools not to discriminate on the basis of	**NONDISCRIMINATION POLICY** Franklin Community Schools does not discriminate on the	Outdated code and language

Section (former page number)	Previous Language	Updated Language	Rationale
	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.	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 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.	

Section (former page number)	Previous Language	Updated Language	Rationale
		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 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	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.	avoids denominational assumptions, with updated wording.

Section (former page number)	Previous Language	Updated Language	Rationale
	a final determination.		
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
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.	Removed ACT section	Removed ACT which is not offered at FCHS, and most colleges now do not give preference to either college admission exam

Section (former page number)	Previous Language	Updated Language	Rationale
	Students are encouraged to take both the ACT and SAT. Colleges will accept the better of the two scores.		
STUDENT CONDUCT **(ATTENDANCE)** **(55)**	STUDENT CONDUCT (ATTENDANCE)	Attendance	Update for clarity
	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

Section (former page number)	Previous Language	Updated Language	Rationale
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 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.	Updated to include additional incentive programs

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. **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	

Section (former page number)	Previous Language	Updated Language	Rationale
		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	

Section (former page number)	Previous Language	Updated Language	Rationale
		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	

Section (former page number)	Previous Language	Updated Language	Rationale
		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	

Section (former page number)	Previous Language	Updated Language	Rationale
		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 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.	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.	Clarification

Section (former page number)	Previous Language	Updated Language	Rationale
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 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.	1. 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.	Increased the number of visitations not counted against attendance to 2. Updated the language to match current practices which allow students to make 2 visits in both their junior and senior year

Section (former page number)	Previous Language	Updated Language	Rationale
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 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.		Removed due to redundancy.

Section (former page number)	Previous Language	Updated Language	Rationale
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 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	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	Updated to match our current practices for handling tardies

Section (former page number)	Previous Language	Updated Language	Rationale
	log entry & 2 hr detention 8th Tardy - Office referral may include NS or other discipline determined by HS admin More than 10 Tardies --- Suspension	9th Tardy - 1 day ASI (alternative supervised instruction) More than 10 Tardies --- Suspension Subsequent Tardies --- Increased suspension leading to possible expulsion	
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	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
		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.	
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.	

*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.

STUDENT HANDBOOK INDEX

PREFACE....1
FRANKLIN FIGHT SONG....1
MISSION STATEMENT....2
VISION....2
BELIEFS....2
GUIDING PRINCIPLES....2
SCHOOL ACCREDITATION....2
ADMINISTRATION AND STAFF....3
TELEPHONE DIRECTORY....3
DAILY TIME SCHEDULE....3
STUDENT HANDBOOK INDEX....3
NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION....7
TITLE IX (STUDENT) SEXUAL HARASSMENT ALLEGATION PROCEDURE....7
ACADEMIC SERVICES, PROGRAMS, AND INFORMATION....17
ACADEMIC LETTERS....17
ACADEMIC RECOGNITION....17
ASSESSMENTS....18
C-9 CAREER/VOCATIONAL SCHOOL STUDENTS:....19
COLLEGE/UNIVERSITY COURSEWORK....19
COURSE SCHEDULING & CREDITS....20
E-LEARNING DAYS / VIRTUAL DAYS....21
FIELD TRIPS....22
GRADING....22
GRADUATION/DIPLOMA TYPES & REQUIREMENTS....23
GOVERNORS WORK ETHIC CERTIFICATE (GWEC)....29
GUIDANCE (SCHOOL COUNSELING PROGRAM)....29
INCENTIVES....29
LIBRARY MEDIA CENTER....30
RELIGIOUS OBJECTION TO ASSIGNMENTS....31
SUMMER SCHOOL....32
TEACHER-STUDENT CONFERENCE....32
TEXTBOOK & COURSE MATERIALS....32
ATHLETICS....32
ATHLETIC HANDBOOK & CODE OF CONDUCT....32
FAN BUSES....33
IHSAA ELIGIBILITY....33
NCAA GUIDELINES FOR COLLEGE ATHLETES....33
ATTENDANCE....33
ABSENCE PROCEDURES....33
ACTIVITY PARTICIPATION AFTER AN ABSENCE....34
ATTENDANCE EXPECTATIONS....34

TARDY....37
TRUANCY....38
UNEXCUSED ABSENCE....39
CONDUCT OF STUDENTS....39
ACADEMIC INTEGRITY....39
ALCOHOL AND DRUG USE....40
ARRIVAL & DEPARTURE FROM CAMPUS....40
BULLYING AND HARASSMENT....40
BUS TRANSPORTATION....41
DEADLY WEAPONS....42
DESTRUCTION OF SCHOOL PROPERTY....42
DRESS CODE....42
EXTRA-CURRICULAR / CO-CURRICULAR ACTIVITIES (ECA)....44
OFF-CAMPUS ACTIVITIES....49
PASSES....49
PERSONAL ELECTRONIC DEVICES / CELL PHONE/ WIRELESS....49
PROFANITY....49
PROVOCATION....49
PUBLIC DISPLAY OF AFFECTION (PDA)....50
RESPONDING TRUTHFULLY AND FOLLOWING DIRECTIVES....50
DISCIPLINE....50
ADMINISTRATION OF DISCIPLINE....50
DISCIPLINE OF STUDENTS WITH DISABILITIES....51
GROUNDS FOR SUSPENSION OR EXPULSION....51
PROCEDURES FOR SUSPENSION & EXPULSION....55
NIGHT SCHOOL/DETENTION GUIDELINES....56
DISCIPLINARY CHART....57
ELECTRONIC DEVICE / CELL PHONE DISCIPLINE....58
DRUGS/PARAPHERNALIA/DAB PENS....59
DUE PROCESS....60
LAW ENFORCEMENT OFFICIALS....60
SEARCHES....61
ASSISTANCE OF LAW ENFORCEMENT....62
SEXUAL HARASSMENT....62
ENROLLMENT....63
FINAL FORMS....63
CHANGE OF PERSONAL INFORMATION....64
FOREIGN EXCHANGE STUDENT ADMISSION....64
HOMESCHOOL STUDENTS (NON-ACCREDITED)....64
TRANSFERRING TO FRANKLIN COMMUNITY HIGH SCHOOL....65
VOCATIONAL SCHOOL ATTENDANCE....66

WITHDRAWAL 66
GENERAL INFORMATION 66
AGE OF MAJORITY 66
AHERA ANNUAL NOTIFICATION 67
ANNOUNCEMENTS & NOTIFICATIONS 67
BICYCLES 68
CAFETERIA 68
CHROMEBOOK INFORMATION 68
CLASS PICTURES/SENIOR PICTURES 69
COMMENCEMENT EXERCISES 69
DANCES 69
DELIVERIES 70
DISCRIMINATION 70
DRIVING PRIVILEGES 70
DUTY TO REPORT 71
ELEVATOR 71
EMERGENCY DRILLS / EMERGENCY SITUATIONS 72
EQUAL OPPORTUNITY 72
INJURIES 72
LOCKER AND LOCKER INSPECTIONS 72
LOST AND FOUND 73
NONCUSTODIAL PARENTS 73
NURSE/CLINIC VISITS 73
PERSONAL PROPERTY 76
PESTICIDE USE AT SCHOOLS RULE – 357 IAC 1-16 76
PHOTOS/VIDEO: TAKING PHOTOS/VIDEO ON SCHOOL GROUNDS 76
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) 77
SAFE SCHOOLS 78
STUDENT AIDES 78
STUDENT COUNCIL 78
STUDENT IDs 78
STUDENT RECORD (FERPA) 79
SCHOOL TELEPHONE USAGE 81
VENDING MACHINES 82
VISITORS 82
SCHEDULE 82
DAILY TIME SCHEDULE 83
DROPPING OFF/PICKING UP STUDENT 83
CLOSING/DELAYS 83
APPENDIX 83
ATHLETIC HANDBOOK & CODE OF CONDUCT 83
ACCEPTABLE USE POLICY (AUP) AND GUIDELINES 89
RANDOM DRUG TESTING & EDUCATION POLICY 94

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 AUP policy, 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 AUP policy, 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

Will be determined when the school board approves the policy changes to comply with the new law

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
AUP 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 AUP policy, 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 AUP policy, 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.

ACCEPTABLE USE POLICY (AUP) AND GUIDELINES

Rules and codes of ethics relating to school computer users available on the franklin community school corporation website: www.franklinschools.org

The Franklin Community Board of School Trustees and the Franklin Community School s (FCS) are committed to the effective use of technology to enhance the quality of student learning and the efficiency of FCS operations. It also recognizes that safeguards have to be established to ensure that FCS investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. The goal of 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 FCS 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 FCS website. 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 brings 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 FCS 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, and 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 FCS. FCS 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 FCS retains the right to access information in spite of the existence of a password.
When accessing the Internet via an FCS networked computer, every site visited and the duration of time spent at each site are logged and tracked based on the user's login and the computer that is being used.
A 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 FCS will be provided with 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.

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

I. 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 FCS 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 FCS 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 7:50 am and after 2:55 pm 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 FCS 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. Sexting is also a violation of this policy.

4. Software Policies:

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

A. Software Programs:

1. ISD must be notified and grant permission prior to the loading of programs onto school-owned computers. FCS 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 FCS computer. The building TR/RA will install any software on any FCS 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 FCS 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, FCS employees may create web pages. Each web page must have ISD approval. The creation of websites by students must be done under the supervision of an appropriate staff member. All websites must reflect the professional image of FCS.

The purpose of such websites 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 websites:

A. Educate:

Content provided on the website should be suitable for and usable by students and teachers to support the curriculum and FCS 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, 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 website should reflect and support FCS 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 website 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 on 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 FCS 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 K-8 students on a limited basis under teacher supervision. High school students have individual email accounts. High school students shall not mass email without the approval of the high school administration. Mass email is defined as any unsolicited mailing in which the message is sent to a subset of Franklin Community Schools 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 FCS and are 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:

FCS makes no warranties of any kind, whether expressed or implied, for the services it provides. FCS 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 user's own risk. FCS 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 costs.

9. Unsolicited On-Line Contact:

Students of FCS are prohibited from responding to any unsolicited online 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 FCS, 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 FCS providing the user with access to computer equipment, software, and the network, employees, students, and student's parents and guardians agree to hold FCS harmless. All

parties involved agree to indemnify FCS from any and all liability; loss or damages FCS may suffer as a result of claims, demands, attorney's fees, costs, or judgments against FCS arising out of the user's violation of this policy.

12. Consequences:

Violations of this policy may result in disciplinary action by FCS. 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.FCS 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, 5/13/13, 5/12/14, 6/12/17

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.


FRANKLIN
COMMUNITY SCHOOLS
Student-Centered • Innovative

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

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School Counselor
317-346-8977
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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.

FCVS POLICIES AND PROCEDURES INDEX

TITLE IX (STUDENT) SEXUAL HARASSMENT ALLEGATION PROCEDURE..... 10
ATTENDANCE.....21
EXCUSABLE REASONS: MUST BE REPORTED WITHIN 24 HOURS.....21
PROFESSIONAL APPOINTMENT REQUIREMENTS.....22
UNACCEPTABLE REASONS FOR ABSENCES..... 22
Elementary (K-6).....22
Middle (7-8)..... 23
High School (9-12).....23
EXCESSIVE ABSENCES (7-12)..... 24
NOTICE TO THE INDIANA BUREAU OF MOTOR VEHICLES.....25
CERTIFICATE OF INCAPACITY.....25
STUDENT RESPONSIBILITIES FOR VIRTUAL LEARNING.....25
INDIANA ONLINE PLATFORM.....26
AHERA ANNUAL NOTIFICATION.....27
CHANGE OF PERSONAL INFORMATION.....28
CLASS PICTURES/SENIOR PICTURES.....28
CHROMEBOOK INFORMATION..... 28

COMMENCEMENT EXERCISES 29
FCHS DANCES 29
DISCRIMINATION 30
EQUAL OPPORTUNITY 30
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) 30
INJURIES 37
NONCUSTODIAL PARENTS 38
OFF-CAMPUS ACTIVITIES 38
PESTICIDE USE AT SCHOOLS RULE – 357 IAC 1-16 38
Protection of Pupil Rights Amendment (PPRA) 38
RESIDENCY REQUIREMENTS 39
SAFE SCHOOLS 40
STUDENT IDs 40
SUMMER SCHOOL 40
TEXTBOOKS/CHROMEBOOKS 40
TRANSFERRING TO FRANKLIN COMMUNITY VIRTUAL SCHOOL 41
VISITORS 41
WITHDRAWAL 41
ACADEMIC LETTERS 42
ACADEMIC PROGRESS 42
ACADEMIC RECOGNITION 42
CLASSES TAKEN ON A COLLEGE/UNIVERSITY CAMPUS 43
COLLEGE ENTRANCE REQUIREMENTS 43
DUAL ENROLLMENT COURSES 43
EARLY GRADUATION (JUNIORS) / MID-YEAR GRADUATION (SENIORS) 44
ELECTRONIC GRADE REPORTS / POWERSCHOOL 44
GRADUATION REQUIREMENTS AND DIPLOMA TYPES 44
GRADING SCALE 49
GRADING CRITERIA FOR INDIANA ONLINE 50
Grading Categories - HS and MS 50
Final Exam 50
Credit Earned through Indiana Online 50
Students with Accommodations (IEP/ILP/504) 50
SCHOOL COUNSELING PROGRAM (GUIDANCE) 51
INCOMLETES-NO INCOMPLETES WILL BE GIVEN 51
MEDIA CENTER UPDATE 51
NATIONAL HONOR SOCIETY 51
PUBLICATIONS 52
RELIGIOUS OBJECTION TO ASSIGNMENTS 52
SCHEDULING YOUR COURSES 52
SCHEDULING PROCEDURES 52
SCHEDULE CHANGE POLICY 53
TEACHER-STUDENT-PARENT CONFERENCE 53
TESTING PROGRAM AT FCHS 53
STUDENT CONDUCT 53

ACTIVITY PARTICIPATION AFTER AN ABSENCE **53**
EXAMINATIONS-ATTENDANCE REQUIREMENTS **54**
TARDY **54**
VOCATIONAL SCHOOL ATTENDANCE **54**
TRUANCY **54**
ADMINISTRATION OF DISCIPLINE **55**
ACADEMIC INTEGRITY/CHEATING/PLAGIARISM **55**
First Offense 56
Second Offense 56
Third Offense 56
Fourth Offense 56
Final Exam Academic Integrity 56
AFFECTION (Public Display of Affection-PDA) **57**
ALCOHOL **57**
BULLYING-HARASSMENT P.L. 285-2013 ..... **57**
CELL PHONE/ELECTRONIC DEVICE **58**
DESTRUCTION OF SCHOOL PROPERTY **59**
REMOVAL FROM CLASS OR ACTIVITY **59**
GROUNDS FOR SUSPENSION OR EXPULSION **59**
DRESS CODE **63**
DRUGS/PARAPHERNALIA/DAB PENS **63**
DUE PROCESS **64**
ELECTRONIC DEVICES **64**
LAW ENFORCEMENT OFFICIALS **65**
PROFANITY **65**
PROVOCATION **65**
RESPONDING TRUTHFULLY AND FOLLOWING DIRECTIVES **65**
ASSISTANCE OF LAW ENFORCEMENT **65**
SEXUAL HARASSMENT **65**
STUDENT PERSONAL PROPERTY **66**
SUPERVISION REQUIRED **66**
SUSPENDED AND EXPELLED STUDENTS **66**
THEFT **66**
TOBACCO/VAPING **66**
STUDENT INCENTIVES **67**
E/CA'S AND ATHLETICS (K-8) **67**
E/CA's (9-12) **67**
FAN BUSES (9-12) **67**
FRANKLIN COMMUNITY SCHOOLS ACCEPTABLE USE POLICY (AUP) AND GUIDELINES **67**
INFORMATION ON MENINGOCOCCAL DISEASE **75**
IMMUNIZATIONS **75**
NO SMOKING POLICY **76**
CONFEDERATE FLAG **76**
PROMOTION AND RETENTION **76**
REPORTING TO THE INDIANA DEPARTMENT OF CHILD SERVICES (DCS) **76**

REPORTING SAFETY CONCERNS..... 76
Connect Your Child to Our Community..... 76

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.

Franklin Cub Academy

Process - FCA staff reviewed all options, and we narrowed it down to two. Both options were shared with Dr. Clendening and Mrs. Betts. This would be the "business" logo that will be used for office stationery, social media, t-shirts, etc.

Logo Finalist





Fun and Student Friendly Logo Option





Proposed Style Guide - Linked Here

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: