



Franklin Community Virtual School 2024-2025

Student and Parent Handbook

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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-4) and Indiana Online (5-12). All learning partners are fully accredited virtual learning providers.

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. If allowable by Indiana law, the FCVS principal may decide if a probationary semester is appropriate.

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-4 - 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
- 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 summative assessments (third and fourth grades)
- Communicate with Union Elementary via ParentSquare and the student's FCS email account (check regularly)
- Permitted to participate in after-school clubs and activities at Union Elementary

Grades 5-6 - 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 one hour/day = 5 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 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 Indiana Online teachers
- Report card issued via FCS PowerSchool
- 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, ILEARN summative assessments

- Communicate with CBIS via ParentSquare and the student's FCS email account (check regularly)
- Permitted to participate in after-school clubs and activities at CBIS

Grades 7-8 - 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
- 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 summative assessments
- Communicate with FCMS via ParentSquare and the FCS student's email account (check regularly)
- Permitted to participate in after-school clubs and activities at FCMS

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
- 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 FCHS 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-4): 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 (5-12): 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 may take one to two asynchronous courses via Indiana Online or Edmentum. Asynchronous 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:** 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.
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 or more 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. Furthermore, when applicable, students will be assessed late fees for late withdrawal from a course or courses.
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 not be weighted at the high school level for courses taken at Franklin Community Virtual School.
7. **National Honor Society and other academic awards:** As with students taking traditional FCHS courses, students attending FCVS may qualify for academic honors and awards.
8. **Senior Project:** All students graduating from FCS will be required to complete the state-required Graduation Pathways for graduation. Seniors will need to complete a Senior Project as part of this graduation requirement. Students will work with the Grad Path Coordinator (GPC) to progress through project checkpoints along the way. These projects will require additional hours outside of class time to be completed. Seniors will have a final presentation at the conclusion of their projects. Students will not be eligible to graduate if they fail to complete their project.
9. **State Testing:** Students must participate in District and Statewide assessments on-site. By law, statewide assessments must be completed in person and will be administered by trained, certified FCS staff. FCS will collaborate with students, families, and online partners to communicate testing schedules in a timely manner.

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TITLE IX (STUDENT) SEXUAL HARASSMENT ALLEGATION PROCEDURE

General Policy Statement and Scope

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

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

- A. a Corporation employee conditioning the provision of an aid, benefit, or service of the Corporation on an individual’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment);
- B. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Corporation’s education program or activity; or
- C. “sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), or “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).
 - 1. “Sexual assault” means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
 - A. Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.
 - B. Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - C. Sexual Assault with an Object is using an object or instrument to penetrate unlawfully, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.

- D. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - E. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
 - F. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by State law.
 - G. Consent refers to words, actions, inactions, or any other conduct that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
 - H. Incapacitated refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
2. “Domestic violence” includes felony or misdemeanor crimes of violence committed by:
- a. a current or former spouse or intimate partner of the victim;
 - b. a person with whom the victim shares a child in common;
 - c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred;
 - e. or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
3. “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
4. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person’s safety or the

safety of others; or (2) suffer substantial emotional distress.

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

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

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

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

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

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

Grievance Process

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

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

Consistent with the law, the Corporation will presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The Corporation will utilize the preponderance of the evidence standard when determining responsibility. The Corporation will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege. Further, questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or to prove consent.

Report of Sexual Discrimination/Harassment

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

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

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

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

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

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

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly make false statements or knowingly submit false information during the grievance process, including intentionally making

a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook.

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

Response to a Report and Supportive Measures

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

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

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

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

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

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

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

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

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

Emergency Removal

Subject to limitations and/or procedures imposed by State and/or Federal law, the Corporation may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purpose of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any individual (including self) before or at any time during the proceedings described herein, that justifies removal. If the Corporation determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy Policy C375 – Suspension and Expulsion of Students with Disabilities, Policy C375 – Suspension and Expulsion of Students, Policy C375 – Due Process Rights, and Policy 5620 – Court Assisted Resolution of Suspension and Expulsion.

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

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

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

Notice

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

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

1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be an attorney, and may inspect and review evidence;
3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

Dismissal and Consolidation

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

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

Informal Resolution Process

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

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

Investigation of a Formal Complaint of Sexual Harassment

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

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

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

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

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

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

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

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

Determination of Responsibility

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

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

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

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

The written determination will include the following content:

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

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

Remedies

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

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

Appeal

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

- A. procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. new evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or
- C. the Title IX Officer, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter. and

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

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

Retaliation

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

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

Confidentiality

The Corporation will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual

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

Application of the First Amendment

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

Record-keeping

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

Reports otherwise required by Law

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

Legal

I.C. 31-33-5-1

I.C. 20-33-8

20 U.S.C. 1092(F)(6)(A)(v)

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Act of 2004 (IDEA), as amended

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)

34 C.F.R. Part 106

34 U.S.C. 12291(a)(10)

34 U.S.C. 12291(a)(8)

34 U.S.C. 12291(a)(30)

42 U.S.C. 1983

42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

OCR's Revised Sexual Harassment Guidance (2001)

GENERAL INFORMATION

ATTENDANCE

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

Research shows that regular attendance correlates with high achievement; for this reason, FCS, in accordance with state regulations, 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.

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 -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 5-12).** 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-4) need only contact FCVS via the attendance line.
- 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

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 and can be emailed directly to the FCVS principal or 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. 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 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 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 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 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 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 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.

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-4, 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 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, personal email account at the time of registration to receive their login information.

****Note: school email accounts should not be used, as many block outside organizations. Use or create a gmail account to use.**

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 transcribed 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-11 for this picture by the photographer. 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 via Franklin Schools email.

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 CBIS.
- Students are responsible for bringing in and picking up any damaged Chromebooks to CBIS during normal school 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.

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. 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 as outlined on the disciplinary chart.
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)

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 (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.

ELECTRONIC GRADE REPORTS / POWERSCHOOL

Grades K-6 use quarterly (9 weeks) and Grades 7-12 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

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 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 of US History
1 credit of United States Government
1 credit of Economics

6 credits 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 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:

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.; ACT score of 26 composite.

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 3.00 upon graduation.
- 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

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 transcribed college credits
- Earn a grade of “C” or better in courses counting for the diploma
- Have a minimum GPA of 3.00
- 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 in English including Eng 9, Eng 10, Eng 11 and Eng 12.
- 4 Credits in Mathematics including 2 credits in Algebra I
 - 2 Credits of Mathematics or a quantitative reasoning course must be earned during either their junior or senior year
- 4 Credits in Science: 2 credits in Biology and 2 Elective Science Credits
- 2 Credits in Physical Education/Weights
- 1 Credit in Health
- 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
- 17 Elective Credits

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.
- C. Transfer credits will only be weighted if the course is offered and weighted at FCVS.
- D. Online courses will not be weighted.
- E. All courses must be approved in advance by the administration and monitored by a counselor.

GRADUATION PATHWAYS

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 Dual Credit courses (3); SAT, ACT, ASVAB score; CTE Concentrator; State Industry Certification; Academic Honors; Technical Honors – see your counselor for a comprehensive list and the requirements

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%)

GPA's are based on grades earned in all credit-bearing classes. GPA's 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.

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

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%

Grading Categories - Elementary

- In-Class/Participation 20%
- Assessments 80%

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 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.

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.

INCOMPLETES-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 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 6 or more absences from school will be required to meet with the school counselor or principal. If the student accumulates 10 or more 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.

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:

- 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 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.

GROUND 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. 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 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
17. 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 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 activities 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 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.

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 that is inconsistent with this rule may have the device confiscated by the school administration. Such devices 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 that is inconsistent with this rule may have the device confiscated by the school administration. Such a 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. 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.

Random Testing & Education Policy for Alcohol, Tobacco, and Other Drugs

STUDENT DRUG TESTING

ADMINISTRATIVE GUIDELINES

These procedures implement Policy C450 on student drug testing. The Superintendent will appoint a Testing Coordinator to implement this policy and procedures.

1. SCOPE OF TESTING: STUDENTS TO BE TESTED

A. Voluntary Testing

a. Initiated by School Corporation

An administrator may offer the parent/guardian of a student involved in the following, an opportunity to have the student take a test pursuant to this policy:

1. suspension or expulsion;
2. more than fifteen (15) accumulated, unexcused absences or tardies during the school year;
3. a sharp, unexplained drop in academic performance;
4. possession of tobacco products or devices such as lighters, pursuant to the Student Code of Conduct regarding tobacco.

An administrator is to make a written record of communication with the parents concerning their decision on whether the student will be drug tested.

Test results will be reported to the Testing Coordinator. The Testing Coordinator will notify the parent/guardian of the results. If the test results are positive, the Testing Coordinator will work with the parent/guardian to find appropriate assistance for the student. Within a reasonable period of time, the Coordinator will schedule a conference with the student and parent/guardian to determine the progress made with any program of assistance recommended.

This testing is in addition to, and distinct from, testing based on individualized, reasonable suspicion.

There shall be no consequences to the student as a result of the parent or guardian declining the opportunity to have the student take a voluntary drug test.

b. Initiated by the Request of Parent/Guardian

The parent/guardian of a student under eighteen years of age may request that the Corporation test the student's urine for the use of illegal drugs, alcohol, and tobacco. The requested testing will be performed if the parent/guardian pre-pays the cost of the test and the student agrees to cooperate in the administration of the test.

B. Reasonable Suspicion/Required Testing

The Testing Coordinator will work with an administrator at each school to ensure that a student is tested pursuant to this policy where there is individualized, reasonable suspicion to believe the student has used illegal drugs, alcohol, or tobacco in violation of the rules for student conduct and the administration of a urine test would assist in determining whether a violation of student conduct rules has occurred. Administrators will call or otherwise notify the parent/guardian of the test within a reasonable timeframe; generally, the parent/guardian will be informed before the test is performed, but determinations shall be made on a case-by-case basis.

As used in this paragraph, “*individualized, reasonable suspicion*” means circumstances which, when considered together in the context in which each occurred, give rise to a reasonable belief that at the time a test would be administered, the test would show the student had used a drug, alcohol, or tobacco in violation of Indiana or federal law or Corporation student conduct rules.

C. Random Testing for High School Athletics, Extracurricular Activities, and Driving

A program of deterrence will be instituted as a proactive approach to a drug free school. Students using illegal drugs pose a threat to their own health and safety, as well as to the health and safety of other students.

The purpose of this program is three-fold:

1. to provide for the health and safety of students;
2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and
3. to encourage students who use drugs to participate in drug treatment programs.

It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residue in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is academically non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified “positive” test conducted under this random drug testing program other than as stated herein.

a. Scope

Participation in extracurricular activities and driving is a privilege. This policy and procedures applies to all School Corporation students in grades 9-12 who:

1. Participate in Athletics. (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)
2. Are issued a parking permit.
3. Participate in Extracurricular activities (Participants include, but are not limited to, students, managers, and other student personnel.)
4. Voluntarily participate in random drug testing per parental consent.

b. Testing Pool

A student becomes a member of the random drug testing pool when they:

1. Are informed they have made an athletic team or extracurricular team, or sign up to participate in an extracurricular activity that does involve cuts or try-outs
2. are issued a parking permit
3. file a parental consent form volunteering to be entered into the random drug testing program.

c. Consent Form

It is mandatory that each student who participates in athletics, extracurricular activities, or drives to or from school sign and return the consent form prior to participation in any extracurricular activity. 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, or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the district and joins an activity, all students wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. Up to 10% of eligible students will be randomly tested on up to a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated activities or drive for 365 days.

Each student shall be provided with a consent form 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.

d. Non-Punitive Nature

No student 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 documented in any student's academic records. Information regarding the results of drug tests will not be proactively disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process. 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 the Corporation, 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.

e. Random 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.
3. Upon being selected for a drug screen under this policy, a student will be required to provide a sample of fresh urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen by the end of the school day, the student may be taken to the principal/designee's office and may be suspended from extracurricular activities and driving privileges until they are able to produce a specimen. In addition, the parent/guardian will be telephoned and informed the student is

unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

2. SUBSTANCES TO BE TESTED FOR

Urine samples submitted by a student will be tested for metabolic indicators of use of substances. These substances may include illegal drugs, legal drugs, alcohol, tobacco, and blocking agents (as defined below). These substances and/or their metabolites are considered illicit or banned for Corporation students: Alcohol, Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Nicotine, Opiates, Performance Enhancing Drugs such as Steroids, Phencyclidine, Propoxyphene, and Other Specific Drugs.

3. TESTING LABORATORY & METHODOLOGY

Testing pursuant to this policy will be performed by a laboratory designated by the Superintendent. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Initial tests of a split sample will be tested by immunoassay. A second test by gas chromatography/mass spectrometry (GC/MS) will be performed whenever the initial test is positive. A testable portion of a sample testing positive will be maintained for thirty (30) days after the initial test report is delivered to the Testing Coordinator before it is destroyed. Samples testing negative will be destroyed after testing.

4. STATISTICAL REPORT AND CONFIDENTIALITY

The Testing Coordinator shall report the results of all tests in summary statistical form at least once a semester to the Superintendent. No data shall be included in these reports that would permit the test result of an individual student to be determined.

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without express written consent of the Corporation. 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 urine specimens.

Under this drug testing program, any staff coach or sponsor of the 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.

5. SAMPLE COLLECTION AND TESTING PROCEDURE

The process of collecting a sample shall be conducted in accordance with industry standards and in accordance with applicable federal and state laws. The collection procedures shall be designed to ensure the security and integrity of the sample and the procedures shall follow federal chain-of-custody guidelines.

All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.

If a student is unable to provide a sample, he or she will be permitted to consume up to 24 ounces of tap or bottled water provided by the Collector. The student will remain under direct supervision until he/she can provide a sufficient sample.

A refusal to provide a specimen is a violation of this policy and will have the same consequences as a positive test. A decision of the Collector as to whether the student is unable or refusing to provide a specimen may be appealed in turn to the Testing Coordinator and that to the principal of the school. The decision of the principal shall be final.

If any student tampers or cheats with a drug test, or attempts to tamper or cheat with a drug test, including using a “blocking agent” to block or prevent the detection of metabolic indicators, the student(s) involved will be subject to discipline, which at a minimum will include being ineligible for extracurricular activities and driving to school for 365 days.

6. CONSEQUENCES OF A CONFIRMED, POSITIVE, REQUIRED TEST

A positive, initial, and confirmatory test result from a required test showing the presence of metabolic indicators of the use of a substance shall be considered as relevant, credible evidence of the possession and use by the student of the substance. Any penalty or sanction imposed shall be consistent with the Student Code of Conduct for the possession of that substance.

The principal/designee will be notified of a student testing positive. 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.

If the test is verified positive, the principal/designee will meet with the student and his/her parent/guardian at a 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 who tests positive will be subject to the disciplinary consequences outlined in the Student Handbook and, if applicable, Athletic Handbook.

The 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.

Information on a verified positive test result will be shared on a need to know basis with the student’s coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.

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.

6. STUDENTS AGE EIGHTEEN AND OVER

Rights and notices to parent/guardian described in this policy will be provided only to the student after age eighteen (18) if the student does not live with and is not supported by a parent/guardian.

7. RECORD KEEPING AND ACCESS TO RECORDS OF TESTING

a. Records Maintained

All records and results of tests under this policy shall be maintained by the Testing Coordinator in a file separate from the student's permanent records folder. These records shall be maintained and scheduled for destruction in accordance with the applicable retention schedule established by the Indiana Archives and Records Administration.

b. Access to Records

No person shall have access to the records of testing pursuant to this policy for a reason other than the implementation of this policy without approval of the reason for access by the Superintendent. A parent/guardian and a student age (18) or older shall have access to the records of testing of that student pursuant to Board Policy E175 which implements the Family Educational Rights and Privacy Act.

8. FINANCIAL RESPONSIBILITY

The Corporation will pay for all initial random drug tests and all initial reasonable suspicion drug tests. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian. The school must approve the agency where the test is performed. 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 or included in the testing pool.

A mandatory drug test for a student who initially refused to be randomly tested, or who tested positive, prior to resuming athletic/extracurricular/driving privileges is the financial responsibility of the student or his/her parent/guardian.

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Franklin Community School Corporation

Adopted: 1-8-24

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 extra-curricular 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. 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 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. 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 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 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