



Franklin  
Community  
High School

# STUDENT HANDBOOK

2023-2024

We're loyal to you, Franklin High  
We're all staunch and true, Franklin High  
We'll back you to stand against the best in the land  
For we know you have the sand, Franklin High

Go smash the blockade, Franklin High,  
Go crashing ahead, Franklin High  
Our team is our fame protector, on boys!  
We'll all expect a victory from you, Franklin High.

F F F-R-A-N F-R-A-N-K-L-I-N

To our dear old high school we will always be true.  
In every endeavor A-Fighting for you  
Like men of old, on giants -- placing reliance,  
shouting  
defiance --  
*Oskey Wow, Wow*

Amid the broad green fields that nourish our land,  
For honor and for learning to stand --  
So unto thee we pledge our hearts and hands  
To win this victory, Franklin High.

## **MISSION STATEMENT**

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

## **VISION**

Franklin Community Schools - where education is student-centered and innovative and learners are inspired to become great!

## **BELIEFS**

In a safe and nurturing environment, students:

- \* Learn at different rates and in different ways
- \* Learn more effectively while actively engaged
- \* Develop positive relationships with adults and peers

## **GUIDING PRINCIPLES**

### **Individual Student Growth**

Franklin Community Schools will provide learning experiences that maximize individual student potential.

### **Communication**

Franklin Community Schools will share and receive information in a clear, concise, and timely manner.

### **Systemic Continuous Improvement**

Franklin Community Schools will utilize a fluid process that engages stakeholders in defining, analyzing, and evaluating possible solutions.

### **Leadership**

Franklin Community Schools will identify the potential leaders of tomorrow and facilitate their growth and development.

### **Trust**

Franklin Community Schools will build an atmosphere of confidence through an open and transparent environment.

### **School Accreditation**

Franklin Community High School is accredited by the State of Indiana and a member of the North Central Association of Colleges and Secondary Schools. We have been fully accredited by this prestigious group since 1908. In addition, FCHS is one of the first twelve Indiana high schools to be commissioned by the Indiana State Board of Education.

### **School Board of Trustees**

Mr. Jake Sappenfield, President  
Mr. Andrew Lamm, Vice-President  
Mrs. Kristi Ott, Secretary  
Mrs. Becky Nelson, Member  
Mr. Bryan Wertz, Member

### **Central Office Administration**

Dr. David Clendening, Superintendent  
Dr. Brooke Worland, Assistant Superintendent  
Mrs. Tina Gross, CFO  
Mr. Matt Sprout, Director of Technology  
Mr. Benji Betts, Director of Operations

## **HIGH SCHOOL ADMINISTRATION AND OFFICE STAFF**

Principal	Mr. Steve Ahaus
Assistant Principal	Mr. Scott Martin
Assistant Principal	Mrs. Melisa McCain
Dean of Students	Ms. Holli Terrell
Dean of Students	Mr. Brandon Tungate
Franklin Academy Coordinator	Mrs. Dawn Geisler
Grad Pathway Coordinator	Mrs. Mari Weidman
Receptionist	Mrs. Jill Patrick
Assistant to the Principal	Ms. Jamie Green
Assistant to the APs	Ms. Brittany Patrick
Attendance Secretary	Mrs. Emily Goad
Treasurer	Mrs. Rachel Picklesimer
Athletic Director	Mr. Bill Doty
Assistant Athletic Director	Mr. Chris Coll
Athletic Secretary	Mrs. Cindi Martin
Nurse	Ms. Darla Saladin
Media Specialist	Ms. Emily Silverman
Instructional Coach	Mrs. Melisa McCain
Technology Instructional Coach	Mr. Ray Lane
Cafeteria Manager	Mrs. Rachael Wheeler
<b><u>Counseling Staff</u></b>	
Mrs. Kacee Murphy (A – D)	Mr. Brian Powers (E - K)
Mrs. Jennifer Rodman (L – Ri)	Mrs. Cristy Williams (Ro – Z)
Mrs. Chandas Karlin (LMHC)	Mrs. Carly Geis (LCSW)
Counseling Secretary	Mrs. Debbie Smith

## **TELEPHONE DIRECTORY**

FCHS	317-346-8100	Attendance	317-346-8007
FAX	317-738-5703	Counseling Office	317-346-8011
Athletics	317-346-8222	Counseling Fax	317-738-5730
FCSC Web Address	<a href="http://www.franklinschools.org">www.franklinschools.org</a>		

### **DAILY TIME SCHEDULE**

School begins at 7:45AM on Mon, Tue, Wed, & Fri. On Thursday, students operate on a late arrival, with schools starting at 8:30 am. School ends each day at 2:45 pm. Before school between the times of 7:20-7:45 (8:05-8:30 on Thurs), students may only enter the building through Door 55 (Bus Entry), Door 1 (Main Door) or Door 6 (Student Parking Entry). After the opening bell all students, parents and patrons must enter the building through the main front entrance (Door 1). For any athletic business, Door 15 will be opened from 8:30 AM – 3 PM. This entrance will not allow for building access – only to the athletic office.

### **2-HOUR DELAY STUDENT SCHEDULE**

SCHOOL WILL BEGIN AT 9:45 AM AND END AT 2:45 PM.

# **STUDENT HANDBOOK INDEX**

Nondiscrimination on the Basis of Sex in Education

6-16

## **GENERAL INFORMATION**

Absence	17	Admission of Foreign Exchange Students	17
Age of Majority	17	AHERA Annual Notification	17-18
Announcements	18	Balloons, Flowers & Deliveries	18
Bicycles	18	Book Rental	18
Breakfast	18	Career/Vocational School Students (C9)	19
Cell Phone	19	Change of Personal Information	19
Class Pictures/Senior Pictures	19	Chromebook Information	20
Commencement Exercises	20-21	Dances	21
Discrimination	21	Dropping Off/Picking Up Students	21
Duty to Inform	21-22	ELearning Days	22
Elevator	22	Emergency Drills/Emergency Situations	22
Equal Opportunity	22	Family Education Rights & Privacy(FERPA)	22-23
Field Trips	23-24	Homeschool Students	24
Injuries	24	Late Enrollment	25
Locker and Locker Inspections	25	Lost and Found	25
Lunch	25-26	Messages	26
Noncustodial Parents	26	Nurse/Clinic Visits	26-28
Medications/Screening	27-28	Off Campus Activities	28
Pesticide Use (357 IAC 1-16)	28-29	PPRA Amendment	29-30
Photos/Videos at School	30	Residency Requirements	30
Safe Schools	30	School Closing/Delays	30
Sign/Posters	31	Student Aides	31
Student Council	31	Student Drivers	31-32
Student IDs & Lanyards	32	Student Records/FERPA	32-33
Summer School	34	Telephone Usage	34
Textbooks/Chromebooks	34	Transferring to FCHS	35
Vending Machines	35	Visitors	35-36
Withdrawal	36		

## **ACADEMIC SERVICES, PROGRAMS, AND INFORMATION**

Academic Letters	36	Academic Progress	36
Academic Recognition	37	Classes Taken at College/University	37
College Entrance Requirements	37	Dual Enrollment Courses	37-38
Early Graduation	38	Electronic Grade Reports	38
Graduation Requirements/Diploma	39	*Core 40	39
*Core 40 with Academic Honors	39-40	*Core 40 with Technical Honors	40
General Diploma	40	Graduation Pathways	41
Grading Scale and Weighted Grades	41	Grading	41-42
School Counseling Program	42	IHSAA Eligibility	42
Incompletes	42	Media Center	42-44

National Honor Society (NHS)	44-45	NCAA/College Athletes	45
Nondiscrimination Policy	45	Publications	45
Religious Objection to Assignments	45	Schedule	45
Scheduling Your Courses	45	Scheduling Procedures	46
Schedule Change Policy	46	Teacher-Student Conference	46
Testing Program at FCHS	46-47		

## **STUDENT CONDUCT**

### **ATTENDANCE**

Activity Participation After An Absence	47	Attendance	36
Arrival & Departure from Campus	47	Certificate of Incapacity	36-37
Examinations-Attendance	48	Excused Absences	37-39
Limit on Absences	50	Make-Up Work/Excused Absence	39
Perfect Attendance	50	Unexcused Absence	40
Consequences Unex/Truancy/Late	51	Tardy	40-41
Vocational School Attendance	52	Truancy	41

### **STUDENT DISCIPLINE**

Administration of Discipline	53	Academic Cheating/Plagiarism	53
Affection (PDA)	53	Alcohol	53
Bullying/Harassment	53-55	Bus Conduct	55-56
Cell Phone/Electronic Device	56-57	Deadly Weapons	57
Destruction of School Property	57	Detention	57
Discipline	57-58	Suspension & Expulsion Procedures	58-63
Night School Guidelines	63	Disciplinary Chart	63-65
Dress Code	65-66	Driver's License Law	66
Drugs/Paraphernalia/Dab Pens	66-67	Due Process	67
Electronic Devices	67-68	Hall Passes	68
Law Enforcement Officials	68	Profanity	68
Provocation	68	Responding Truthfully	69
Searches	69-70	Assistance of Law Enforcement	70
Sexual Harassment	70	Student Personal Property	70-71
Supervision Required	71	Suspended and Expelled Students	71
Theft	71	Tobacco/Vaping	71
Student Incentives			71-72
Random Testing & Education Policy for Alcohol, Tobacco, and Other Drugs			72-76
Extra-curricular / Co-curricular Activities (E/CA) Code of Conduct			76-80
Activities Co-Curricular and Extracurricular Cooperative Agreement			80-81
Athletics			82
Athletic Handbook & Code of Conduct			82-87
Franklin Community Schools Acceptable Use Policy (AUP) and Guidelines			87-91

## TITLE IX (STUDENT) SEXUAL HARASSMENT ALLEGATION PROCEDURE

### General Policy Statement and Scope

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The term “consent” as applicable to this procedure shall mean an individual voluntarily agreeing, by words or actions, to the proposal of another individual. An individual may be incapable of consent

due to mental or physical incapacitation. The vast majority of Corporation students are incapable of giving consent to sexual contact, because Indiana law generally establishes the age of consent as 16.

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

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

Title IX Coordinator

998 Grizzly Cub Drive, Franklin, IN 46131

317-346-8700

[titleix@franklinschools.org](mailto:titleix@franklinschools.org)

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

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

### **Grievance Process**

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

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

Consistent with the law, the Corporation will presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. **The Corporation will utilize the preponderance of the evidence standard when determining responsibility.** The Corporation will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless

the person holding such privilege has waived the privilege. Further, questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than Respondent committed the conduct alleged by the Complainant or to prove consent.

### **Report of Sexual Discrimination/Harassment**

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

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

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

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

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

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

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

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

## **Response to a Report and Supportive Measures**

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

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

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

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

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

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

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

While there is no deadline by which a Complainant must file a formal complaint, the Corporation encourages Complainants to submit a formal complaint within ten (10) days of meeting with the Title IX Coordinator. In instances where enough time has passed that the Corporation cannot gather evidence, the Corporation may not be able to investigate.

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

## **Emergency Removal**

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

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

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

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

## **Notice**

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

- A. notice of the Board's grievance process, including any informal resolution processes;
- B. notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include: the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:
  - 1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - 2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence;
  - 3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

### **Dismissal and Consolidation**

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

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

### **Informal Resolution Process**

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

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

### **Investigation of a Formal Complaint of Sexual Harassment**

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

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

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

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

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

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

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

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

### **Determination of Responsibility**

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

After the investigative report has been sent to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, each party will be afforded the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The

decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

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

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

The written determination will include the following content:

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

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

### **Remedies**

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

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

## **Appeal**

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

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

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

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

## **Retaliation**

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

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

## **Confidentiality**

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

### **Application of the First Amendment**

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

### **Record-keeping**

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

### **Reports otherwise required by Law**

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

Legal

I.C. 31-33-5-1

I.C. 20-33-8

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

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

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

34 C.F.R. Part 106

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

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

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

42 U.S.C. 1983

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

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

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

OCR's Revised Sexual Harassment Guidance (2001)

## **GENERAL INFORMATION**

### **ABSENCE FROM SCHOOL**

- a. **Reporting Absences -Attendance Line 317-346-8007** Parents are expected to call the FCHS attendance office (**317-346-8007**) to report their student's absence on the same day as the absence and state the reason the student is not in attendance. There is a 24-hour voice mailbox available at this number. A parent call, however, does not mean that an absence will be excused.
- b. If the parent is unable to call, a note or FAX (317-738-5703) is acceptable, if approved by the administration.
- c. **Medical documentation is required in order for the absence to be listed as a medical excuse. If medical documentation is not provided then the absence will count as a standard excused absence as long as other procedures are followed.**
- d. If the attendance office does not receive a call, note, or FAX within two days of the student's return, the absence will be considered unexcused and marked as truancy.
- e. Please make early dismissal calls a minimum of 1 hour prior to the scheduled time to pick up a student. Otherwise, a student may not be readily available for immediate pickup.
- f. If a student is receiving ongoing therapy or outpatient services, one-time documentation from the providing facility stating the beginning date, time each day, number of days a week, and ending date should be sent to the attendance office at the beginning of the treatment.

### **ADMISSION OF FOREIGN EXCHANGE STUDENTS**

The Board recognizes the positive cultural benefits to the students, staff, and the community of meeting students from other countries and having foreign exchange students as members of the student body of this corporation. Students will be accepted from foreign countries each year subject to the approval of the building administration. Foreign exchange students must adhere to all school regulations and must reside in the housing of a sponsoring family. Foreign exchange students are responsible for the same fees as any other student in the high school. Such foreign exchange students will be admitted and classified as juniors and will be considered resident students for the period they remain with the approved family residing in Franklin Community Schools.

### **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.

### **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 2023-2024 school year.
2. Cost estimates have been acquired for the removal of all remaining asbestos-containing materials.

FCS will plan future budgets to complete abatement projects

### **Operations and Management**

1. 6-month surveillance inspections for all buildings containing asbestos materials.
2. Inspections were completed by Asbesco Laboratory, Inc. ensuring the asbestos contained in the above buildings remains in safe conditions for the occupants of such buildings.

### **A look ahead:**

FCS will continue diligent efforts to manage and control existing asbestos-containing materials. If further information is needed, contact the Director of Operations.

[bettsw@franklinschools.org](mailto:bettsw@franklinschools.org)

### **ANNOUNCEMENTS**

Announcements are sent out to students and parents bi-weekly via email. Students are responsible for knowing announcement content regardless of their attendance. All announcements are required to be approved by the appropriate teacher, coach, advisor, or administrator before they will be publicized. Some announcements may be shared by PA at the start of school.

### **BALLOONS, FLOWERS, AND PERSONAL STUDENT DELIVERIES**

No deliveries of balloons, gifts, or flowers will be permitted at school during school hours. Extracurricular sponsors may permit deliveries to all members of their organizations, not to individuals if they choose to do so, but these deliveries are to take place after school hours. Food deliveries to students are not allowed during the school day.

### **BICYCLES**

Students who ride bicycles or mopeds to school should lock them in the bicycle rack provided for that purpose.

### **BOOK RENTAL**

FCHS uses a book rental system. FCHS will bill students in the early Fall. Students are urged to pay their book rental fees by check so that the check will serve as a receipt. If payment is made by cash, it is the responsibility of the student to obtain a receipt and to keep the receipt for one calendar year. If the school records do not indicate that payment has been made, and if the student has no receipt, payment will be required. Students leaving FCHS may request a book rental refund based on the following scale:

<u>Leave During</u>	<u>Receive</u>
First to ninth week of school	3/4 of total fee refund
Tenth to eighteenth week	1/2 of total fee refund
Nineteenth to twenty-seventh week	1/4 of total fee refund
Twenty-eighth to thirty-sixth week	no refund

Rented materials are to be cared for in the proper manner and returned in good condition at the end of the semester or year. Students will be charged for lost or damaged books.

### **BREAKFAST**

Breakfast is served before school each morning. All students who qualify for free or reduced lunches qualify for free or reduced breakfast.

### **CAREER/VOCATIONAL SCHOOL STUDENTS:**

A school bus is provided to transport students to and from C-9. Students may drive to C-9 if properly registered through the main office and approved by C-9. Students who are late for the C-9 bus will have unexcused absences at C-9 and will spend the half-day in study hall unless their parent comes to drive them to C-9.

1. C-9 students must be enrolled at Franklin Community High School.
2. C-9 students may drive to C-9 with prior permission. Students must register in the main office to be able to drive to C-9. (C-9 students who drive without prior permission are subject to disciplinary action).
3. C-9 students are responsible for being aware of altered schedules at Franklin Community High School. When the schedule changes and if there is a schedule conflict between FCHS and C-9, the student should consult building administration as to the priority location for attendance that day.
4. C-9 students are responsible for all school announcements which may be read on the high school website or obtained in the main office.
5. C-9 students will be required to attend FCHS during times when state-mandated testing is occurring. The student will be notified of such testing.

### **CELL PHONE**

Students may carry a cellphone, but student cell phones are expected to be off, out of sight, and not in use for any reason in the classroom unless they have teacher approval. Students are not permitted to take photos of any other person without the direct permission of that person. Students are not permitted to take photos that either intentionally or unintentionally demean or harm someone or break any school policy. Cell phones may be confiscated by any staff member at any time. Student cell phones are for emergency use with permission or educational purposes only – see specific cell phone rules in the student discipline section.

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. Taking pictures or videos of other students and staff at school is a violation of this policy unless given direct consent. See Cell Phone under discipline for more info.

### **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. FCHS 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 9, 10, and 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.

## **CHROMEBOOK INFORMATION**

Each student will be receiving their own personal Chromebook. Students are responsible to maintain their Chromebook 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 to the Chromebook Techs in the Chromebook Help Center in E139 during school hours.

### **Appropriate Uses and Digital Citizenship:**

- School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy 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. Seniors who fail to meet requirements will not be eligible to participate; however, upon meeting requirements, they may participate in the next exercises which are held. Students and parents of students who wish to participate in commencement exercises shall agree to the following rules, in addition to any other reasonable rules that may be necessary to ensure dignified graduation for the graduates, their families, and the school.

1. Each participant is required to attend the entire commencement practice session unless special permission is received for a student to be absent.
2. Each participant is expected to meet the commencement dress code that is established prior to the practice.
3. Each participant shall have fulfilled all senior checkout requirements prior to graduation practice.

## **DANCES**

All students who wish to purchase tickets for dances must be in good standing. All students must show their school student identification card for entrance into the dance. Guests who do not attend FCHS must be pre-registered, approved, and show identification at dance registration. A pre-registration form can be obtained from the dance sponsor and returned to the office with the guest's principal or designee's signature prior to the dance. No person below grade nine or over age 20 is permitted to attend as a guest. Students and guests may be subject to taking a breathalyzer test before entering (or during) a dance. A student who brings a guest will be held responsible for that guest's behavior.

### *Junior-Senior Prom*

Each spring the members of the junior class honor graduating seniors at the annual prom. The prom is open to all members of the FCHS junior and senior classes 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 High School announces to all stakeholders of the school corporation that it does not discriminate on the basis of sex, age, race, color, religion, handicapping conditions, and national origins, including limited English proficiency in educational programs or activities. A grievance procedure is in effect for anyone who believes discrimination has taken place.

Any inquiries or complaints may be directed to Mrs. Michelle Bright, Director of Human Resources, Franklin Community School Corporation, Franklin, IN 46131, phone 317-346-8000, Section 504, Title IX and ADA Coordinator.

## **DROPPING OFF/PICKING UP STUDENT**

Students must be dropped off and picked up at door 54/55. Doors will not open until 7:20am (8:05 on Thurs). Between 7:15-7:45 am(8-8:30 on Thurs) and between 2:30-3:15 pm, no vehicles except school buses will be permitted in the one-way drive. During these times, students may only be dropped off and picked up utilizing the car rider line by following the blue arrows from Cumberland Drive. All students are to be dropped off at Door 54/55 during designated times. No student vehicles are to be parked in the bus parking lot and/or any faculty lots at any time during the school day.

## **DUTY TO INFORM**

Maintaining a safe school environment is the duty of the entire school community including students. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans may result in disciplinary action up to expulsion from school. (Indiana Code 20-8.1 – 5.1-8, 9, 10) If a student is not sure the information they have is important

(including rumors), valid, real, or truthful the information should still be reported to faculty, staff, or administration so that an appropriate investigation can occur. **A student may use the STOPit anonymous reporting app or website available on the Franklin Community Schools website to make reports. Reports submitted anonymously must include enough information to facilitate an investigation.**

### **eLEARNING DAYS**

Occasionally when school is canceled, FCHS will have an eLearning Day. An eLearning day counts as a day of attendance for students. Teachers will send students assignments via Google Classroom by 9 am. Students are expected to work on and complete the assignment by the assigned due date, which could be as soon as the end of the day or up to 5 school days later. Teachers will expect students to turn in work electronically by the designated due date. A teacher could expect the assignment by 3:30 that day but will inform students of the due date. Attendance will be taken by students' completion of a task/assignment. Students may be given a zero and counted as absent if the assignment is not completed. The only exceptions would be a student who brings in a verified doctor's note of illness or another approved verified incident such as no internet.

### **ELEVATOR**

Students must receive permission from the school nurse to use the elevator. Students who use the elevator without permission will be subject to discipline.

### **EMERGENCY DRILLS / EMERGENCY SITUATIONS**

The school is required by law to hold emergency drills each year; it is most important that students take these drills seriously and maintain a quiet atmosphere that will permit instructions to be heard. Failure to maintain silence during an emergency drill or emergency situation will result in disciplinary action.

No one is permitted to enter the building after a fire drill until he or she is instructed to do so by an administrator or his/her representative. *The fact that the fire signal stops does not mean students should go back into the building.* A fire could cause the alarm to stop. Each teacher has the exit plan for the classroom posted. Students should familiarize themselves with the proper exits from each of their rooms.

In regard to the safety of everyone, students are required to immediately follow the directions of school personnel during emergency drills and emergency situations. Failure to comply with the directions of school personnel will result in disciplinary action.

### **EQUAL OPPORTUNITY**

Franklin Community High School is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origins, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing the weight and height of team members

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

[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want FCS to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by the later of the 14<sup>th</sup> day of the current school year or August 31<sup>st</sup>. Franklin Community High School has designated the following information as directory information:

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

**FIELD TRIPS**

Field trips are designed to be an extension of the classroom and provide opportunities for students to be engaged in activities that support the learning environment. Attending a field trip is a privilege. Therefore, a student who wants to attend a field trip during the school day must be approved and meet the following guidelines:

1. A student must maintain 5 passing classes during the previous grading period (9 wks or sem).
2. An exception may be made for students with an IEP, who are failing more than one class. The Teacher of Record is expected to initiate communication with the student's teachers regarding the student's status and arrive at a consensus on whether the student will be allowed to attend a Field Trip.
3. Coaches/Advisors/Sponsors/Teachers leading Field Trips will be expected to communicate with the rest of the staff, at least two weeks in advance of a planned Field Trip, a roster of potential participants.
4. A grade check will be run on potential participants. Once the grade check is completed, a follow-up communication will go out to the staff with the final roster of participants.
5. Exceptions may be considered by the administration for trips with costs required to be paid well in advance and cannot be refunded. A case-by-case decision may be made in these circumstances.

### **HOMESCHOOL STUDENTS (Non-Accredited)**

#### **(see athletic policy for students enrolled in Virtual Education School)**

Franklin Community High School welcomes homeschool students to attend our school. Homeschool students enrolling are required to follow all enrollment procedures as transfer students. See guidelines under students transferring to FCHS for more information.

### **FULL-TIME ENROLLMENT HOMESCHOOL STUDENTS**

1. When homeschool students enroll in FCHS, the administration will consider accepting grades and credits for courses taken at the homeschool following a process as determined by the administration. The process may include automatically receiving grades and credits, evaluating the curriculum and/or textbooks used for each course, and/or requiring the student to complete the FCHS approved final assessment and/or End of Course Assessments in those courses under consideration for credit approval.

### **PARTIAL ENROLLMENT HOMESCHOOL STUDENTS**

1. Homeschool students may request and be approved for a partial schedule.
2. By IHSAA guidelines, if a homeschool student wants to participate in athletics, they must
  - a. live within the FSC attendance district
  - b. be enrolled at FCHS for a minimum of one class per day
  - c. provide proof to the IHSAA that the eligibility rules will not be compromised including passing a physical examination, participating in the required number of practices in the given sport, and all other IHSAA rules
  - d. provide verification that the student has been homeschooled for the past three consecutive years
  - e. complete all statewide examinations given by the DOE
  - f. submit grade information to FCHS to affirm the student is passing all courses as required by the IHSAA and FCHS guidelines by the specified date
3. Any homeschool student wanting to participate in any co-curricular activities would need the approval of the FCHS administration.

### **INJURIES**

Franklin Community High School cannot be responsible for expenses resulting from any injury to a student while attending FCHS or participating in extra-curricular activities, including athletics.

## **LATE ENROLLMENT**

Students who have been enrolled in another school corporation will be accepted as transfer students whenever the family moves within the boundaries of Franklin Community Schools. However, a student will not receive credit at Franklin Community High School after the third week of a semester unless he/she has been enrolled in another school corporation during that time. Proof of residency, transcripts, current grade information, birth certificate, and health records will be requested before an incoming student will be enrolled. A student that enrolls in the second semester will not be scheduled for a full-year class unless he/she has taken the first semester of the class.

## **LOCKER and LOCKER INSPECTIONS**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms are the property of the School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items that cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, or which are forbidden by State Law or School Rules. The locker should provide no expectation of privacy.

Students are NOT permitted to share lockers with other students, regardless of the relationship between the two parties. Students caught sharing lockers will be subject to discipline. Students who share their locker combinations with others will not be permitted to request a new locker or a change in the combination.

The student's use of the locker does not diminish the School Corporation's ownership or control of the locker. The School Corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire and other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen materials, and to prevent the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, paraphernalia, or alcohol.

The School provides lockers as a convenience to students. Combinations are changed when a new student is assigned to a locker, and it is the student's responsibility to keep the combination to themselves and the locker locked at all times. The School cannot accept responsibility for any items missing from a student's locker. Nothing may be taped to a student locker, nor may any objects be fastened in such a way that damage to the locker may occur.

## **LOST AND FOUND**

Articles found in the building should be turned into the main office. It is the student's responsibility to check the main office for his/her lost items. Unclaimed lost items will be donated monthly to a local community organization. All personal belongings are the responsibility of the student. FCHS cannot accept responsibility for any lost items.

## **LUNCH**

Students may pay for lunch on a daily basis, or they may make payments to their personal accounts and draw from them when needed. Students will not receive change from the cafeteria; extra amounts will be credited to their accounts. The following guidelines define where students may go during the lunch period. All students are required to be aware of and follow these guidelines.

### **During Lunch, students may:**

1. Remain in the cafeteria - students may only leave the cafeteria if given permission.
2. Only consume food and drink in the cafeteria or in the outside courtyard or in another area when approved by the administration. Students are not permitted to eat lunch in the restroom. Only bottled beverages may be carried elsewhere. Only consume food purchased from the cafeteria, school vending machines, or brought from home. Food may **not** be delivered to students during lunch.

3. Be in the courtyard directly outside of the cafeteria (unless privilege is taken away).
4. Only use the restrooms located in the cafeteria.
5. Only exit the cafeteria through the south doors across from the main office.

All students are expected to be within the lunchroom area as defined above. To leave the lunchroom area, the students must obtain a pass prior to their lunchtime. Students may be denied use of the cafeteria for inappropriate behavior.

## **MESSAGES**

Emergency messages requiring the student to leave school immediately will be delivered to the student's classroom. All other messages are strongly discouraged. Students will be notified of non-emergency messages by the public address during passing periods. Therefore, FCHS cannot guarantee students' receipt of non-emergency messages.

## **NONCUSTODIAL PARENTS**

A noncustodial parent, unless restricted by court order, will be given access to all information in the student's permanent files. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The noncustodial parent may not visit with the student during the school day, nor may the student be released to the noncustodial parent unless written permission is given by the custodial parent. A certified copy of a court order restricting the rights of the noncustodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitation of, the noncustodial parent. A valid picture ID will be required to obtain information.

## **NURSE/CLINIC VISITS**

### **Students Leaving School Due to Illness**

A clinic is available for students who have medical needs at school, and a nurse is on duty or on-call throughout the school day. A student who wishes to see the school nurse during school hours is required to present a pass signed by the teacher who released the student. Examples of health needs that students should be released from class with are outlined below. All other health needs may be addressed before school, during passing period, during lunch, or after school in the health clinic by the nurse. Parents of students with chronic conditions are encouraged to contact the nurse to discuss health problems so that their student may be given a pass to come to the clinic on an as-needed basis.

FCS will not release students who are ill during the school day to walk or drive home unless accompanied by a parent or parent's emergency designee or guardian. This decision has been made with students' safety a primary goal. If a student feels ill during the school day, he/she must obtain a pass from the classroom teacher and then go to the health clinic to be assessed by the nurse. If the nurse feels it is necessary for the student to leave the school she will contact the student's parent, guardian, or emergency designee in that order. That person then will show identification prior to signing out the student from the main office. Families are encouraged to give the school current and accurate emergency notification contacts for this reason.

### **Health Clinic Guidelines for School Exclusion**

1. Oral temperature of 100.4 degrees or more - Students with a temperature of 100.4 degrees or more will be sent home. If the fever persists for 2 days, even without other symptoms, a physician should be consulted.
2. Conjunctivitis (pink eye) - If pink eye is suspected, students should be examined by a health care provider and approved for readmission to school, or remain home until the affected eye is clear and free

of purulent drainage. With bacterial conjunctivitis, the exclusion is recommended until 24 hours after starting topical antibiotic therapy.

3. Impetigo - Impetigo is a bacterial skin infection characterized by pus-filled red bumps that form on the face (particularly around the nose and mouth) or on the extremities. Diagnosis and treatment is required by a physician. Students should be kept home until 24 hrs after initiating antibiotic therapy. Draining lesions should be adequately covered at all times with a dry dressing.
4. Scabies - Diagnosis, and treatment is required by a physician. Students may return the day after treatment.
5. Head Lice (Pediculosis) - Students found with head lice will need to be picked up immediately from school. After treatment and upon returning to school, the student will be examined by the school nurse. If no live lice are found, students may return to school.
6. Active Vomiting or Diarrhea - Students should be symptom-free for 24 hrs. before returning to school.
7. Undiagnosed rash, if fever is present - Diagnosis and treatment from a physician are recommended. Students should be symptom-free for 24 hrs before returning to school.
8. Chicken Pox (Varicella) - Students must be excluded from school until all vesicles have formed scabs or crusts.
9. Shingles - Students may remain at school only if the site of an outbreak can be kept covered and dry.
10. Strep throat - If a strep culture is positive, the student may return to school 24hrs after antibiotic therapy is initiated and is fever free.
11. Pertussis (Whooping Cough) - Diagnosis and treatment are required by a physician. Students may return to school after the first 5 days of antibiotic therapy have been completed.
12. MRSA - MRSA skin infections require diagnosis and treatment by a physician. Students with an abscess, boil, sore, or skin lesion that is draining may remain at school only if the area can be kept covered and dry with a bandage. Any student with a draining skin eruption that cannot be contained and kept dry with a bandage will be excluded from school until cleared by a physician.

### **Use of Medications**

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

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

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

According to Senate Bill 376, any student in grades K-12 may not take any medications home from school. Parents must pick up medications from school. Parents can authorize, in writing, that someone 18 years or older may pick up the medication. Students will not be allowed to transport medications to or from school for any reason, as per Indiana Law and FCS guidelines.

### **Information on Meningococcal Disease**

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

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of

hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention (CDC) recommends routine meningococcal immunizations at 11 to 12 years of age. This immunization is commonly called Menactra. Johnson County Health Department has this immunization available for free to those individuals who are eleven to eighteen years old and do not have health insurance that provides coverage for immunizations. To obtain this immunization, please call the Johnson County Health Department for an appointment at 317-346-4368, or speak with your healthcare provider.

### **Immunizations**

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

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

For a complete listing of the immunizations required for your child, please visit <http://www.in.gov/isdh/17094.htm> or contact your child's school.

In accordance with Indiana law, please be advised that your child cannot be permanently enrolled and may be denied the opportunity to attend school unless written information of the type listed above has been provided to the school on or before the first day of school. The purpose of this law is to keep our school children healthy in order to take full advantage of the provided educational opportunities.

### **MEDICAL SCREENINGS**

The following tests are given throughout the school year. If you do not want your child tested, you must return a signed, written statement to the school office as soon as possible.

Hearing Screening: In order to identify students with hearing loss, hearing tests will be given to all students in kindergarten, first, fourth and tenth grades, students transferred from other school districts, students suspected of having hearing loss, and students enrolled in speech therapy. If your child does fall into one of the above categories, and you would like to have him/her tested, please notify the school office.

### **OFF-CAMPUS ACTIVITIES**

Students who attend or are participants in school-sponsored activities which take place off school grounds are subject to all of the rules and regulations of Franklin Community High School.

### **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](mailto: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

### **PHOTOS/VIDEO Taking Photos/Video on School Grounds**

Students are not permitted to take photos/video of any other person without the direct permission of that person. Students are not permitted to take photos/video that either intentionally or unintentionally demean or harm someone or break any school policy. Per cell phone policy, possession of a cell phone or other electronic communication device (ECD), by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this guideline, or otherwise engages in misuse of this privilege. Any photo/video-taking device such as a **cell phone or camera is prohibited in areas that are considered private including restrooms, locker rooms, health clinics, and while in the main office.** This includes taking selfies and may result in discipline for any student participating in taking a photo/video or allowing their photo/video to be taken. See Cell Phone under discipline for more info.

### **RESIDENCY REQUIREMENTS**

Resident students are those whose legal settlement is within the corporation's geographic boundary. A student's legal settlement will be determined under applicable Indiana law. A student's legal settlement will also determine the student's school attendance area within Franklin Community Schools. Any question in regards to a student's legal settlement must be directed to the office of the superintendent (317-346-8700).

### **SAFE SCHOOLS**

The Franklin Community Schools believes that the safety and security of students and staff is a major priority. Maintaining safe schools requires the collaborative effort of the Board of School Trustees, administrators, teachers, students, parents, and the community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure the welfare of students and staff.

As used in this statement, a safe school refers to weather-related items, utility emergencies, catastrophic occurrences, and criminal activities including but not limited to: physical aggression, hostile behavior, harassment (per School Board Policy), or possession of weapons. These behaviors will not be tolerated, and anyone who demonstrates such behaviors will be held accountable for his/her actions in accordance with the student handbook, the Indiana Code, and civil and criminal law.

If you see something, say something. As noted in the Duty to Report section of this handbook on page 11, 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.

### **SCHOOL CLOSING/DELAYS**

Announcements of school closings and delays are made through ParentSquare, on major Indianapolis television and radio stations, on the FCS home page at franklinschools.org and through the FCS Phone Message System–Alert Now. At FCHS, the 2hr delay start time is 9:45 every day including Thursdays.

## **SIGN/POSTERS**

Signs and posters related to school activities may be posted with the approval of the administration. These are to be placed in approved locations only. Materials used to hang posters or signs must comply with administrative guidelines. Posters or signs pertaining to non-school activities shall be approved by the administration.

## **STUDENT AIDES**

Faculty and staff members may be permitted to have students assist in classrooms, offices, and around campus for any number of activities. Students wishing to serve as Student Assistants must obtain an application from the guidance office and complete it fully. To remain eligible for student assistant positions, students must not have any failing grades at the end of any grading period. Each teacher is limited to one (1) student per class period, and each office is limited to two (2) students per period. The placement of and need for student assistants will be determined by the building administration.

## **STUDENT COUNCIL**

The student council is made up of student representatives who represent student interests with the administration, sponsor social activities, and lend support to student organizations. Membership requirements, as defined in the constitution:

1. Students from each class are required to fill out a student application along with two teacher recommendations.
2. The six officers (President, Vice-President, Recording Secretary, Corresponding Secretary, Public Relations, and Parliamentarian) will make up the executive council which will carry out the responsibilities assigned by the council.
3. Student council members are required to attend regular general meetings that meet twice a month as well as student council events. Attendance points are recorded for each event. Members who do not have the required points per semester will be removed from council membership.

## **STUDENT DRIVERS**

Driving to and from school is a privilege. Students who drive to school will be placed in the random drug testing pool and follow the Drug Testing guidelines. Students are permitted to drive motor vehicles to school as long as they have registered the vehicle in the office and display a student parking tag. Student tags may be purchased for \$15.00 per school year through the main office and must be signed by the student and a parent/guardian. Students are expected to follow the following regulations:

1. Students are not to loiter in the parking lot. Upon parking your car, leave the vehicle and enter the building immediately.
2. Students are to park in the lot designated by their parking tags and in spaces marked as student parking during school hours. Cars must be parked between two lines designated for a single parking space.
3. Students may not park by any curbs around the building.
4. Students driving to and from school must park on campus.
5. Observe posted speed limits. If none is posted, the speed limit is 20 mph. Full stops must be made at all stop signs. No passing of cars or driving through the grass while on school grounds.
6. Students should not go to their cars during the day without a pass or permission from the office and/or an administrator.
7. Buses have the right of way at all times. DO NOT walk or drive between buses at any time.

8. All students must have their cars registered and display their parking pass on their rearview mirror. The tag must be clearly visible at all times on campus.
9. Cars parked in “no parking areas,” fire lanes, wrong permit areas, prohibited parking spaces, parked improperly (not inlined spaces), or cars whose owners have violated driving rules may be towed at the owner’s expense.
10. Improper operation of a motor vehicle can result in:
  - a. Loss of parking sticker and the privilege to drive to school and/or various levels of detention assigned.
  - b. Suspension from school or expulsion from school
11. Student vehicles may be searched by school administrators any time there is reasonable suspicion of a violation of school rules. Students’ motor vehicles may be searched by school authorities when there is reasonable cause to believe that drugs, weapons, stolen goods, or items of an illegal or prohibited nature may be in the vehicle.
12. In keeping with the FCS Guiding Principles, the Confederate flag is prohibited in and around all school buildings and grounds.
13. Students who violate school rules may lose the privilege of driving to school.
14. Any driver under eighteen may have his/her driver’s license revoked/not issued if the student is suspended two (2) or more times from school (IC 20-8-14), habitually truant (IC 20-33-2-11), under expulsion from school (IC 20-33-8-24), or considered a dropout (IC 20-33-2-28.5).

### **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 during school hours.
2. IDs may be attached to other areas such as book bags, jackets, pockets, etc...but must be displayed upon request.
3. Students will not be allowed to go to the TIC, Senior Lounge, restroom, or be given other hallway access during class time without an ID.
4. If an ID is lost or misplaced, it is the responsibility of the student to purchase a new one from the office.
5. Failure to follow this policy will result in discipline as outlined on the disciplinary chart.

### **STUDENT RECORDS - FERPA – Rights to Inspect a Student’s Educational Record**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Franklin Community High School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask FCHS to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the

decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining the prior written consent of the parents or the eligible student

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§

99.31(a)(2))

- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs, or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37.

### **SUMMER SCHOOL**

All students who wish to earn credits at an approved summer school and want these credits to be applied toward graduation requirements at FCHS must obtain prior approval from the administration in order to be certain that the credits will be accepted. All rules and policies described in this book apply to summer school unless they are superseded by published or announced summer school policies. NOTE: Summer school may not be offered in any given year based on need, financial resources, or any other reason determined to be in the best interest of the school corporation.

### **TELEPHONE USAGE**

During the school day students may request to use a telephone in the main office area in cases of emergency. Students will not be released from class to use the office telephone. Classroom telephones may be used with the teacher's permission. After school, a telephone is available to students for school-related use at the high school's main entrance.

### **TEXTBOOKS/CHROMEBOOKS**

Students are responsible for textbooks and Chromebooks issued to them for their use. When a book is lost during the semester, the student is required to pay for the lost book before a new one is issued. If a student is negligent in the use of a textbook, a fine will be assessed to cover the cost of repair or replacement. Students are required to turn in the same book which they are issued.

## **TRANSFERRING TO FRANKLIN COMMUNITY HIGH SCHOOL**

1. Students moving into Franklin Community Schools will be accepted as transfer students. The following information is needed in order to enroll: Proof of Residency, Birth Certificate, Immunization Record, current grades at the time of withdrawal from the previous school, and transcript. In cases where students live with only one parent due to divorce or separation, proof of physical custody is required. Students in special education programs must provide a copy of the student's most recent IEP and the results of the student's most recent educational evaluation. Once the required enrollment information is gathered, the parents and student must make an appointment with the appropriate guidance counselor for an enrollment conference.
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 a guidance counselor and an administrator and with the approval of the instructor, a student may take a placement test to see if he/she is capable of success at this more advanced level.
4. Any student who transfers to Franklin Community High School and wants to participate on an athletic team needs to contact the Franklin Community High School Athletic Office and schedule a time to meet with an athletic director. Together, the athletic director, athlete, and a parent will complete the IHSAA Transfer Form. Athletes are not eligible to compete at the varsity level until the IHSAA Transfer Form is complete.
5. For any student transferring as a homeschool student see additional guidelines as outlined in the Homeschool Student section of this handbook.
6. For any student transferring from a non-accredited private school, the administration will consider accepting grades and credits for courses taken at the private school following a process as determined by the administration. The process may include automatically receiving grades and credits, evaluating the curriculum and/or textbooks used for each course, and/or requiring the student to complete the FCHS approved final assessment and/or End of Course Assessments in those courses under consideration for credit approval.

## **VENDING MACHINES**

Vending machines are provided for use at designated times. The office will not be available for students to receive change to use the vending machines. Vending machines are not to be used during class time. All vending machines are owned by outside contractors. The high school is not responsible for refunding any money lost in any vending machine. The high school will notify the vending company if a student loses money in a vending machine, but cannot guarantee that the company will refund the money.

## **VISITORS**

Franklin Community High School welcomes the active interest of parents and citizens in their public schools. However, since schools are a place of work and learning, only parents, guardians, legal representatives, or school invited guests will be granted permission to visit during school hours. Arrangements to visit a classroom must be made prior to the visit. Parents are asked to reschedule a visit if the teacher is absent.

In an effort to promote and maintain school safety, all parents and other visitors must use the front doors of the school and report to the main office, show a picture ID, sign in, and receive a visitor pass. This pass must be visible and worn at all times. All visitors must again report to the main office when leaving the building to sign out and return the pass. Anyone who is not a faculty/staff member or a current student will be termed a "visitor."

A student who is suspended, expelled, or has withdrawn from FCHS may not be on school property at any

time unless specific prior approval to do so is granted by the high school administration.

Visitors are not permitted to bring pets or any other animals into the building without prior permission from the administration. If pets or animals are permitted in the building the owner will be required to provide documentation that the animal has current vaccinations and is disease-free.

### **WITHDRAWAL**

1. A student anticipating withdrawal from school should have a parent/guardian contact the Guidance Department at least one day before the final attendance day. This allows teachers to be notified and to release grades earned at that time. An official withdrawal form can then be carried by the student to the new school.
2. Franklin Community High School will forward educational and health records to a school where a student intends to enroll upon request from the receiving school.
3. No student under the age of eighteen will be allowed to quit high 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 FCHS for any reason other than to enroll at another school may not enroll again and receive credits after being absent for three weeks or more. All rental books and library books shall be returned, and any fees owed shall be paid.

## **ACADEMIC SERVICES, PROGRAMS, AND INFORMATION**

### **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 FCHS 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.
7. Academic letters will be distributed at the awards program at the end of the year.

### **ACADEMIC PROGRESS**

Students are responsible for checking their grades and attendance online. Students have multiple opportunities during the school week to access PowerSchool and view grades and attendance. Students are expected to keep current on their academic progress throughout the school year. Parents can also access student grades and attendance 24-hours a day to keep up with their student's current progress. All grade reports will be completed electronically. If a parent does not have the ability to access a student's record from home, a student may print off a report at school to take home to the parent.

## **ACADEMIC RECOGNITION**

FCHS wishes to recognize all students who achieve high academic success during their high school career. FCHS no longer does not rank students by their GPAs nor has a valedictorian or salutatorian. FCHS has expanded its scope of recognizing high academic performance and will recognize student academic success using the following designations:

### 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**

FCHS 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 his or her 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; but there is an increasing emphasis on the academic subjects – English, social studies, foreign language, math, and science. Generally, colleges determine admission based on the grade point average (GPA), quality of academic preparation, rank in class, and standardized test scores. Admission standards vary at each institution and are subject to change. It is best to check with the individual school for more detailed information.

## **DUAL ENROLLMENT COURSES**

Franklin Community High School will offer several opportunities for students to obtain both high school and college credit for the same course. Interested students must submit the appropriate application and pay the tuition (if required) in order to receive college credit.

Information on available courses and guidelines can be found online at [www.franklinschools.org](http://www.franklinschools.org) in the FCHS Course Guide for the following programs:

- **FRANKLIN COLLEGE *RUNNING START* PROGRAM**
- **IVY TECH *DUAL ENROLLMENT* PROGRAM**
- **INDIANA UNIVERSITY *ADVANCED COLLEGE PROJECT***

- **INDIANA COLLEGE CORE**

### **GET A HEAD START ON COLLEGE**

It is possible to graduate from high school with college credits already on your record. You may do this by taking college-level courses in high school or by taking examinations to demonstrate your knowledge in a particular area. Please refer to the Dual Enrollment section for courses offered for college credit. If you complete college courses while you are still in high school, you can take more advanced college courses as a freshman. All courses must be approved DOE courses for credit.

One way to earn college-level credit in high school is through Advanced Placement (AP) courses. If you enroll in one of Franklin's AP courses and receive a satisfactory score of 3 or higher on the annual College Board Advanced Placement Exam, you may qualify for college credit or advanced standing at the college of your choice. Another way to gain college credit is through the College Level Examination Programs.

### **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**

FCCHS uses semester grading periods. Grades are available for parents and students to view 24-hours a day using our online grade reporting system. Students may print a copy of their current grades at school as often as they wish. If students need an official grade report they should see their guidance counselor for an official transcript or for the necessary signature to verify a printed grade report. Teachers are not required to submit deficiency reports, since grades are constantly available to parents and students using our online system. The final grades for each semester are listed on each student's permanent records and are the basis for determining grade point averages.

A student who receives a passing grade for only one semester of a full-year course receives one credit for that semester, regardless of which semester is passed. Each semester is considered to be a separate class. Parents and students are encouraged to communicate regularly with teachers, counselors, or principals if

they have questions about the student's academic performance.

### **GRADUATION REQUIREMENTS AND DIPLOMA TYPES:**

FCCHS awards three types of diplomas: Core 40 Diploma, Core 40 with Academic Honors Diploma, and Core 40 with Technical Honors Diploma. The appropriate number of credits is required for all diplomas and meeting the requirements for Graduation Pathways (See Graduation Pathway requirements below). This includes completing a Senior Project. All students must be enrolled in courses leading to either the Core 40 or the Academic Honors/Technical Honors Diploma. If a student fails to meet the requirements of the Core 40 Diploma, a General Diploma may be awarded if a petition or waiver is approved.

### **CORE 40 Diploma (40 credits)**

The State of Indiana has developed a program of educational expectations for Indiana high school students. These expectations are called Indiana Core 40. Indiana Core 40 applies to all students. Students must meet Core 40 requirements to be considered for admission to an Indiana four-year college or university. Students should meet Core 40 requirements to ensure success in one and two-year colleges and technical training programs.

8 credits ENGLISH:                    2 credits English 9 or English 9 Honors;  
    2 credits English 10 or English 10 Honors  
    2 credits English 11, AP Lit or AP Lang  
    2 credits in English 12, AP Lit/AP Lang or 2 credits in English electives

6 credits SOCIAL STUDIES:        2 credits of Geography or World History  
    2 credits U.S. History  
    1 credit of United States Government  
    1 credit of Economics

6 credits of MATHEMATICS:        2 credits of Algebra I or Integrated Math I  
    2 credits of Geometry/Geometry Honors or Integrated Math II  
    2 credits of Algebra II/Algebra II Honors or Integrated Math III  
    2 credits of Pre-Calculus, Calculus or other higher-level math.

NOTE: Students must take a math or quantitative reasoning course each year in high school and must take math through their junior year.

6 credits of SCIENCE:                2 credits of Biology  
    2 credits of Chemistry or Physics or Integrated Chemistry/Physics  
    2 credits of elective science

1 credit of HEALTH AND WELLNESS

2 credits of PHYSICAL EDUCATION/WEIGHTS

11 ELECTIVE CREDITS from World Languages, Fine Arts or Career and Technical

### **CORE 40 WITH ACADEMIC HONORS DIPLOMA (47 credits)**

The Indiana Academic Honors Diploma is available to students who complete a rigorous course of study. This diploma requires 47 credits. The Academic Honors Diploma will be noted on the student's official transcript. Students who qualify for college financial aid may receive higher awards with this diploma. Students must complete all requirements for the CORE 40 and these additional items:

ONE of the following: 4 credits in AP courses with AP exams; 6 college credits from the DOE approved list; a combination of 2 credits in AP courses/exam and 3 college credits from the DOE approved list.; SAT score of 1750 on combined critical reading, math, and verbal with a minimum of 530 on each or ACT score of 26 composite or earn 4 credits in IB courses and take corresponding IB exams.

Also, students must have:

- 2 additional math credits for a total of 8 math credits taken in high school.
- No less than a C- in all courses counting for the diploma
- A minimum grade point average (GPA) of 3.00 upon graduation.
- 6 – 8 credits of WORLD LANGUAGE
  - 6 credits of one world language OR 4 credits of one world language AND 4 credits of a second world language
- 2 credits of FINE ARTS
  - 2 credits in any combination of art or music or FACs Intro to Housing, Intro to Fashion and Textiles

### **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 2 credits Eng 12 Electives.
- 4 Credits in Mathematics including 2 credits in Algebra I
  - 2 Credits of Mathematics or a quantitative reasoning course must be earned in their junior and senior year
- 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 High 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 FCHS. Any credits through a non-accredited program will be evaluated by FCHS officials, who will determine if credits will be transferred, and the number of credits that will be accepted.
- c. Transfer credits will only be weighted if the course is offered and weighted at FCHS.
- d. Franklin Academy courses (APEX online courses) will not be weighted.
- e. The maximum number of credits that may be earned from a combination of correspondence courses, online coursework, college courses, and night school is four unless approved through administration. All courses must be approved in advance by the administration and monitored by a counselor.

**GRADUATION PATHWAYS**

**Beginning with the Class of 2023, 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 AND WEIGHTED GRADES:**

Franklin Community High School uses a 4.0 grading scale and a 4-Tier system of weighted grades. The weights have been determined by the level of rigor and the alignment to the college-level curriculum. The grading scale and 4-Tier system is outlined below:

<u>Grading Scale</u>	<u>4-Tier System(weighted grades)</u>
A+ 4.00 (100%)	
A 4.00 (99%-92%)	Tier 1 = no increment
A- 3.66 (91%-90%)	Tier 2 = .33 increment
B+ 3.33 (89%-88%)	Tier 3 = .50 increment
B 3.00 (87%-82%)	Tier 4 = 1.0 increment
B- 2.66 (81%-80%)	<i>Grades lower than a C- will not be weighted</i>
C+ 2.33 (79%-78%)	
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%)	

A listing of weighted courses is outlined on the website at [www.franklinschools.org](http://www.franklinschools.org) in the FCHS Course Guide. GPAs are based on grades earned in all credit-bearing classes. GPAs are carried to three decimal places. Students who retake a class will have the highest grade earned counted for their GPA. The lower grade earned will no longer be counted as part of the student's GPA. If the student received credit the first time the class was taken, no additional credit will be earned when the class is repeated.

**GRADING**

**Franklin Community Schools has a corporation-wide, School Board adopted grading scale (see Grading Scale and Weighted Grades)**

Each teacher is responsible to develop and maintain 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.

### **SCHOOL COUNSELING PROGRAM (GUIDANCE)**

Each high school student is assigned to a school counselor. Students are urged to see teachers and counselors whenever they need help. Parents also are encouraged to confer with counselors on a regular basis. Specific areas in which the counselor is trained to help students:

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 to help students during their four-year academic program. In addition, each counselor will meet at least once during the school year with students for scheduling purposes.

### **IHSAA ELIGIBILITY**

All athletes must maintain passing grades in at least 5 of 7 subjects in each grading period and each semester in order to remain eligible for any and all IHSAA sanctioned contests. *The following grade checks will be used to determine athletic eligibility: End of First Nine Weeks, End of Semester 1 (Final semester grade will be used), End of Third Nine Weeks, and End of Semester 2 (Final semester grade will be used). The grade pull will occur on the day the building administration declares grades are official.* It is the responsibility of each athlete to maintain eligibility. Any students deemed ineligible at the end of a grading period will remain ineligible throughout the following grading period.

Students may attend an accredited institution for credit that is acceptable both for high school graduation and/or for college credit. The student must be enrolled in credit courses at FCHS at least 50% of the normal school day.

Students taking online classes (i.e. Franklin Academy students), a student may earn course credits by attending a non-traditional, virtual class provided that:

- a written request for approval to the IHSAA has been granted
- the courses are approved by the Dept. of Education
- the School Board counts the credits earned toward graduation
- classes are taken concurrently with a student's regular classes
- total class time of the course is equivalent to the student's regular course

### **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**

The FCHS Library Media Center aims to meet the needs of all patrons by providing a wide variety of resources in an environment that allows for collaboration, small group interaction, and independent study. Students are encouraged to visit the library before and after school or during lunch and study hall for instructional purposes, to access resources, leisure reading, collaborative spaces, independent study areas, educational challenges, and more. Students must sign when entering and sign out at the front desk when leaving unless leaving during a passing period. During regular class time, a student is required to have a

pass in order to use the library.

The Library Media Center pass procedures are as follows:

1. Students MUST have their student ID and lanyard in order to utilize the library. Any student who does not have it on, will not be allowed access.
2. Students may be sent to the library from a class by the classroom teacher of that class. The pass must indicate the student's assignment, but the student is responsible for independently managing their time in the TIC Center.
3. Each pass will be issued to only one student and should include (a) the name of the student, (b) the date, (c) the time leaving the classroom, (d) the signature of the teacher. All passes will be handed to library staff immediately after signing in. Students are to go directly to the library unless the pass indicates otherwise.
4. Students will remain in the library the entire period unless the pass indicates otherwise. In that case, it is the sending teacher's responsibility to be certain the student returns.
5. Any student leaving the library shall have a pass written by the library media staff. The time leaving will be noted, and the time returning will be checked by the receiving teacher to be certain the pass is not abused.

Guidelines for utilizing Library Media Center Materials and Resources:

1. Students who utilize any Media Center digital resources must follow the FCS Acceptable Use Policy -- Rules and Code of Ethics Relating to School Computer Users (Available on the FCS website at: [www.franklinschools.org](http://www.franklinschools.org))
2. Most books circulate for two weeks, and can be returned in the drop box the library. Overdue materials incur a five-cent fine per school day. A renewal or extension of any loaned materials can be made at the circulation desk or by emailing the library staff with no fines incurred. Money collected from fines is used to buy library materials. Students and staff are invited to recommend items for purchase.
3. A charge will be made for lost and damaged materials, appropriate to the cost of replacements. Students recover the payment (less overdue fine) if the book is later found.
4. A student owing fees or fines will be permitted to use the library and is encouraged to make payments until all obligations have been resolved. Any student having difficulty with financial obligations to the library should speak directly to a library staff member to make accommodations. Library materials and resources are listed in the online public access catalog which may be accessed via the internet.
5. The Library Media Center is a collaborative area, where productive learning conversations are expected among students. Please be aware of and respectful of other students' and teachers' needs and modulate voices when others are taking tests, studying, giving a presentation or providing instruction.
6. Student, staff, and community recommendations for improvement of the library collections, resources, and offerings are solicited.

## **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 FCHS 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) FCHS 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 FCHS 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 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 entire faculty. Students are listed alphabetically by class. The teachers 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. The faculty are asked to explain any votes of a 1 or 2. Faculty 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

invitation 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.

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. 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.

### **NCAA GUIDELINES FOR COLLEGE ATHLETES**

A student who wishes to participate in Division I or II athletics in college must meet NCAA requirements for eligibility. For complete information, go online [www.ncaa.org](http://www.ncaa.org).

### **NONDISCRIMINATION POLICY**

It is the policy of the Franklin Community Schools not to discriminate on the basis of race, color, religion, sex, national origin, handicap, or age in its programs or employment policies as required by the Indiana Civil Rights Act (IC 1971, 22-9-1); Public Law 218 (C1971, Title 20); Titles II and VII (Civil Rights Act of 1964); the Equal Pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142 (101-476); and Public Law 93-112, Section 504. The compliance officer is the Assistant Superintendent, 317-738-5800.

### **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 the advisors. The publications material may not always reflect the views of Franklin Community Schools. Content is controlled and edited by the staff editors working under school board guidelines and policies. The staff will publish only legally protected speech adhering to the legal definitions of libel, obscenity, and the invasion of privacy. Advertising information can be obtained by calling 317-346-8100. The purpose of these publications and broadcasts is to inform the students, faculty, and community members of news, information, and issues that influence or affect them.

### **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.

### **SCHEDULE**

Franklin Community High School operates on a modified seven-period day. Class instructional time is a minimum of 240 minutes per week. If study halls are offered, only one per semester may be taken. Students should consider extracurricular activities, the rigor of classes, and career goals when choosing a course load.

### **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 High School. When scheduling your courses, use this booklet to learn more about the content of each course, possible prerequisites, and possible fees. Counselors conduct scheduling sessions to assist students and parents with course selections. The scheduling form must be turned in with parental signature to the Counseling Office by the established deadline.

## **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 a counselor or the principal with any questions they may have about scheduling or the high school curriculum. Students with special scheduling needs that are not met by the FCHS schedule of classes are urged to ask their counselors to convene a case conference to discuss possible alternative schedules. **Students who fail to turn in a signed 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 31<sup>st</sup> 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 CONFERENCE**

Students are encouraged to communicate with teachers and request an appropriate time to discuss concerns or issues they are having in class. Teachers are available before and after school and can provide extra help with academic problems or other difficulties. It may be necessary, in some cases, to arrange a time that is convenient for both the teacher and student.

## **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)

The SAT is offered six times per year nationally. It is offered two times a year at FCHS, the first Saturday in November and the first Saturday in June. Generally, we encourage juniors to take the June test and seniors

to take the test in the fall. However, juniors and seniors may take the test at either time. If the test is taken more than once, most colleges use the best scores in the selection process for admission.

### ACT (American College Test)

The ACT is offered nationally six times per year. FCHS hosts the test in June and Dec. The ACT is accepted by all Indiana colleges and by most colleges in the country. Students are encouraged to take both the ACT and SAT. Colleges will accept the better of the two scores.

## **STUDENT CONDUCT** **(ATTENDANCE)**

### **ACTIVITY PARTICIPATION AFTER AN ABSENCE**

A student may not participate in extracurricular activities, practices, or after-school functions unless the student arrives at school by 9:30 AM. Students absent all day may not attend an extracurricular activity that day. If an extenuating school or family circumstance results in a student's failure to arrive by 9:30 AM or to attend all day, an exception can be made by the administration and/or the athletic director(s). **Reasons MAY include FCHS-approved college visits, FCHS 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.**

### **ATTENDANCE**

The Indiana Compulsory School Attendance Law requires students to attend school regularly. Regular school attendance improves learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for their development as students and responsible adults. Anything less than perfect attendance will have a detrimental effect on the individual student and his/her grade. Poor attendance interrupts the process of education. It impedes the continuity of the lessons presented, the ability of the student to understand and gain insight from the classroom experiences, and the student's ability to establish proper work habits.

The primary responsibility for school attendance rests with the parents and students. The school will assist the parents and the student in this responsibility. The cooperation of the student, parents, and school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

Franklin Community High School operates as a **closed campus**; therefore, students are not to leave the building during school hours without the consent of the administration. A student who is suspended or expelled from FCHS may not be on school property at any time during the time of suspension unless specific prior approval to do so is granted by one of the high school principals.

### **ARRIVAL AND DEPARTURE FROM CAMPUS**

All students are required to enter the building immediately upon arriving on the school property. Once in the building, students shall not leave until school ends at the scheduled end of their school day. Students needing to leave the school building or school grounds after they have arrived must obtain permission from a parent or administration. During the school day, all students entering and exiting the building are required to sign-in/out and enter and leave through the main office. Parents picking up their students must enter the building and show a photo ID.

### **CERTIFICATE OF INCAPACITY**

If a student has a continual medical condition that prevents him/her from attending school on a regular basis the student's parent can work with their family physician to complete a certificate of incapacity (copies are

located in the main office). In order to assist families, a doctor's note will not be needed every time the student misses due to this documented illness, although a parent/guardian call is still required to verify each absence.

Administration can require a parent to obtain a certificate of incapacity to verify absences that are said to be due to a medical illness. If a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail to or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded (Indiana Code 20-33-2-18). The certificate required under this requirement shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

A certificate of incapacity will only be accepted if the form is filled out in its entirety. A certificate of incapacity is only valid for the academic school year in which it is issued. A new certificate of incapacity will be required for subsequent academic school years. Forms should be submitted to the attendance secretary.

In the interest of student safety, a student who cannot attend school on a regular basis due to a medical condition under a certificate of incapacity is not permitted to participate in extra and co-curricular activities. Once a student is deemed healthy enough by his/her physician to attend school on a regular basis, the physician can submit a letter removing the certificate of incapacity and the student will then become eligible to participate in extra and co-curricular activities. Administrative consideration may be given for participation in some co-curricular activities where physical activity is not involved.

### **EXAMINATIONS-ATTENDANCE REQUIREMENTS**

A student who is absent from final exams must have an excused absence in order to take the final. Any absence other than illness must be excused by prior arrangements with the administration. The administration will not excuse students during exams for dental appointments, trips with the family, etc. unless the circumstances are unusual. During exams, parent calls to explain absences are expected on the day of the absence. See Attendance Policy for additional attendance information.

### **EXCUSED ABSENCES**

In order for an absence to be excused, the parent must call the school and state the reason for the absence. The school expects confirming calls to be made on the day of the absence; if the call is not made within two days of the student's return; the absence will be considered unexcused and marked as "truant". It is the students' responsibility to arrange make-up work with their teachers.

FCHS realizes parent(s) may from time to time need to pick up their child from school during the school day. Whenever possible, please call an hour or more in advance. Otherwise, a student may not be readily available for immediate pickup. Parent/guardian picking up students must come in to sign out the student and present a photo ID. Due to testing or other factors, we may not be able to immediately have a student available in the office. For emergency purposes, we may disrupt a class, but for general guidelines, please notify the school in advance at any time possible if you plan to pick up your student from school. During finals, students will NOT be released until a passing period to avoid disruptions to other students.

### **Indiana statutes and local policies recognize the following reasons for being absent:**

1. **Personal illness or injury**  
Any student who is absent from school for five consecutive days due to illness must present a doctor's statement verifying that it is appropriate for the student to return to school. The school reserves the right to require a doctor's statement from students who are absent as indicated by the nature of the illness, such as communicable disease.
2. **Verified automobile accident**
3. **Death or serious illness in the immediate family**

4. **Religious observances**

The Board not only desires to cooperate with those parents who wish to provide religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State. Upon the signed request of a student's parent, the building administration will allow exceptions to the student's continuous attendance at school for religious instruction outside the school building by an authorized church or religious organization for no more than 120 minutes per week. A student must be properly registered and a copy of such registration must be filed with the administration. The time for the release of instruction or education may be arranged by the administration. The principal will also assume the appropriate continuance of the instructional program in the public school during such release times. No staff member shall encourage or discourage participation in any religious instructional program.

5. **Approved assignment at an election poll or approved service as a legislative page** Students who anticipate working the polls on Election Day must make sure their parent/guardian has notified the high school attendance office. The student must also pick up the appropriate form in the attendance office prior to leaving the building. This form must be signed by a person representing the Johnson County Registrar or by the candidate for whom the student is working. Any student not working the poll for the entire day must report back to school. Failure to do so will be considered unexcused. Students having questions concerning this procedure should see the attendance officer.

6. **College visitation** A student may visit a college where he/she is considering enrollment during a school day if it is pre-arranged with the Guidance Department. An arranged appointment must be confirmed. This one (1) day will not count against accumulated absences. Should a student make more than one (1) visitation, other days will count as excused absences unless the student has exceeded the 8-day absence limit or will exceed it with this absence. The regulations also apply to appointments made by coaches for athletes attempting to make college teams. Students with senior standing will be allowed two (2) college visit days which do not count as absences. Should a student make more than the allowed visitation(s), these days will be counted as excused absences. College visitation days will not be approved immediately preceding or following a scheduled school vacation or during the month of May. Failure to follow the above procedure will result in an unexcused absence.

7. **Medical appointments** Every attempt should be made to schedule appointments after school hours. When appointments must be scheduled during the school day, the parent/guardian must call the school before the student will be permitted to leave the building. Students are expected to attend school before and after appointments when time permits. Students will be considered unexcused from classes missed unnecessarily. Absences from school for medical or legal reasons need to be verified with a **written** statement from a licensed medical practitioner or legal counsel or official with whom the student met. **Upon return to school, the student** must present this written verification to the attendance secretary before returning to class. Failure to do so will result **in the absence being unexcused.** The school may require medical notes for ongoing medical problems requiring frequent absence. Medical appointments should not be scheduled during semester tests. **Field trips:** Field trips are scheduled by teachers with administrative permission to broaden the experience of the curriculum. Students will be excused to go on field trips with written parent/guardian permission and a completed field trip form. Both must be completed no later than the day before the trip. Students are responsible for all work missed while on a field trip and should have the work completed upon their return to class, or as directed by the teacher. A sponsor may also refuse to take a student on a field trip if the sponsor can demonstrate to the administration that the student has a history of poor behavior or demonstrate that it is generally in the best interest of the school for the student not to attend. Under no circumstance are students allowed to drive to field trips without written administrative approval. Students who do so will receive a three-day

suspension from school. Students who have missed 8 or more days of any class will not be allowed to attend a field trip. A principal may approve attendance only in extreme attendance issues due to documented medical situations.

8. **IHSAA Events:** IHSAA events scheduled during the school day are considered excused activities similar to a field trip.
9. **Serving in the National Guard** is limited to a maximum of 10 days serving.
10. **Military-connected family's** absences related to deployment or return.
11. **Verified court appearances**
12. **Out Of School Suspension**
13. **Such Other Good Cause as Determined By-Law** (20-8.1-3-18)
14. **Other reasons approved by administration**

### **LIMIT ON ABSENCES**

In keeping with the Board-approved attendance philosophy, a student may not be absent from any class for more than ten (10) days each semester. Both excused and unexcused absences count toward a maximum of ten days. When students reach their 5th absence, a warning notice explaining the attendance policy will be sent home. When students reach their 10th absence, a second letter will be sent home indicating that the student is in violation of the attendance policy and the student will be required to meet with a counselor or administrator to discuss their absences and develop an attendance contract. This "10th absence" letter also serves as a warning that the student will be reported to Johnson County Community Corrections and the Department of Child Services at 15 absences. Continuation of school attendance after the tenth absence may be subject to the student complying with conditions (e.g. a doctor's note may be required, certificate of incapacity) regarding any additional absences.

### **MAKE-UP WORK FOR EXCUSED ABSENCES OR WHEN STUDENT IS SUSPENDED**

It is the student's responsibility to arrange make-up work with each teacher.

- A. For each day of an absence, the student has one (1) school/class day in which to complete the make-up. (e.g., a student has three days to make up their work for a three-day absence.) However, assignments, including tests, which have been made prior to the absence and that were due on or before the day the student returns, will be due on the date the student returns to school or as arranged by the teacher.
- B. Homework requests made during absences should be arranged directly with the classroom teacher via email or telephone. Direct contact with the teacher is the best way for a student to receive instructions and directions when completing work missed during an absence. Students may arrange with the teacher to have work delivered to the guidance office for pick up at a later date or time. Students should also understand that spending extra time before or after school may be required by the teacher in order to compensate for missing instruction during extended absences.
- C. **EXAMINATIONS - ATTENDANCE REQUIREMENTS:** A student who is absent from final exams must have an excused absence in order to take the final. Any absence other than illness must be excused by prior arrangements with the administration. The administration will not excuse students during exams for dental appointments, trips with the family, etc., unless the circumstances are unusual. During exams, parent calls to explain absences are expected on the day of the absence.
- D. Students suspended from school are expected to make up any missed assignments so they can keep current with academic issues taking place in the classroom.

### **PERFECT ATTENDANCE**

To qualify for a perfect attendance award, a student must attend every class every day of the school year regardless of the reason for the absence.

## **UNEXCUSED ABSENCES/LATE ARRIVAL**

An absence from school for any reason not included as an excused absence is an unexcused absence. Examples would include but are not limited to:

1. car trouble
2. oversleeping
3. missing the bus
4. school closing assumptions
5. personal business
6. working
7. administratively determined unexcused absences
8. traffic issues

**NOTE:** Students are expected to make up missed work for any absence. Make-up work which includes late work, quizzes, projects, daily assignments, etc. may be granted in accordance with the teacher's classroom rules. Students are responsible for gathering missed work on their first day back to school whether they have class or not (block days). All work is due the following day unless other arrangements have been made with the teacher.

## **UNEXCUSED ABSENCES FROM CLASS**

Students in attendance at school are expected to attend their scheduled classes unless excused by the teacher or the administration. A total of eight (8) absences from a class may cause a student to be removed from the class and lose credit. Parents will be notified before a student reaches the point of being removed from class.

## **CONSEQUENCES FOR UNEXCUSED ABSENCE/TRUANCY (EACH SEMESTER)**

Unexcused absences will result in a student being considered truant after missing 10 minutes of class. See truancy policy for possible consequences.

A student who is failing due to excessive absences may be removed from the class with a W/F and assigned elsewhere for the remainder of the semester. Repeated unverified/unexcused absences may also warrant other disciplinary action, such as, but not limited to, loss of driving privileges, loss of prom/dances, loss of extra/co-curricular activities, loss of credits, referral to alternative school, referral to juvenile detention, after school detention, suspension and expulsion, and may result in action taken under the compulsory school attendance laws (I.C. 20-33-2).

## **TARDY**

The prompt arrival of students prepares them for success the entire day. Arrival to class more than 10 minutes late will be classified as late arrival (see above) from that class. Students are expected to be at school on time – receiving a call from a parent does not necessarily excuse being late to school.

- Students who report late to school must report to the attendance office.
- Students are considered to be tardy if the student is not in his/her assigned room when the bell rings.

Tardy students are subject to the following discipline as determined by their teacher:

- 1<sup>st</sup> & 2<sup>nd</sup> Tardy recorded in PowerSchool considered a written warning
- 3<sup>rd</sup> Tardy - Teacher log entry & verbal warning given by teacher
- 4<sup>th</sup> Tardy - Teacher log entry & Lunch detention
- 5<sup>th</sup> Tardy - Teacher log entry & Lunch detention
- 6<sup>th</sup> Tardy - Teacher log entry & 1 hr detention
- 7<sup>th</sup> Tardy - Teacher log entry & 2 hr detention
- 8<sup>th</sup> Tardy - Office referral may include NS or other discipline determined by HS admin
- More than 10 Tardies --- Suspension
- Subsequent Tardies --- Increased suspension leading to possible expulsion

Tardies reset every 9 weeks. Any student who reaches 10 or more accumulative tardies in one semester shall be considered “habitually tardy.” “Habitually tardy” students will be subject to additional disciplinary action as deemed appropriate by an administrator. A student deemed “habitually tardy” to the first class of the day may be subject to having their tardy record turned over to the juvenile probation office for review.

### **VOCATIONAL SCHOOL ATTENDANCE**

Sophomores, juniors, and seniors can arrange with the counselors to attend our vocational and technical programs housed at Central Nine (C9). Students who enroll must remain throughout the school year. If a student is suspended, expelled, or withdraws from C9, his/her status also applies to his/her enrollment status at Franklin Community High School. A student with excessive absences to C9 may, after being warned of and counseled about the problem, be withdrawn from C9 courses and placed in study halls at Franklin Community High School.

Vacation periods for Franklin Community High School and the vocational schools do not always coincide. A student is required to attend the vocational school even if Franklin Community High School is on vacation and to attend Franklin Community High School even if the vocational school is dismissed.

### **TRUANCY**

Students who miss school under the following circumstances will be considered truant:

- A. Leaving school during the school day without parental knowledge or notification of school authorities.
- B. Defying parental authority in the failure to attend school, or being absent from school without parental knowledge or approval.
- C. Not reporting to one or more assigned classes.
- D. Being observed in a place that is completely unacceptable for the excuse that is presented and being unable to offer a satisfactory explanation for being there.
- E. Leaving class without permission from the classroom teacher.
- F. An absence for any unsatisfactory reason if the student/parent has been told that a reason will not be acceptable.
- G. Excessive unexcused absences may be counted as truancy.
- H. Leaving school without signing out.
- I. Arrival to class more than 10 minutes late will 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.

The consequences for truancy from school are as follows:

- 1<sup>st</sup> offense—Night school
- 2<sup>nd</sup> offense—1 day out of In School Restriction or 1 day Out of School Suspension (OSS)
- 3<sup>rd</sup> offense — Multiple days of OSS and request for parent conference

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.

# **STUDENT CONDUCT**

## **(STUDENT DISCIPLINE)**

### **ADMINISTRATION OF DISCIPLINE**

Administration reserves the right to modify discipline based on the severity and circumstances involved in the incident. The modifications that are made will comply with district policy. The modifications also take into account the past disciplinary record of the student (when appropriate) in determining the appropriate consequence. In certain circumstances, two different students may receive different consequences for the same infractions.

### **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. See Student Discipline Chart for discipline consequences.

### **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.**

### **BUS CONDUCT - Transportation Guidelines**

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

#### **Expectations- To enhance student safety it is expected that all students:**

- ✓ Will sit in a forward-facing position with legs, arms, feet, and head inside the bus and out of the aisle while the bus is in motion.
- ✓ Will not stand, swing, climb, or jump on the bus seat. Also, students are not to switch seats while the bus is in motion.
- ✓ Will not open bus windows more than halfway.
- ✓ Will not sit in the driver's seat or operate any of the school bus controls.
- ✓ Will not engage in eating, drinking, or chewing gum while on the bus.
- ✓ Will enter and exit only by the front door (unless otherwise instructed by the driver).
- ✓ Will not use hygiene products such as hair spray, perfume, nail polish, lipstick, make-up, etc. while on the bus.
- ✓ Will not bring glass containers on the bus such as glass jars, pop bottles, etc.
- ✓ Will not bring skateboards, animals, insects, or plants on the bus.
- ✓ Will keep personal items such as books, pencils, toys, etc. in their book bags.
- ✓ May use devices such as mobile phones or tablets as long as it is not a distraction to the driver or is being used in a way that is deemed inappropriate according to the FCS Acceptable Use Policy. Recording videos or taking pictures while on the school bus is forbidden.
- ✓ Make sure that cell phones are on vibrate while riding on the school bus.
- ✓ Transportation of Large Articles – The size of the item should be such that it can be carried on the student's lap or on the floor of the bus under the seat in front of the student's seat. In either case, it will not extend beyond or above the height of the seat in front of the student (approximately 39").

#### **Bus Rules and Procedures:**

All school rules apply while the student is on any FCHS-sponsored bus. Violation of any school rules including bus rules and guidelines may result in disciplinary action.

**Additional bus guidelines** (violation may result in disciplinary action).

1. Students will not leave the bus without the driver's permission.
2. Students must board and leave the bus at the student's regular bus stop location unless given prior permission by the transportation director. The transportation director will direct the school to issue a bus pass when permission is granted.
3. The student will obey the driver's instructions when crossing the road, boarding, during transport, or leaving the bus.
4. The student will not leave the bus without the driver's approval after a breakdown or accident.
5. The student will sit in the seat assigned to him/her by the driver. The driver reserves the right to change or adjust the student's assigned seat as he/she deems appropriate.
6. The student is required to wear a safety belt when traveling on any bus that is equipped with them.

*If you have questions or concerns related to the expectations and guidelines listed above, please contact the Director of Transportation or building administration.*

**CELL PHONE/ELECTRONIC DEVICE USE DURING THE SCHOOL DAY is approved ONLY under the following conditions:**

1. When the student is in the cafeteria during lunchtime or in the hallway during passing periods.
2. Student cell phones are expected to be off, not in use for any reason, and out of sight when in the classroom. Use in the classroom is ONLY approved when given direct permission by a faculty member.
3. **Cell phone use is prohibited in areas that are considered private including restrooms, locker rooms, health clinics, and while in the main office.**
4. Students are not permitted to take photos or video of any other person without the direct permission of that person. Students are not permitted to take photos or video that either intentionally or unintentionally demean or harm someone or break any school policy.
5. Upon implementation of the FCS Bring Your Own Device (BYOD), the high school will allow students to bring their own device for using the school's secure and monitored WiFi access. Students using this access must follow all of the district's Acceptable Use Policy and the guidelines of each faculty member. Permission must be given by the faculty member in order to use the device in the classroom. All other high school rules will apply similarly to the cell phone/electronic device policies outlined in this handbook. Teachers may decline the use of a student's device at any time during their class period especially when the activities do not involve the use of the device. All student use of our WiFi network must be for educational purposes.

Violations of the electronic device policy will result in:

1st Offense & 2nd Offense--- Teacher warning. Verbal Warning - The teacher may confiscate the cell phone for the remainder of the class period. A class warning that cell phones/electronic devices are not to be used is considered a warning to all students.

3rd Offense --- Teacher will complete a log entry/discipline report. Cell phone/electronic device confiscated for the remainder of the class period.

4th Offense & 5th Offense --- Teacher will complete a log entry/discipline report. Cell phone/electronic device confiscated and sent to the main office for the remainder of the school day. Students will be assigned a 1 Hour Detention.

6th Offense & 7th Offense --- Teacher will complete a log entry/discipline report. Cell phone/electronic device confiscated and sent to the main office for the remainder of the school day. Students will be assigned a 2 Hour Detention.

8th Offense & 9th Offense --- Office referral which may include NS or another discipline as determined by admin. Cell phone/electronic device confiscated.

10th Offense or more --- Student suspension, considered a habitual offender and may be banned from

having a cell phone at school.

**Students must immediately give a staff member the entire electronic device upon request including all components.** Failure to provide a staff member with the electronic device immediately may result in suspension. Failure to hand any staff member a cell phone is considered non-compliance/insubordination.

### **DEADLY WEAPONS – IC 20-8-5-1**

No student shall possess, handle or transmit any deadly weapon on school grounds.

The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- A weapon, electronic stun weapon, equipment, chemical substance, or other material that, in the manner, it is used, or could ordinarily be used, or is intended to be used, is easily capable of causing serious bodily injury.
- An animal is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- All knives, including pocket knives, are considered dangerous and should not be carried to school. Any student who is found with a knife in his/her possession, locker, or vehicle may be recommended for expulsion. Only knives approved for educational purposes in the classroom will be allowed.

Any student in violation of I.C. 35-41-1-8 will be expelled in accordance with the statute.

### **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.

### **DETENTION**

#### *Detention assigned by a teacher*

Teachers reserve the right to require students to serve detention for breaches of classroom regulations. Teachers may assign classroom detentions and/or study tables to be served on the date assigned. It is the responsibility of the assigning teacher to supervise the student. Failure to serve the classroom detention and/or study tables will result in further disciplinary action.

#### *Detention assigned by the office*

Administration reserves the right to require students to serve detention for breaches of school regulations. Failure to serve will result in further disciplinary actions. When serving a detention, students are expected to conduct themselves according to the requirements set forth by the detention supervisor. Students are encouraged to complete homework assignments.

### **DISCIPLINE**

It is the duty of the high school faculty, staff, and administration to ensure that the school environment is one that is conducive to learning. It is our duty to protect the rights and privileges of all members of the school community; it is our duty to help each student grow to become a responsible, self-disciplined person, able and willing to assume his/her role as a law-abiding citizen in a democratic society. In order to carry out our duties, it is at times necessary to discipline those individuals who act counter to FCHS's goals. It is understood that all school disciplinary rules are in effect, not only on school grounds but also whenever and wherever any school activity is taking place. A student may be disciplined, including suspension or expulsion, for engaging in unlawful activity on and off school grounds, including during weekends, holidays, school breaks, and summer, when a student may not be attending school functions, if the activity may reasonably be considered an interference with school purposes or an educational function.

School officials may find it necessary to discipline students when their behavior interferes with school

purposes or the educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators may take the following actions:

**REMOVAL FROM CLASS OR ACTIVITY:**

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

**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:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive

- others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or another person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
  4. Causing or attempting to cause damage to school 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 school-related matters including potential violations of the student conduct rules or state or federal law.
17. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
18. Engaging in any activity forbidden by the laws of Indiana constitutes an interference with school purposes or an educational function.  
Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
19. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
20. 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.
21. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
22. "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.
23. Engaging in pranks or other similar activities that could result in harm to another person.
24. Using or possessing gunpowder, ammunition, or an inflammable substance.
25. 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.

26. 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.
27. 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.

#### **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 detention, night school and out of school suspension, these are other penalties which are commonly imposed:

- Suspension from the school bus
- Suspension from extracurricular activities
- Suspension of privileges, such as hall passes, use of the library, and attendance at extracurricular activities and convocations
- School cleanup
- Repair of damaged materials or pay for the costs of damage repair
- Writing assignments
- Loss of driving privileges to school
- Invalidation of driver's license
- Denial or revocation of work permits
- **This is not an all-inclusive list.**

### **SUSPENSION AND EXPULSION PROCEDURES**

#### **SUSPENSION PROCEDURE**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
  - a. written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and, the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

#### **EXPULSION PROCEDURE**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school

year and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.
- 6.

**NIGHT SCHOOL/DETENTION GUIDELINES**

1. Students will be assigned to detention by the administration.
2. Detention will be held from 3:00 p.m. to 5:00 p.m. on Monday and Wednesday, 3:00 p.m. to 6:00 p.m. on Tuesday and Thursday.
3. No student will be admitted after 3:00 p.m.
4. Students are to work on schoolwork only; any other activities will result in them being asked to leave. A student asked to leave will be assigned one day out of school suspension.
5. All school rules apply during detention.
6. No talking, eating, sleeping, listening to electronic devices, disruption, or communication of any kind.
7. Transportation from detention will be the responsibility of the student or his/her parents.
8. Detention must be completed on or before the deadline assigned by the administrator or the student will be assigned additional consequences such as, additional detention time, night school, suspension, etc.

**Below are the Disciplinary Guidelines that will be in effect for the school year.**

**NOTE – These are guidelines and the administration reserves the right to modify the penalty based upon the circumstances, severity or number of infractions.**

**FRANKLIN COMMUNITY HIGH SCHOOL DISCIPLINARY CHART**

<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Affection / PDA	2 hr det.	NS	1 day OSS
Alcohol	Expulsion	Expulsion	Expulsion
AUP Violation	NS (Minimum depending on severity)	NS (Minimum depending on severity)	NS (Minimum depending on severity)
Bus Misconduct	Depending on type and severity	Depending on type and severity	Depending on type and severity
Bullying	NS or OSS (depending on severity)	Minimum 3 day OSS (depending on severity)	Expulsion
Cheating / Academic Misconduct	0 (zero) on assignment	2nd (in any class) - W/F	Suspension/ Expulsion
Cafeteria Misconduct	Cleanup or 1 Hr detention	Cleanup or 2 Hr detention	Cleanup or Night School

Car - Going to car without permission	NS or loss of driving privileges	NS or loss of driving privileges	NS or loss of driving privileges
Cell Phone / Electronic Device Policy	4 <sup>th</sup> & 5 <sup>th</sup> Det <u>BASED UPON</u>	6 <sup>th</sup> & 7 <sup>th</sup> 2 hr Det <u>CUMULATIVE INCIDENTS</u>	8 <sup>th</sup> Office Referral 10+ OSS (Classified Habitual / No Reset)
See Cell phone policy for complete rules - Cell phone not to be on or in use in classroom without permission Failure to turn over cell phone/electronic device when asked by <u>any staff member</u> will result in suspension. **See cell phone/electronic device policy pp. 47-48.			
Disrespect *depending on severity	Min of 2 Hr det or NS	Min of NS	Expulsion / Disciplinary Contract
Disrupting Class	Min of 1 Hr det	NS-in same class	Night School
Dress Code	1 hr det (if can correct) or 1 Day OSS	Night School (if can correct) or 1 Day OSS	Night School (if can correct) or 1 Day OSS
Driving / Parking Violations	20 Days suspended driving or NS	Suspended driving remainder of the semester	Suspended Driving for 1 calendar year
Driving without authorization (C-9, Cadet, Internship, etc.)	2 Night Schools	Suspension / Expulsion	Suspension / Expulsion
Drugs	Expulsion	Expulsion	Expulsion
False Info / Lying (consequence will increase if student or school safety or well being is at risk.)	Night School (increased depending on severity)	Night School (increased depending on severity)	Night School (increased depending on severity)
Fighting	Minimum 3 Days OSS	3-5 Days OSS	Expulsion
Forged Pass / Misuse of Pass	Night School	3 Days OSS	Expulsion
Hall Misconduct	Detention	Increased Detention	NS or OSS
Noncompliance / Insubordination	NS or 1 Day OSS	3 Days OSS	Suspension / Expulsion
Knives	Expulsion	Expulsion	Expulsion
Locker Violation (sharing lockers)	1 hr det	Det or NS	NS or OSS
Out of Bounds (Not in Assigned Area)	Det or NS	Det or NS	NS or OSS
Parking Lot/Loitering	1 Hr Det	Increased Detention	NS
Physical Assault	3-5 Day OSS or Expulsion depending on severity. Police Contacted		
Profanity or Obscene Language	2 Hr det	NS	NS or OSS
Profanity or Obscene Language (directed at faculty, staff, or admin)	NS or Min 3 Days OSS	Min 3 Days OSS	Suspension / Expulsion
Provocation	NS	NS or OSS	OSS or Expulsion
Defamatory Remarks (including, but not			



- any clothing that inappropriately exposes parts of the student’s body between the shoulders and the knees
- any clothing that exposes undergarments and/or underclothing (excluding T-shirts)
- shorts or skirts that are excessively short
- Student dress shall be such that it does not distract from the educational environment
- Clothing or accessories with profane, obscene, lewd, or vulgar slogans/designs are prohibited
- Clothing or accessories with slogans/designs that may be interpreted as advertising or advocating the use of illegal drugs, alcoholic beverages or tobacco are prohibited
- Wearing of hoods (exceptions are made for verified religious or physician verified medical reasons)
- Clothing or accessories that promote sex or depict violence or vulgarity are prohibited
- Wearing sunglasses is prohibited (exceptions are made for physician verified medical reasons)
- Chains, spiked apparel or other attire that may damage school equipment or cause bodily harm are prohibited
- Special exceptions may be made for school sponsored spirit days
- Specific classroom needs may dictate additional dress/grooming requirements or exceptions
- Footwear must be worn at all times
- Extra-curricular and co-curricular student activity groups sent to represent the school may be required to adhere to more stringent dress requirement
- Students who have questions about particular types or items of dress should talk to an administrator

Students should be appropriately covered from the bodily region starting at the shoulders and ending at knees. The definition of “appropriate” may vary depending on clothing style and what is exposed. Should the administration deem a student's dress to be unacceptable for school, the following procedures will be followed:

1. The student will be required to change into appropriate clothing and one hour of detention may be given. If alternative clothing is not available or refused, the student may be suspended and sent home.
2. Each successive dress code violation will receive more detention or other severe disciplinary action.

WHEN QUESTIONS REGARDING APPROPRIATE DRESS ARISE, THE ADMINISTRATOR’S DECISION IS FINAL.

### **DRIVER’S LICENSE LAW**

It shall be the practice of FCHS to notify the Bureau of Motor Vehicles to invalidate a student’s driver’s license or learner’s permit under IC 9-24-2 (See Automobiles for more details).

- Upon the second suspension during a school year
- Upon expulsion from school
- Upon withdrawal from school prior to the student's 18th birthday
- Upon violating the Indiana Compulsory Attendance Law (IC 20-33-2)

It is the student’s responsibility to acquire verification or reinstatement from the BMV before a student resumes driving after a driver’s license has been suspended.

### **DRUGS/PARAPHERNALIA/DAB PENS**

At any time a student is on the school premises or attending a school-sponsored activity FCHS will recommend expulsion on the first offense if the student is found to be in possession of, transmitting, selling, or having used illegal drugs. This includes students who use illegal drugs prior to attending school or a school-sponsored activity.

In addition to controlled substances or drugs for which a prescription is required under federal or state law, "look-alike" drugs are prohibited. Included under drugs and tobacco are smokeless electronic devices used to inhale any product. Electronic cigarettes, vapors, or any smokeless devices are considered paraphernalia and may not be possessed on school grounds.

A student who knowingly or intentionally possesses in school a "look-alike" drug will receive the same penalty that would apply should the substance actually have been an "illegal" drug. "Look-alike" drugs are defined as any substance:

1. Which is expressed or implied to represent a controlled substance;
2. Which is distributed under circumstances that would lead a reasonable person to believe that the substance is a controlled substance; or
3. Which by overall dosage unit appearance, including shape, color, size, markings, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe the substance is a controlled substance.

Furthermore, possession in school or at school activities of paraphernalia commonly associated with the use of drugs is strictly prohibited. Examples of paraphernalia include dab pens, bongos, 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 FCHS student is suspended from school, the following procedures will be followed:

1. The student shall be informed of the charges against him or her.
2. A summary of the evidence against the student shall be given to the student orally or in writing.
3. The student shall be given an opportunity to explain his or her conduct, and to defend himself or herself.

Following this informal hearing, if the principal or designee determines that the student is to be suspended, the administrator will inform the student of the date(s) of the suspension. Reasonable efforts shall be made to notify immediately the parents either by telephone or in person if the student is to be suspended *out of school*. In the case of all suspensions, in school or out of school, the parent will be notified in writing. If the student or parents believe that the assistant principal has erred in judgment, an appeal may be made to the principal.

### *Expulsions*

The following procedures shall be followed before a student is expelled:

1. A written statement will be sent by the principal to the superintendent, describing the student's misconduct and recommending expulsion.
2. If the superintendent agrees that there are reasonable grounds for expulsion, the superintendent shall appoint a hearing examiner.
3. If a hearing is requested, the hearing examiner conducts the hearing and prepares a determination of the recommended expulsion.
4. An appeal to expulsion may not be submitted to the School Board. (per Board Policy)

(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(See Cell Phone/electronic on p. 37 for discipline policy)**

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 casual 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.

### **HALL PASSES**

Students in the hallway must have a pass during class time.

1. It is the student's responsibility to have a completed pass during the school day.
2. Each student shall have his own pass unless two or more students on the same pass remain together at all times.
3. Students are to be only in those areas designated on their passes.
4. All hall passes should include: (a) the student's name, (b) the destination of the student, (c) the time leaving, and (d) the teacher's signature.
5. When the student returns, the pass should include the receiving teacher's signature and the time the student left to return to class.
6. Students are expected to take the shortest route to the destination specified on their passes and to proceed in a timely manner.

### **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)

## **SEARCHES**

### **LOCKER SEARCHES**

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

Except in the case of a general inspection of all lockers, searches of an individual student's locker must be based upon reasonable suspicion of the principal or designee that the locker is being used to store items which cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function; or that the locker contains items which are forbidden by State Law or School Rules. Searches shall be conducted by a member of the administration or a faculty/staff member acting at the direction of an administrator.

### **PERSONAL SEARCH**

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

1. Searches of the pockets of the student
2. Any object in the possession of the student such as a purse, backpack, briefcase, or gym bag
3. A "pat down" of the exterior of the student's clothing
4. Drug Screening

During a search by administration or directed faculty member, every effort will be made to have a second staff member/admin observing. In addition, if an admin is not of the same sex, every effort will be made to have the search conducted by a member of the same sex (admin team) if one is available, if not, then every effort will be to have a staff of the same sex witness the search.

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

### **VEHICLE SEARCH**

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow a search of that motor vehicle upon reasonable suspicion of the principal that the vehicle may contain items which cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, or that the vehicle contains items which are forbidden by State Law or School Rules. Refusal of the student, parent or guardian, or owner of the motor vehicle to provide or allow access to a

motor vehicle on school premises at the time of a request to search the motor vehicle shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto school premises. Searches shall be conducted by a member of the administration or a faculty/staff member acting at the direction of an administrator.

Anything found in the course of a search conducted in accordance with this section which could cause, or could reasonably be foreseen to cause, interference with school purposes or an educational function, or which is an item forbidden by State Law or School Rules, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing
2. Returned to the parent or guardian of the student from whom it was seized unless illegally possessed
3. Destroyed if it has no significant value
4. Turned over to any law enforcement officer in accordance with this policy

### **ASSISTANCE OF LAW ENFORCEMENT**

A member of the administration or a faculty/staff member acting at the direction of an administrator may request the assistance of a law enforcement officer to search any area of the school premises, any student, or any motor vehicle on school premises. If the administrator or designated faculty/staff member has reasonable suspicion to believe that the person or area to be searched possesses or contains items which cause, or can reasonably be foreseen to cause, interference with school purposes or an educational function, or which are forbidden by State Law or School Rules. When the law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

### **SEXUAL HARASSMENT**

Examples of sexual harassment include jokes about a person's body; sexual remarks, jokes, or innuendoes; personally intrusive conversations; obscene gestures; staring or leering; inappropriate and unwelcome touching; lifting up skirts or pulling clothing; whistling or catcalling; pressing for dates or sexual activity; cornering or blocking the victim's passage; molestation; and rape. Sexual harassment also takes the form of obscene graffiti; displays of pornographic pictures, sexting or offensive related objects, such as condoms; and sexual gossip about a victim. Sexual harassment of any kind is a very serious offense, and the penalty will be severe and may include expulsion. Students are expected to report any incidents of sexual harassment to the principal or any staff members. Reports may be made using the STOPit anonymous reporting app or website available on the Franklin Community Schools website. All reports of sexual harassment will be reviewed by the Sexual Harassment Coordinator assigned by the Superintendent. In cases where students believe that the school officials have not responded correctly, they are encouraged to contact the Office of Civil Rights, State of Indiana. For more information regarding the School Board sexual harassment policy, please see page 81.

### **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 the high school during non-school hours unless they are supervised by a school staff member who is present.

### **SUSPENDED AND EXPELLED STUDENTS**

A student who is suspended or expelled from FCHS may not be on school property at any time during the time of suspension unless specific prior approval to do so is granted by the high school administration.

### **THEFT**

In all schools the danger of theft exists. Students are responsible for safeguarding their personal property in school, as well as school property that is issued to them, including textbooks and uniforms. The school will not replace stolen personal property and will expect students to pay for the replacement of stolen school property that has been issued to them. It is each student's responsibility to be certain that all such property is locked at all times when the student does not have it on his person.

### **TOBACCO/VAPING**

The use and/or possession of tobacco or tobacco products inside of FCHS and on the property of the FCS is not permitted. This includes cigarettes, e-cigarettes, vaporizers, pipe tobacco, cigars, chewing tobacco, snuff, lighters, matches, 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 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:

**Final Exam Opt-Out** - A student who maintains a grade of 75% or higher in class may choose to opt-out of taking the final and have their grade based on semester work/assessments. A student may opt-out of one (1) final during each semester of their high school career. To meet the requirement, the student must also miss no more than three (3) days in the class and have no more than three (3) tardies in that class. Due to the requirements for AP/Dual credit courses as well as a Project-Based final, students cannot opt-out of these types of classes. The administration reserves the right to approve or deny a student to opt-out of a final due to extreme circumstances.

**COACH Incentive** - A junior or senior can earn the incentive to be assigned to a positive activity/social-based COACH. Placement into these COACH classes requires excellent attendance, grades, and discipline. To earn this incentive, a student must maintain all A's and B's; must miss no more than 6 days in any class period for any reason; must have fewer than 8 accumulated tardies in all classes; and must have no discipline issues. Checks will be made for qualifying beginning the 2nd semester of the student's sophomore year. Checks will continue to be made every 9 weeks. A student who initially qualifies for the incentive will be removed for a semester if they fail to meet the requirement after qualifying. No exceptions to the requirements will be made for this incentive. The incentive is intended to be attendance and on time-driven as well as grade performance.

**Senior Lanyard** - A senior may qualify for a senior lanyard by maintaining all passing grades; missing no more than 8 days in any class for any reason; having no more than 10 accumulated tardies during the previous semester, and having no discipline issues. Checks will occur every 9 weeks. A senior lanyard is a privilege that allows seniors access to the senior lounge during lunch and classes as well as other privileges.

**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.

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

### **STATEMENT OF NEED AND PURPOSE**

#### **PURPOSES OF THE PROGRAM**

A. All Franklin Community Schools students in grades 7-12 may participate in the random drug, tobacco, and alcohol testing program. In addition, students who park vehicles at school or drive on school property, those who plan to be involved in any extra-curricular/co-curricular activities, and those involved in clubs or other student groups recognized by the school administration are required to participate in the random drug testing program in order to be eligible to participate in these activities. Note: Grade 6 students who participate in middle school athletic teams will also be included in this policy. No other 6<sup>th</sup> grade students will be included in this policy.

B. It is a privilege for students who meet both the scholastic and physical conditions of eligibility to participate in any of these activities. All of these activities require that students be at their best and chemical-free in order to provide a safe environment for themselves and other students who potentially could be affected.

C. Franklin Community Schools administrators have designed this program to:

1. Direct students away from substance abuse,
2. Protect students who park their vehicles at school or drive on school property, and those who participate in any extra-curricular/co-curricular activities,
3. Educate participants and parents about the serious physical, mental, and emotional harm caused by substance abuse,
4. Assist participants, who might be tempted to use illegal substances,
5. Prevent injury, illness, and harm as a result of substance abuse,
6. Maintain extra-curricular/co-curricular program environment free of drugs, tobacco, alcohol, and intoxicants,
7. Educate and expose participants to a procedure frequently and increasingly used in society.

D. It is recognized that serious attention is being given to substance-abuse problems in private businesses

and industries, government, schools, and colleges throughout the country. Results of studies throughout the United States reveal an increasing substance abuse problem and indicate that more than education alone is necessary to encourage students to choose a lifestyle free of substance abuse. This policy is consistent with Franklin Community Schools' rules and regulations concerning the use and abuse of drugs, alcohol, and intoxicants. The Franklin Community Schools has a strong commitment to the health, safety, and welfare of its students.

## **INTRODUCTION**

The effective date of this program is July 29, 2011. This program does not affect the current policies, practices, or rights of Franklin Community Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Franklin Community Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

## **CONSENT**

Each student who participates in extracurricular activities or drives to or from school designated, by signing off on receipt of the student handbook, that they are aware they are bound by this policy that is located in our student handbook. Failure to comply will result in non-participation and/or denial of a student driving permit to school.

At the beginning of each selection date, school year, sports season, or when a student moves into the district and/or joins an extracurricular or co-curricular activity, all students wishing to participate in that school year's activities will be subject to random testing for illicit or banned substances. Once a student is placed in the random drug testing pool of students, they will remain in the testing pool throughout their high school career. Any parent (or student over 18) may request to be taken out of the pool by submitting a written request to the high school administration. Any request will disqualify the student from participation in any school activity and/or driving to or from school for 365 days from the date of the request. Any student who refuses to submit to random drug testing will not be allowed to practice or participate in designated Franklin Community Schools activities or drive to and from school activities for 365 days from the date of the refusal.

Students who do not participate in 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 CO-CURRICULAR, EXTRA-CURRICULAR, AND ATHLETICS**

Apart from this drug-testing program, Franklin Community Schools coaching staff/sponsors of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

**A student who violates school policy may also violate a Code of Conduct. Students who voluntarily participate in such privileges understand that they are subject to additional discipline which may include suspension from an after-school activity.**

### **Extra-curricular / Co-curricular Activities (E/CA) Code of Conduct**

This code of conduct includes all Franklin Community High School students who drive to school and/or are involved in any school-sponsored extra-curricular and/or co-curricular activities. This includes all clubs, community service groups, special interest clubs, community service groups, honor societies, performing arts groups, student journalism groups, and any other group determined by the administration to be a part of this category. All athletic groups and related personnel will not fall under this policy. These groups will follow the athletic code of conduct. If there is ever a question of which policy a group will fall under the final determination will be made by building administration.

A student who drives to school or who is a member of a Franklin E/CA group or team, in any capacity must be willing to assume the responsibilities that go along with being a member of a team or group. E/CA students are highly visible to a large segment of the school and the community. Thus, to participate in E/CA groups or teams as representatives of the school, students should be held to high standards of conduct. It is with this reasoning in mind that Franklin Community High School will adhere to the policies outlined below. E/CA students are role models and therefore are expected to be positive examples in school citizenship, scholastic effort, leadership, and personal appearance.

Participation in E/CAs requires a student to commit time and effort to excel, to learn cooperation and team effort, and to exemplify good behavior both at school and away from school. Participation in high school E/CAs is a privilege, not a right, and said participation may be denied any time that the conduct of a student

is judged to be disruptive to the discipline, good order, or moral or educational environment of the high school.

E/CA students, as representatives of Franklin Community High School, should serve as role models at school and in the community. Therefore, E/CA students are expected to adhere to the Code of Conduct the entire calendar year. Students who cannot accept this challenge and responsibility should not become involved with the Franklin Community High School E/CA programs. E/CA students are expected to follow the E/CA Code at all times including the time when they are away from school and not involved in school activities. E/CA students should avoid situations or leave events where activities are occurring that violate this Code of Conduct, specifically parties or clubs. Self-discipline learned from the E/CA experience should teach each student to make prudent decisions about his/her associations and behaviors.

### **E/CA GENERAL GUIDELINES**

1. Any student in violation of the school rules, as listed in the student handbook, will be disciplined by the school. If an E/CA student is suspended from school, the student is ineligible to practice or to participate in any practices, contests, events, or performances during the term of the suspension.
2. A sponsor/advisor/teacher/coach/director (hereafter known as 'sponsor') shall establish specific group rules needed to ensure that the group functions smoothly. These rules are to supplement the E/CA code and are not to supersede it. A sponsor may discipline the student within the structure of the sponsor's specific team rules. E/CA students are expected to share the E/CA rules with their parents/guardians.
3. At the first official practice/meeting of each E/CA group, the sponsor will conduct a team meeting where the FCHS E/CA code of conduct and team rules and expectations will be covered. Sponsors will discuss the harmful consequences of substance use and abuse, encourage student-athletes to maintain drug-free lives, and provide information as to where they can receive assistance if needed.
4. A E/CA student who has been suspended from a group for any percentage of the school year is expected to continue his/her association with the group as directed by the sponsor. The student may be required to attend all practices/meetings but may not be permitted to represent the group at an event. A student who has been suspended from participation for a full calendar year or longer will not associate with that group or any other E/CA group during the suspension.
5. A student may not attend a practice, event, or contest unless the student arrives at school by 9:30 AM on the day of the practice or contest. See attendance guidelines for specific information regarding late arrival. Students who leave school early for any reason other than a verified doctor appointment are not eligible to participate or practice that evening.

### **INAPPROPRIATE BEHAVIORS THAT WILL BE ADDRESSED**

#### **A. General conduct: Felonies, Misdemeanors, Acts of Delinquency, or behavior that discredits the group, team, and/or school**

Violation of local, state, or federal law, or failing in a substantial number of instances to comply with the directions of sponsors and/or rules of the E/CA program and the school are all grounds for suspension. A student will be suspended from E/CAs for the use of violence, force, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with the athletic program. Damage or theft involving any school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, and possessing weapons are all grounds for suspension. A student will be suspended for urging other students to engage in the above conduct.

If a student is found to be in violation of any of the above, the consequence will be immediate suspension from the team. The length of the suspension will be determined by the administration. The student may be suspended from E/CA participation, dismissed from the team/group, or suspended for the remainder of the student's high school career.

### **B. Hazing**

The Board of School Trustees believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If a student is found to be in violation of any of the above, the consequence will be immediate suspension from the team/group. The length of the suspension will be determined by the administration. The student may be suspended from participation, dismissed from the team or group, or suspended for the remainder of the student's high school career.

Students have a duty to report hazing to a principal or any staff member. Students may use the STOPit anonymous reporting app or website to make a report.

### **C. Use of Alcohol, Tobacco, and Other Drugs (hereafter referred to as ATODs)**

Franklin Community High School believes that the E/CA student who uses ATODs is a danger to himself/herself, his/her fellow students, and his/her opponents. FCHS further believes that the primary purpose of the ATOD policy should be to educate, identify, and intervene. It is important to educate the student about the dangers of controlled substance use and to provide opportunities for assistance to those who endanger their health as well as the safety of others by engaging in the use of ATODs. Education can direct students away from substance use and abuse and toward a safe, healthy, and drug-free life. Identifying students who may be using or abusing ATODs can provide those students the opportunity to receive counseling and assistance. With this in mind, FCHS enforces the following ATOD policy:

At no time is an E/CA student who participates on a team/group permitted to consume, deal, deliver, or possess alcohol, tobacco, or other drugs (ATODs) during his/her high school career. This rule is in effect twelve (12) months of the year. Penalties are cumulative throughout a student's entire high school career.

Under this code, there are two circumstances in which a student can be subjected to the penalties named above:

1. Notification to a school official by a verified police report or court action substantiating a violation of this code.
2. A school-initiated investigation that determines that a violation has occurred. Rumors and innuendos are not a basis for determining if an infraction has occurred.

### **ADDRESSING INAPPROPRIATE BEHAVIORS**

The E/CA rules are meant to provide opportunities for students to make good choices and refrain from decisions that may impact their health or violate school rules. Therefore, when a student violates the E/CA code of conduct, a decision may be made to apply a penalty directly to an E/CA activity in addition to any other consequences they may have been assigned.

Code of conduct violations is cumulative, regardless of the nature of the offense. For example, a student is caught vaping at school, resulting in their first code of conduct violation. Later that school year the student violates the school AUP policy, resulting in their second code of conduct violation. Although the first offense was for vaping and the second offense was for violating the school's AUP policy, both are code of conduct violations. Code of conduct violations includes but are not limited to drugs, alcohol, vaping,

hazing, bullying, harassment, sexting, and any other illegal activities, school rule violations, or disobedience. The principal will have the final say to determine whether a code of conduct violation has occurred.

#### **A. First Offense**

The student shall be suspended from participation on any team/group for 3 weeks and at least suspended from the first upcoming competition/event. If there are no competitions/events remaining in the current seasons, or the incident occurs out of season, the FCHS administration will determine when to appropriately apply the suspension. The administration may increase the number of competitions/events depending upon the situation. If the student is suspended for an ATOD violation the student may also be required to complete the following:

1. Schedule an assessment at a school-approved facility. Written documentation from the facility verifying the scheduled assessment must be provided to the school.
  - a. Adhere to any recommendations made by the approved facility as a result of the assessment.
  - b. The expenses of the assessment and treatment may be the responsibility of the student and the parent/guardian.
  - c. The student and the parent/guardian may be expected to sign a release of information from the facility to the Franklin Community High School.
2. Submit to additional random drug screens (outside of and in addition to the random drug testing program) for 365 calendar days from the time of issuing the penalty.
  - a. These additional random drug screens must result in negative test results for the student to remain eligible to participate.
  - b. The expense of the random drug screens is the responsibility of the student and the parent/guardian.
3. Attend practices, meetings, or functions for the duration of the suspension, but may not represent the school in any performance or event.

Failure to undergo a required ATOD assessment or to successfully pursue and complete the recommendations made as a result of the assessment may result in the student receiving a 365 calendar day suspension.

#### **B. Second Offense**

The student shall be suspended from participation in any E/CA for 365 calendar days from the time of issuing a penalty. If the student has a second offense involving ATODs and would like to return to participation in E/CA after the 365 calendar day suspension, the student may be required to agree to the following conditions:

1. Schedule an assessment at a school-approved facility. Written documentation from the facility verifying the scheduled assessment must be provided to the school.
  - a. Adhere to any recommendations made by the approved facility as a result of the assessment.
  - b. The expenses of the assessment and treatment may be the responsibility of the student and the parent/guardian.
  - c. The student and the parent/guardian may be expected to sign a release of information from the facility to the Franklin Community High School.

2. Submit to additional random drug screens (outside of and in addition to the random drug testing program) for 365 calendar days from the time of issuing the penalty.
  - a. These additional random drug screens must result in negative test results for the student to remain eligible to participate.
  - b. The expense of the random drug screens is the responsibility of the student and the parent/guardian.

Failure to undergo a required ATOD assessment or to successfully pursue and complete the recommendations made as a result of the assessment may result in the student being suspended from all E/CA activities for the remainder of their high school career.

### **C. Third Offense**

The student shall be suspended from all E/CA participation for the remainder of the student's high school career.

### **OTHER PROVISIONS**

1. Student discipline should be served during any or all activities the student is currently participating in. When a student is involved in two activities and/or when the incident occurs out of season, FCHS administration will determine when and how to appropriately apply the suspension. (For example, when a student is involved in two types of activities such as a sport and co-curricular, the principal reserves the right to remove the student from both activities for the duration of time or apply the removal from only one activity depending upon the severity of the situation and the timing of future activities. Removal from both activities will only be considered when "in-season" for both activities.)
2. If a student has multiple violations of the E/CA code of conduct and/or group/team rules the principal and sponsor may suspend the student from E/CA participation, dismiss the student from the group/team, or suspend the student for the remainder of the student's high school career.
3. In the event, the student is a part of a co-curricular group where a part of the student's grade is based on activities outside of the school day the following protocol will be used.
  - a. The student will still be subject to all other parts of this code of conduct.
  - b. The student and parent can choose to withdraw from the course and the student will receive a W (withdrawal) on his/her transcript.
  - c. If the student does not choose to withdraw from the course the student will still attend the class but will be required to complete an alternate assignment (determined and assigned by the teacher) to appropriately allow the student to earn point values equal to the points missed.
  - d. The nature of the course may not allow item ( c ) to occur in an appropriate manner. In this case, the teacher may develop a set of independent study coursework to compensate for both the classwork and the co-curricular work. The student must understand that the teacher will consider all pre and post-preparation work along with the work of the actual event in order to determine an appropriate assignment that equals the amount of work the other students are completing.
  - e. If the student's suspension carries over to the next semester the student may be withdrawn from the course at the semester break. Future re-enrollment will be determined by the sponsor, guidance counselor, and administration. After a third infraction, the student will not be permitted to re-enroll.

### **Activities Conflict Co-Curricular (class-related) and Extracurricular (athletics and clubs) Cooperative Agreement.**

The administrators of these programs understand that scheduling conflicts will occur. In order to deal with each participant fairly, a consistent policy is necessary. The participant must understand that the ultimate responsibility is for the student to communicate any scheduling conflicts to his/her coach and director.

Under this agreement, coaches, directors, and sponsors must communicate between departments **in a timely fashion**. The participant **MUST COMMUNICATE** the conflict at least one (1) week in advance to the coach, director, or sponsor.

**ACTIVITIES CO-CURRICULAR (class related–i.e., newspaper and yearbook) and EXTRACURRICULAR (athletics and clubs) Cooperative Agreement**

The faculty and staff of these programs understand that scheduling conflicts will occur. In order to deal with each participant fairly, a consistent policy is necessary. The participant must understand that the ultimate responsibility is for the student to communicate any scheduling conflicts to his/her coach and director.

1. Under this agreement, coaches, directors, and sponsors must communicate between departments **in a timely fashion**. The participant **MUST COMMUNICATE** the conflict at least one (1) week in advance to the coach, director, or sponsor.
2. LEVELS OF PRIORITY FOR CONFLICTS
  - a. **Competition should always take precedence over practice although every effort should be made to attend all practices.**
  - b. If two competitions occur simultaneously and one is for advancement to a higher level, the participant will attend the competition for advancement.
  - c. If simultaneous competitions are of equal priority and the student has informed the director, coach or sponsor with at least one week's notice, **the student may select which event to attend** without penalty (i.e., no lowering of grade, no reduction of playing, or performance time, or reduction of participation).
  - d. If simultaneous competitions are of equal priority and the student has not informed the director, coach, or sponsor with at least one week's notice, the participant will accept the consequences.
3. If the student has met the requirements of notifications:
  - a. In the case of an activities conflict, students may receive an alternative assignment in a co-curricular event. Graded activities such as performances may be assessed as non-applicable or the student will be graded on their alternative assignment.
  - b. If absent from a performance, athletic event, or non-athletic event due to simultaneous competitions, no penalty will be enforced (i.e.: no benching, no reduction of playing or performance time, or reduction of participation).
  - c. If there is a simultaneous competition or conflict and time allows the participant to do both, the participant may not sit and watch other levels of competition in which he/she is not personally participating. The participant is to go to his/her other competition. Parents are responsible for providing transportation from one event to another with a note from a parent explaining the mode of transportation. This note must be approved 24 hours prior to the competition.
4. If there is a practice and competition conflict:
  - a. An effort to get to practice after or prior to competition is required.
  - b. If the competition is a home event, the participant is to immediately report to practice as soon as his/her portion of the competition is over. The participant is to be excused from any portion of the competition in which he/she is not personally participating as determined by IHSAA team and individual sports guidelines (Team Sports: football, volleyball, soccer, basketball, baseball, softball) (Individual Sports: cross country, golf, tennis, swimming, and diving, wrestling, track).

## **ATHLETICS**

### **ATHLETICS**

Athletics at Franklin Community High School is governed by the rules of the Indiana High School Athletic Association (IHSAA), the FCHS athletic department, and the FCHS Athletic Code. Franklin's athletic teams, known as the Grizzly Cubs, are members of the Mid-State Conference. All students in good standing and in accordance with IHSAA rules and regulations are eligible to participate in our athletic programs.

### **FAN BUSES**

When there is sufficient student interest, fan buses will be made available for athletic or band events. It is required that students pay a transportation fee when they sign to ride the bus. All buses leave and return to the high school. Only FCHS students may ride student fan buses. Students who go to an event on a fan bus are required to return on that bus unless special permission has been given. Only in unusual circumstances and when parents have communicated directly with the school administrator or the chaperone of the bus, will this permission be granted.

## **FRANKLIN COMMUNITY HIGH SCHOOL ATHLETIC HANDBOOK & CODE OF CONDUCT**

(Updated and revised May 2017)

FCHS MAIN OFFICE: (317) 346-8100

ATHLETIC OFFICE: (317) 346-8222

ATHLETIC FAX: (317) 738-5729

### **I. PURPOSE**

The purpose of this handbook is to inform athletes and their parents or guardians of the rules, regulations, and information that help us best achieve our mission for the athletic department. Participating in high school athletics is a privilege that carries with it a great deal of responsibility. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct in addition to team rules for their sport. You are expected to represent Franklin, your family, and your community in a positive manner as a student-athlete of Franklin Community High School. The Indiana High School Athletic Association (IHSAA) provides governance for all high schools in the state of Indiana. Eligibility in all IHSAA sanctioned sports can be determined using Appendix A.

### **II. Mission, Vision, and Core Values**

**MISSION:** To provide an environment where students grow and are prepared for their futures while inspiring pride within our school and community.

**VISION:** To enhance the growth of student-athletes by learning, modeling, and promoting integrity, trust, and leadership.

**CORE VALUES:** Individual Student Growth, Integrity, Trust, Leadership

### **III. JOHNSON COUNTY SCHOOLS SPORTSMANSHIP STATEMENT**

The schools in Johnson County are proud to exhibit the characteristics of outstanding sportsmanship. Our student-athletes exemplify the commitment to the value of sport, academic and social achievement, diversity, drug-free participation, ethical conduct, and nonviolence in extracurricular competition. Together, we expect our fans to lead the way by participating with a feeling of pride and enthusiasm while avoiding ridicule and sarcasm. Built on a tradition of athletic and academic participation, the schools in Johnson County will remain committed to competing with respect and integrity today and into the future. Please do your part to "Be a Good Sport".

### **IV. CODE OF CONDUCT**

A student who is a member of a Franklin athletic team in any capacity (athlete, cheerleader, student athletic

trainer, student manager, or statistician) must be willing to assume the responsibilities that go along with being a member of a team. Student-athletes are highly visible to a large segment of the school and the community. Thus, to participate in athletics as representatives of the school, student-athletes should be held to high standards of conduct, sportsmanship, and physical training. It is with this reasoning in mind that the athletic department will adhere to the policies outlined below. Student-athletes and athletic support personnel are role models and therefore are expected to be positive examples in school citizenship, scholastic effort, leadership, and personal appearance.

Participation in athletics requires a student to commit time and effort to excel, to learn cooperation and team effort, and to exemplify good behavior both at school and away from school. Participation in high school athletics is a privilege, not a right, and said participation may be denied any time that the conduct of an athlete is judged to be disruptive to the discipline, good order, or moral or educational environment of the high school.

Student-athletes are expected to follow the Athletic Code at all times including the time when they are away from school and not involved in school activities. The Code of Conduct is in effect 365 days a year, 24 hours a day, 7 days a week, beginning on the first day of fall practice or the first day of school of a student athlete's freshman year. The Code of Conduct begins on the first day of enrollment for a transfer student.

Under this code, there are three circumstances in which a student-athlete can be subjected to the penalties named within:

1. Notification to a school official by a verified police report or court action substantiating a violation of this code.
2. A school-initiated investigation that determines that a violation has occurred.
3. Failure to pass random drug testing as administered by the school.

#### **V. GENERAL GUIDELINES**

1. Code of conduct violations is cumulative, regardless of the nature of the offense. For example, a student is caught vaping at school, resulting in their first code of conduct violation. Later that school year the student violates the school AUP policy, resulting in their second code of conduct violation. Although the first offense was for vaping and the second offense was for violating the school's AUP policy, both are code of conduct violations. Code of conduct violations includes but are not limited to drugs, alcohol, vaping, hazing, bullying, harassment, sexting, and any other illegal activities, school rule violations, or disobedience. The principal will have the final say to determine whether a code of conduct violation has occurred.
2. Any student-athlete in violation of the school rules, as listed in the student handbook, will be disciplined by the school. If a student-athlete is suspended from school, the student-athlete is ineligible to participate in any practices or contests during the term of the suspension.
3. A head coach shall establish specific team rules needed to ensure that the program functions smoothly. These team rules are to supplement the athletic code and are not to supersede it. A head coach may discipline the student-athlete within the structure of the coach's specific team rules. A copy of each head coach's team rules will be distributed at the beginning of the season and discussed by the head coach at the team's student/ parent meeting.
4. A student-athlete who has been suspended from a team for one game or any percentage of the season is expected to continue his/her association with the team as directed by the head coach. Suspended athletes are allowed to participate in summer sports programs. A student-athlete who has been suspended from participation for a full calendar year or longer will not associate with that team or any other Franklin athletic team including team summer programs.
5. Per IHSAA by-laws (Rule 3-8), a student-athlete who is ineligible under the rules of a prior school will carry that ineligibility ruling to the new school. If a student-athlete transfers from Franklin Community High School while ineligible, the ineligibility ruling will follow the student-athlete and will be noted on the IHSAA transfer form. If a student-athlete transfers into Franklin Community High School while

...serving a suspension at his/her previous school the student-athlete will serve out the remainder of his/her penalty at Franklin Community High School.

6. A student-athlete may not attend a practice or contest unless the student-athlete arrives at school by 9:30 AM on the day of the practice or contest. This rule may be waived with the approval of the principal or his/her designee provided the student's absence is adequately verified in writing by a doctor or another professional. (see attendance) In addition, a student who leaves school early is not eligible to participate or practice unless the absence is due to a verified doctor appointment.
7. A student-athlete is considered academically eligible if he or she has received passing grades (D or better) in five (5) classes that earn them credit at the end of the last grading period. The student-athlete must always be enrolled in at least 5 classes that will earn them credit.
8. Before a student-athlete can participate in open gym, conditioning, tryouts, or official practice, the following documents must be signed and filed in the athletic office:

Current IHSAA physical form (The physical examination must occur between April 1 and the student athlete's first participation.); Concussion and sudden cardiac arrest forms.

## **VI. INAPPROPRIATE BEHAVIORS THAT WILL BE ADDRESSED**

**Tobacco** – (including vapes, e-cigs, etc.)

First offense: 25% of season

Second offense: No athletic participation for 365 days

Third offense: The student-athlete shall be suspended from athletic participation for the remainder of the student athlete's high school career.

**Social Media/Harassment/Bullying/Hazing**

Examples: The use of violence, force, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with the athletic program or any school activities.

Student-athletes are responsible for the information contained in written or electronic transmissions (i.e., e-mail) and any information posted on the public domain (i.e., Twitter, Facebook, etc.). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program, and Franklin Community Schools.

Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches, or other school personnel is inappropriate behavior and unbecoming of a Franklin Community High School student-athlete. Any individual identified on a social networking site that depicts illegal or inappropriate behavior, due to the Conduct Code or other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.

Students have a duty to report hazing to a principal or any staff member. Students may use the STOPit anonymous reporting app or website to make a report.

Determined on a case by case basis by the Athletic Director and Principal

Disciplinary actions may include, but are not limited to, warning, remediation, suspension, exclusion, expulsion, or termination.

**Drugs/Alcohol/Criminal**

Examples: Violation of local, state, or federal laws, felonies, misdemeanors, acts of delinquency, or behavior that discredits the team/school

First offense: 50% of season

Second offense: No athletic participation for 365 days

Third offense: The student-athlete shall be suspended from athletic participation for the remainder of the student athlete's high school career.

## **VII. OTHER PROVISIONS**

## Honesty Clause

If the student-athlete is found to be dishonest during an investigation, their consequence will advance to the next highest level of their infraction.

## Calculating Consequences

An athletic season is defined as the time from the first official practice until elimination from the IHSAA tournament or completion of the scheduled contests if there is no IHSAA tournament. The percentage of contests suspended will be calculated using the total number of scheduled contests including pre-season IHSAA interschool scrimmages if it is applicable. The minimum penalty is one contest. All suspensions will be based on the number of scheduled contests at the lowest level at which the student-athlete participates. If a student-athlete participates in two athletic teams during the same athletic season, the same penalties will apply to each sport.

Any penalty imposed under this policy shall apply to any athletic team in which the student-athlete is participating at the time the penalty is imposed and to any athletic team in which the student-athlete might choose to participate during the term of the penalty. In the event the penalty is not completed in the student athlete's current athletic season, the number of suspended contests remaining on the penalty will carry over into the next athletic season. If a student-athlete is not participating in an athletic season at the time a violation of this policy is confirmed, the penalty will apply to any subsequent athletic season in which the student-athlete participates and shall remain in effect until successfully served. A suspension is only considered fulfilled if the student-athlete completes the athletic season in good standing.

A student-athlete must serve his/her suspension in a sport that he/she participated in during the previous school year. If a student-athlete did not participate in a sport during the previous school year, the student-athlete will serve the suspension in the next sport season in which he/she participates. For the second or third conduct violation, the consequence shall fall into

## Quitting A Team

If a student-athlete quits a team after the first contest, he/she may not try out for the next sports season or participate in pre-season conditioning/workouts until the team he/she quits finishes its current regular season. Only mutual consent of the coaches involved and the athletic director may waive this rule. If a student-athlete is dismissed from a team, other than being cut from a team, only mutual consent of the coaches involved and the athletic director may waive this rule.

## **VIII. Athletic Code Appeals:**

A student-athlete who has been penalized for violating the Franklin Community High School athletic code may have the right to an appeal. The consequence set forth by the athletic department will remain in effect until the appeal process has been completed. A student-athlete may appeal a penalty, to the building principal or designee, under one of the following situations:

1. New evidence has been discovered that was not presented to the athletic department prior to the penalty.
2. The athlete feels that there is an extenuating circumstance involved with the detail(s) of their situation that is not addressed by the verbiage and/or intent of the athletic code of conduct.
3. The athlete wishes to pursue other methods of consequences such as extensive community service in order to reduce their penalty and/or be reinstated to participate in activities such as practice or off-season conditioning. This situation is applicable for 365 days or career term suspensions. The student-athlete is responsible for organizing, planning, and presenting the community service activity to the Athletic Director, Principal, or Principal's designee. The Athletic Director, Principal, or Principal's designee has the right to approve or amend the proposed plan to either reduce or to be reinstated to participate in activities such as practice or off-season conditioning.

The student-athlete must submit their appeal to the principal or designee, in writing, within three school days after the student-athlete is notified of his/her penalty. (Email submissions of appeals are considered appropriate.) The appeal must describe which of the above categories the appeal is being filed under and

provide all of the necessary detail to support the request for the appeal. The principal or designee will respond to the appeal request within two (2) school days of receiving the request.

Upon receiving the written appeal the principal or designee will review its content. The principal or designee will then take one of three actions:

1. Uphold the original suspension based on the information presented.
2. Overturn or modify the original suspension. NOTE: Modification can also mean an increase in the original consequence assigned by the athletic department if the appeals committee does not feel that the code of conduct was properly implemented.
3. Assign the matter to an appeals committee to make the final determination. The hearing will occur within three (3) school days of the principal's determination to assign the matter to an appeals committee. A building administrator will chair the hearing committee. The administration will appoint a hearing committee of two (2) coaches from a different sport and two (2) non-coaching faculty members. The hearing committee will decide to support, modify, or rescind the suspension. NOTE: Modification can also mean an increase in the original consequence assigned by the athletic department if the appeals committee does not feel that the code of conduct was properly implemented.

The principal's decision on this matter is considered final. If the matter is referred to an appeals committee, the committee's decision is considered final.

## **Appendix A**

### **I.H.S.A.A Rules of Eligibility**

You are INELIGIBLE if:

- Age - You are 20 years of age prior to or on the scheduled date of the IHSAA state finals tournament in a sport.
- Amateurism
  - You play under an assumed name.
  - You accept money or merchandise directly or indirectly from athletic participation.
  - You participate in clinics or camps without IHSAA approval.
  - You sign a professional contract.
- Awards/Gifts
  - You receive in recognition for your athletic ability any award not approved by your high school principal or the IHSAA.
  - You use or accept merchandise as an award, prize, gift, loan, or purchase such for a token sum.
  - You accept awards, gifts, trips, or honors from colleges or their alumni.
- Enrollment
  - You did not enroll in school during the first 15 days of a semester.
  - You have been enrolled for more than 8 semesters beginning with grade 9.
  - You have represented a high school in a sport for more than 4 years.
- Illness/Injury
  - You have been absent 5 or more consecutive days due to an injury or illness and do not present to your principal or designee with verification from a licensed physician stating that you may resume participation.
- Parent/Physician Certificate (Physical, Concussion, Sudden Cardiac forms)
  - You do not have the completed certificate on file with your principal each school year, between May 1 and the first day of practice.
- Practice
  - You have not completed the required number of separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.
- Scholarship
  - You did not pass 5 full credit subjects in your previous grading period or at the semester's end.

- You are not enrolled in 5 full credit subjects.

## **Appendix B**

### **Participation for a Student Enrolled in an accredited Virtual Education School**

If a student attends an accredited Virtual Education School, the student may have eligibility to participate in the FCHS athletic program, provided that:

- a. the student enrolls and is accepted into Franklin Community High School and the athletic program at FCS, and the student is a resident of Franklin Community Schools (FCS).
- b. the Virtual Education School and the student provides evidence to FCHS that:
  - (1.) the student is entering the Virtual Education School as a freshman, or the student has already attended the Virtual Education School for at least One (1) full semester, and during that semester the student was enrolled in, and successfully passed, the necessary number of courses at the Virtual Education School, under the requirements of Rule 18-1,
  - (2.) the student is currently Enrolled Full-time at the Virtual Education School and is taking the necessary number of courses at the Virtual Education School, under the requirements of Rule 18-1,
  - (3.) all of the Virtual Education School courses which are to be counted toward the student's athletic eligibility under Rule 18 will be taken by the student during an established grading period, are no less than Two Hundred Fifty (250) minutes of instruction per week for One semester and are approved by the Indiana Department of Education and will count toward graduation,
  - (4.) during the time period between the end of the Virtual Public School's designated grading period(s) and the Eligibility Certification Date(s) of FCHS, the student passed the minimum number of full credit courses required under Rule 18-1,
  - (5.) the student regularly attends the courses.
- c. The student is enrolled at and is attending a minimum of One (1) full credit subject offered within the FCHS.

## **Franklin Community Schools Acceptable Use Policy (AUP) and Guidelines**

### **RULES AND CODES OF ETHICS RELATING TO SCHOOL COMPUTER USERS**

**AVAILABLE ON THE FRANKLIN COMMUNITY SCHOOL CORPORATION WEBSITE:  
[WWW.FRANKLINSCHOOLS.ORG](http://WWW.FRANKLINSCHOOLS.ORG)**

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

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

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

### ***Acceptable Use Policy Administrative Guidelines***

#### **TELECOMMUNICATIONS**

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

#### **Children's Internet Protection Act (CIPA)**

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

#### **Terms and Conditions**

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

ISD has the responsibility to monitor and maintain security on all technology. All computers, telephone systems, electronic systems, and voicemail systems are the property of FCS. FCS retains the right to access and review all components of these systems. Students and employees should have no expectation that any information contained on or in any of these systems is confidential or private. Information may be reviewed with or without student or employee knowledge or permission. The use of passwords does not guarantee confidentiality and FCS retains the right to access information in spite of the existence of a password.

When accessing the Internet via an FCS networked computer, every site visited and the duration of time spent at each site are logged and tracked based on the user's login and the computer that is being used.

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

#### **1. Account Use:**

Each technology user in FCS will be provided with all necessary accounts. Accounts will be maintained and monitored by ISD.

- A. Users are responsible for their accounts and should take appropriate measures to prevent unauthorized access to their account(s) and equipment.
- B. Use of another user's account(s) is prohibited.
- C. Account passwords are to be distributed only to the individual account user.
- D. Copying, changing, reading, or using files of another user without their consent is prohibited.
- E. Unauthorized access to system programs or computer equipment is prohibited.
- F. A student must have permission to use computer equipment and software.
- H. Students are not to use adult workstations without prior permission.
- I. Mass storage devices (CD, DVD, USB, etc.) may be used for personal and professional purposes. However, they are never to be used for storage, transfer, or use of materials that are inappropriate, illegal or in violation of copyright laws. The users creating or in possession of mass storage devices containing such material will be responsible for it.

#### **2. Privileges:**

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

### **3. Acceptable Use:**

Use of network accounts should pertain to educational research or communications consistent with FCS educational objectives and policies. Therefore, Internet access will be limited to educationally appropriate sites during all assigned instructional or supervisory times. Personal use of accounts within the confines of the AUP may occur before 7:50 am and after 2:55 pm on school days and during any duty-free time or on days school is not in session. The user, with the understanding that he or she may need to justify the site(s) to a peer, administrator, parent, or the general public, determines educationally appropriate sites. Transmission of any material in violation of any U.S. or state regulation is prohibited at all times. Furthermore, students and employees are strictly prohibited from transmitting material that is copyrighted, threatening, or obscene, or may be construed as political lobbying. At no time are FCS accounts to be used to receive or transmit any form of digital, electronic, tape, or wireless transmission of material containing obscene, vulgar, threatening, or inappropriate material. Sexting is also a violation of this policy.

### **4. Software Policies:**

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

#### **A. Software Programs:**

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

#### **B. Purchasing Policies:**

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

### **5. Web Page Policies:**

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

The purpose of such websites is to create a technology-rich environment that provides opportunities within the school community to communicate, gather and process information. The following criteria should be used to guide the development of websites:

#### **A. Educate:**

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

#### **B. Inform:**

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

#### **C. Communicate:**

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

**D. Group Pictures:**

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

**E. Student and Employee Information:**

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

**6. Network Etiquette:**

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

- A. Any speech transmitted by the use of a school computer does not constitute speech in a "Public Forum" and is subject to regulation by the administration.
- B. Students and employees must use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, violence, threats, or hate. All communications (i.e. list serves, e-mail, instant messaging, etc.) containing any material listed above is prohibited.
- C. Students are prohibited from broadcasting, instant messaging, or chatting with other users inside or outside of the FCS network unless given explicit permission by an appropriate staff member.
- D. It is prohibited to access, upload, download, or distribute violent, threatening, pornographic, obscene, sexually explicit or inappropriate materials. Circumventing the CIPA filter by use of a proxy or other means is strictly prohibited.
- E. Students shall not reveal personal information about themselves or others. If it is deemed necessary for employees or students to reveal student personal information, written permission from the student's parent or guardian must be obtained.
- F. Employees may provide personal information about themselves at their own discretion. Employees are not to provide protected information about other employees without permission from that employee. Public information about employees that may be provided by other employees includes name, position, grade or subject taught, e-mail address, phone number of school/building, office/classroom, extra-curricular responsibilities, and verification of employment.
- G. E-mail is not private and can be examined by the System Administrator when necessary. E-mail relating to or in support of illegal activities shall be reported to the authorities. The forwarding of chain letters is prohibited without the consent of the recipient(s).  
E-mail is accessible to K-8 students on a limited basis under teacher supervision. High school students have individual email accounts. High school students shall not mass email without the approval of the high school administration. Mass email is defined as any unsolicited mailing in which the message is sent to a subset of Franklin Community Schools addresses.
- H. The network shall not be used in such a way as to disrupt its use by others. Outside of ISD personnel, installing any technology onto the network is forbidden. Communications and

information accessible via the network is the property of FCS and are not the private property of any individual.

- I. Copying, downloading, etc., without the implied or direct permission of the provider or in violation of any state or federal law, including copyright laws, is prohibited and may result in disciplinary action.
- J. Although users are encouraged to use shared drives established by ISD (i.e. "Q") for cooperative work, the process of enabling file sharing via the network is prohibited. This includes web-based software such as Imesh, Napster, or the like.

#### **7. Warranties and Responsibilities:**

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

#### **8. Vandalism:**

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

#### **9. Unsolicited On-Line Contact:**

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

#### **10. Commercial Use by Students:**

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

#### **11. Indemnification:**

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

#### **12. Consequences:**

Violations of this policy may result in disciplinary action by FCS. It is a criminal act under Indiana law to access a computer system and/or damage or alter a computer program, data, or hardware without the consent of the computer owner. Indiana Code § 35-43-1-4 defines computer tampering, a Class D felony, as the knowing or intentional alteration or damage to a computer program without the consent of the owner. Indiana Code § 35-43-2-3 defines computer trespass, a Class A Misdemeanor, as a knowing or intentional access to a computer system network or a part thereof without the consent of the owner. Additionally, there are other criminal offenses dealing with theft and criminal mischief with similar or greater penalties of imprisonment. FCS Board approved 6/12/95, 1/16/96, 3/11/96, 6/12/00, 7/10/00, 4/9/01, 3/11/02, 5/10/04, 6/11/07, 5/13/13, 5/12/14, 6/12/17



Book	Policy Manual
Section	2000 Program
Title	NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2266
Status	Active
Adopted	January 11, 2021

## **2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**

### **PROGRAMS OR ACTIVITIES Introduction**

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

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

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

### **Coverage**

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

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

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