



## **FCS Elementary HANDBOOK 2019-2020**

### **Union Elementary**

**Union Motto:** Be Safe, Be Kind, Be Your BEST

**Union Mascot:** Rambler

**Union School Colors:** Blue and Yellow

**School Hours** 7:30 AM -2:20 PM (doors open 7:20, tardy bell 7:40)

**Office Hours** 7:15AM -3:00 PM

**Phone Number:** 317-346-8200

**Union Webpage** [www.franklinschools.org/union](http://www.franklinschools.org/union)

**Union Facebook Page** "Like" Union Elementary on Facebook



## General Information

### PARENT VOLUNTEERS

We are always on the lookout for parent help here in the Franklin Community Schools! We realize that many of our parents work, and it is impossible for you to spend time during the school day. We understand. There are other things you can do to help. Please feel free to call us anytime to volunteer your services! Research shows that students who have involved parents do much better in school and have a much better attitude toward learning. We thank you for any and all help you can give us! Any parent/grandparent/guardian who wishes to chaperone a field trip or participate in any school sponsored activity with children MUST have a criminal history background check. Background checks must be done through the school office no later than two weeks prior to the event in which you plan to participate. Chaperones for field trips may NOT bring younger siblings/children on field trips. Not every field trip will require parent chaperones, and often we need to limit the number of chaperones based on the type of field trip.

### BOOK RENTAL

Book Rental fees for the 2019-2020 school year are available on our website and also parents will receive a bill for these after the school year has begun.

These fees are due to the school office as soon as possible after receiving your bill. Please let your child's school office know if there are any questions concerning book rental fees, or you may also set-up a payment plan through your child's school office. If your child is eligible for free or reduced lunches/school fees, please fill-out a new form for the 2019-2020 school year. All students on free or reduced lunches will receive free textbook rental if the box on application is checked and signed. You may also complete this form at [www.lunchapp.com](http://www.lunchapp.com). Please communicate with our school office if you will have difficulty paying book rental.

### PARENT/TEACHER CONFERENCING

We strongly encourage parent involvement and communication with our school. If you need to conference with your child's teacher, please call ahead to schedule a time that is best for both of you.

### FRANKLIN COMMUNITY SCHOOLS PRESCHOOL AND BEFORE AND AFTER SCHOOL CARE

Franklin Community Schools now offers a preschool program at Northwood, Union, and Webb Elementary Schools. Our preschool program is called Cub Academy and offers both full day and half day options. Please visit [www.franklinschools.org](http://www.franklinschools.org) or call Mrs. Katie Smith at 317-346-8200 for more information. You can also email Mrs. Smith at [smithk@franklinschools.org](mailto:smithk@franklinschools.org).

Franklin Community Schools also offers an affordable before and after school care option for parents called Cub Care. This program is offered at all five elementary schools and for CBIS students. Cub Care is available from 6 AM until school starts and also from school dismissal until 5:30 or 6:00 PM. For more information on this program, you can contact any elementary school office to sign-up. You can also contact Cub Care at 317-346-8700 or via email at [cubcare@franklinschools.org](mailto:cubcare@franklinschools.org).

### NO SMOKING POLICY

Franklin Community Schools are committed to the health of its students and employees. In order to provide a healthy learning and working environment and to fulfill the responsibility as an educational facility, the Board of School Trustees has adopted the following policy, revised 7/06

**SMOKING WILL NOT BE PERMITTED ON ANY PROPERTY OF THE FRANKLIN COMMUNITY SCHOOLS**

### EMERGENCY CLOSING INFORMATION

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

## HOMEWORK POLICY

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

1. Appropriate to student’s age, capabilities, and home conditions with consideration to a student’s time commitments for families, community, and extra-curricular activities.
2. Reasonable in terms of total amount of homework assigned to students during any one time period.
3. Specific in terms of school expectations of student’s work and directly related to content or subject being studied.
4. Understood by the appropriate staff members, students, and parents.
5. Committed to the improvement of student scholarship.
6. Consistent with curriculum goals and objectives.
7. Flexible in application to the diversity of individual situations.

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

## DISTRICT GRADING SCALE

The Franklin Community Schools have adopted a corporation-wide grading scale:

90-100%	= A
80-89%	= B
70-79%	= C
60-69%	= D
0-59%	= F

## REPORT CARDS

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

## HONOR ROLL

Students in grades 3 and 4 are eligible for the Honor Roll. There are two honor rolls: an “A” honor roll where students have received all A’s on their report card, and an “A/B” honor roll where students have received all A’s and B’s on their report card. Behavior grades and special area grades do not count because it is an academic honor roll. Students receive honor roll recognition each 9-week grading period and at the end of each semester.

## PARTY INVITATIONS AT SCHOOL

Party invitations may not be passed out at school unless the whole class is receiving one, or all the students in the class that are the same sex as the student having the party. It can be very hurtful to those not invited if they see others receiving invitations.

## CLASSROOM PARTY OR BIRTHDAY TREATS

For classroom parties or snacks, all food should be store-purchased and still be sealed when provided to the classroom teacher, and all ingredients need to be listed on the package. Also, parents should check with the classroom teacher to organize any snacks or classroom parties. The classroom teacher will decide if and how to have a snack daily, as well as how and when to have classroom parties.

## VISITORS AT RECESS

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

## ARRIVAL AT SCHOOL AND PARENTS WALKING STUDENTS TO CLASS

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

## OUTDOOR RECESS POLICY

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

If the weather "feels like" 20 degrees and above (considers wind chill factor), then we will have outdoor recess. Students should wear appropriate winter coats, gloves/mittens, hats, and/or scarves will be expected. Medical conditions must have appropriate documentation from the doctor to deviate from the normal recess plan. Also, rain, lightning, slick conditions, or other outdoor hazards could cancel outdoor recess as well.

## ELECTRONICS AT SCHOOL

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

## PETS AT SCHOOL

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

## EMERGENCY DRILLS

Fire drills: Once a month, in accordance with Indiana Code, our elementary schools will hold a fire drill. We do this to practice and remind ourselves of the proper procedures that must be followed in the event of a real fire. These procedures are in place to assure for the maximum amount of safety. The teachers will go over specifics of the procedures, but two rules are for everyone: walk at all times and no talking.

Disaster drills: at least 4 times during the school year we will be practicing tornado and earthquake drills. Both can be a fact of life here in the Midwest. We have not had an earthquake in many years, but we will be prepared in the event of one. Severe weather is always a threat, especially in the spring. Again, the teachers will go over the specifics, but the same two rules apply.

Lockdown drills: we will have lockdown drills at least twice during the school year

## PROMOTION AND RETENTION

The awarding of marks and decisions relative to promotion or retention of students is the sole and serious responsibility of their respective teachers and principal. It is very important that parents be consulted and well informed at an early date when retention is advisable. Every effort should be made to encourage parents to visit the school and confer regarding their children.

Elementary school principals are authorized, with the approval of the superintendent of schools, to place any student in grades K through 4 at a grade level which is commensurate with the child's abilities, training, and social development so as to be conducive to the child's success in school. The parents or guardians of any child whose grade level needs to be altered should be advised of this in a personal conference. If an agreement cannot be obtained for an immediate change, the principal may do so after the child has attended school for at least four weeks and the evaluations of the grading period(s) indicate that the need for the change in grade level placement still exists.

## Attendance Policy

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. The Corporation's educational program depends on the consistent presence of all students to achieve continuity of instruction and a successful educational climate.

### ACCEPTABLE REASONS FOR ABSENCE

The Corporation recognizes the following acceptable reasons for absence from school:

- Professional Appointments (i.e. doctor, dentist, therapist)  
Proper documentation as outlined in this policy will be required.
- Required Court Attendance
- Death in the Immediate Family
- Observation of a Bona Fide Religious Holiday
- Personal Illness
- Out-of-school suspension
- Such other good cause as determined by law

### UNACCEPTABLE REASONS FOR ABSENCE

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

#### Elementary

1. All absences must be reported to the school office. A parent/guardian must call the school to report the absence by 7:40 am.
2. Upon the 7<sup>th</sup> absence, a parent/guardian will receive a warning notice informing him/her of the number of absences from school.
3. Upon the 10<sup>th</sup> absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the 10<sup>th</sup> absence, a letter is issued from the school as verification of the student's attendance at school.
4. Upon the 10<sup>th</sup> absence, the school will send a notice to Johnson County Community Corrections for further action.

#### TARDINESS

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

1. When a student has reached his/her 5<sup>th</sup> tardy, a letter is sent from the school notifying the parent.
2. Upon the 10<sup>th</sup> tardy, the school will send notice to Johnson County Community Corrections for further consideration.

#### PROFESSIONAL APPOINTMENT REQUIREMENTS

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

- Name of Student
- Date and Time of Appointment
- Return date to School
- Any limitations and their duration

Failure to produce documentation will result in a violation of this policy.

#### PRE-ARRANGED ABSENCES

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

#### HABITUAL TRUANCY

Habitual Truancy is defined as the willful refusal to attend school in defiance of parental authority. Consequences for students who are identified as habitual truants are contained in the middle/high school handbooks.

#### CERTIFICATE OF INCAPACITY

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

#### APPOINTMENTS DURING THE SCHOOL DAY

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

#### PARENT NEEDING TO SPEAK WITH STUDENTS DURING THE SCHOOL DAY

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

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

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

#### ATTENDANCE AWARDS

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

#### REPORTING SAFETY CONCERNS

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

## Student Health and Clinic Information

#### HEALTH CLINIC GUIDELINES FOR SCHOOL EXCLUSION

1. **Oral temperature of 100.0° F or more**

Students with a temperature of 100° F or more will be sent home. The student should be fever free and fever reducing medicine free for 24 hours before returning to school. If the fever persists for 2 days, even without other symptoms, a physician should be consulted.

2. **Conjunctivitis (pink eye)**

If pink eye is suspected, students should be examined by a health care provider and approved for readmission to school, or remain home until the affected eye is clear and free of purulent drainage.

3. **Impetigo**

Impetigo is a bacterial skin infection characterized by pus filled red bumps that form on the face (particularly around the nose and mouth) or on the extremities. Diagnosis and treatment is required by a physician. Students should be kept home until 24 hours after initiating antibiotic therapy. Draining lesions should be adequately covered at all times with a dry dressing.

4. **Scabies**

Diagnosis and treatment is required by a physician. Students may return the day after treatment.

5. **Head Lice (Pediculosis)**

Students found with head lice will need to be picked up immediately from school. After treatment and upon returning to school, the student will be examined by the school nurse. If no live lice are found, students may return to school.

6. **Active Vomiting or Diarrhea**

Students should be symptom free for 24 hrs. before returning to school.

7. **Undiagnosed rash, if fever is present**

Diagnosis and treatment from a physician is recommended. Student should be symptom free for 24 hrs before returning to school.

8. **Chicken Pox (Varicella)**

Students must be excluded from school until all vesicles become dry or lesions have faded.

9. **Shingles**

Students may remain at school only if the site of outbreak can be kept covered and dry.

10. **Strep Throat**

If a strep culture is positive, the student may return to school 24 hours after antibiotic therapy is initiated and is fever free.

11. **Pertussis (Whooping Cough)**

Diagnosis and treatment is required by a physician. Students may return to school after the first 5 days of antibiotic therapy have been completed.

12. **MRSA**

MRSA skin infections require diagnosis and treatment by a physician. Students with an abscess, boil, sore or skin lesion that is draining may remain at school only if the area can be kept covered and dry with a bandage. Any student with a draining skin eruption that cannot be contained and kept dry with a bandage will be excluded from school until cleared by a physician.

#### USE OF MEDICATIONS

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school

if the medication or treatment were not made available during school hours, or the child requires medication to benefit from his/her educational program.

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

All medications 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-8 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 losses, hearing tests will be given to all students in Kindergarten, first, and fourth grades, students transferred from other school districts, students suspected of having hearing losses, and students enrolled in speech therapy. If your child does fall in to one of the above categories, and you would like to have him/her tested, please notify the school office.

**Vision Screening:** Students in Kindergarten & 3<sup>rd</sup> grades, plus new students and referrals, will be given a vision screening (not an eye exam) during the school year by a nurse.



## Discipline Policies

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

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:
  - a. An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
  - b. If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.
3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

### GROUND FORS SUSPENSION OR EXPULSION:

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

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

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

#### A. Student Misconduct and/or Substantial Disobedience

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

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

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. ***Low THC Extract as defined by state law is excluded from this rule.***
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - iii. The student has been instructed in how to self-administer the prescribed medication.
    - iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.

21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexing" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through **any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device**, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is

reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.
5. The principal or designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The principal or designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

#### C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is: an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,  
a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or  
a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### E. Unlawful Activity

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

#### F. Legal Settlement

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

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

#### STUDENT DRESS CODE

Good common sense should prevail when it comes to considering what types and styles of clothing should be worn to school. Your child's attire and appearance at school must not cause a distraction in the learning environment. All of our elementary schools are climate controlled, so this plays a part in proper student dress. We ask that swim suits, halter tops, spaghetti straps, short shorts, and outfits that expose bare midriffs not be worn to school. Any articles of clothing that have profane, obscene, lewd, vulgar, and/or gang related designs or meanings are not permitted. Tobacco and/or alcohol slogans, designs, or meanings are not permitted. Hats, caps, and bandanas may not be worn in the building. It is recommended that all children wear safe shoes for recess activities, such as running, climbing, etc. Flip flops and other unsafe shoes are not permitted because students have recess daily and PE weekly. If sandals are worn, they need to be robust with secure strapping for athletic activities.

#### STUDENT SEARCHES

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

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

Searches of the person of a student which require removal of clothing other than a coat, jacket, or shoes shall be referred to a law enforcement officer in accordance with this policy. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the

same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional school employee of the same sex as the student, designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible, but prior notification to and consent by the parent or guardian is not required prior to conducting a search based upon reasonable suspicion.

## Transportation Discipline

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

### BUS RULES AND PROCEDURES

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

### EXPECTATIONS

To enhance student safety it is expected that all students:

1. Will sit in a forward facing position with legs, arms, feet, and head inside the bus and out of the aisle while the bus is in motion.
2. The students will sit in the seat assigned to them by the driver. The driver reserves the right to change or adjust the student's assigned seat as he/she deems appropriate.
3. Profane language, obscene gestures or loud and boisterous language are prohibited.
4. If a school bus is equipped with seat belts, students must wear them for the duration of bus ride or face disciplinary action.
5. Will not stand, swing, climb, or jump on the bus seat. Also, students are not to switch seats while the bus is in motion.
6. Will not open bus windows more than half way at any time.
7. Will not sit in the driver's seat or operate any of the school bus controls.
8. Will not eat, drink, or chew gum while on the bus.
9. Will enter and exit only by the front door (unless otherwise instructed by the driver).
10. Will not brush their hair or use hygiene products such as hair spray, perfume, nail polish, lip stick, make-up, etc. while on the bus.
11. Will not bring glass containers on the bus such as glass jars, pop bottles, etc.
12. Will not bring skate boards, animals, insects, or plants on the bus.
13. Will keep personal items such as books, pencils, toys, etc. in their book bags.
14. Will make sure that cell phones are on vibrate while riding on the school bus.
15. Students are not allowed to leave the bus without the driver's permission at any time.
16. The students will obey the driver's instructions when crossing the road, boarding, during transport, or leaving the bus.
17. Students must board and leave the bus at the student's regular bus stop location unless given prior permission by the Transportation Department. The Transportation Department will direct the school to issue a bus pass when permission is granted. This is for all grades K-12.
18. Possession or use of the following are prohibited: tobacco, guns, knives or other dangerous weapons, alcohol, illegal drugs, explosives, fireworks, matches, cigarettes, or lighters.
19. Intimidation or harassment of the Driver and/or students is prohibited.
20. Transportation of Large Articles-The size of items should be such that it can be carried on the student's lap or on the floor of the bus under the seat in front 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").
21. will not record video or take pictures while on the school bus without driver permission. The student may use devices such as mobile phones or tablets as long as it is not a distraction to the driver or is being used in a way that is deemed inappropriate according to the FCS Acceptable Use Policy.
22. Students should arrive at their bus stop 5 minutes prior to the scheduled pick-up time.

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

SCHOOL BUS TRANSPORTATION IS A PRIVILEGE AND CAN BE SUSPENDED IF THESE RULES ARE NOT FOLLOWED.

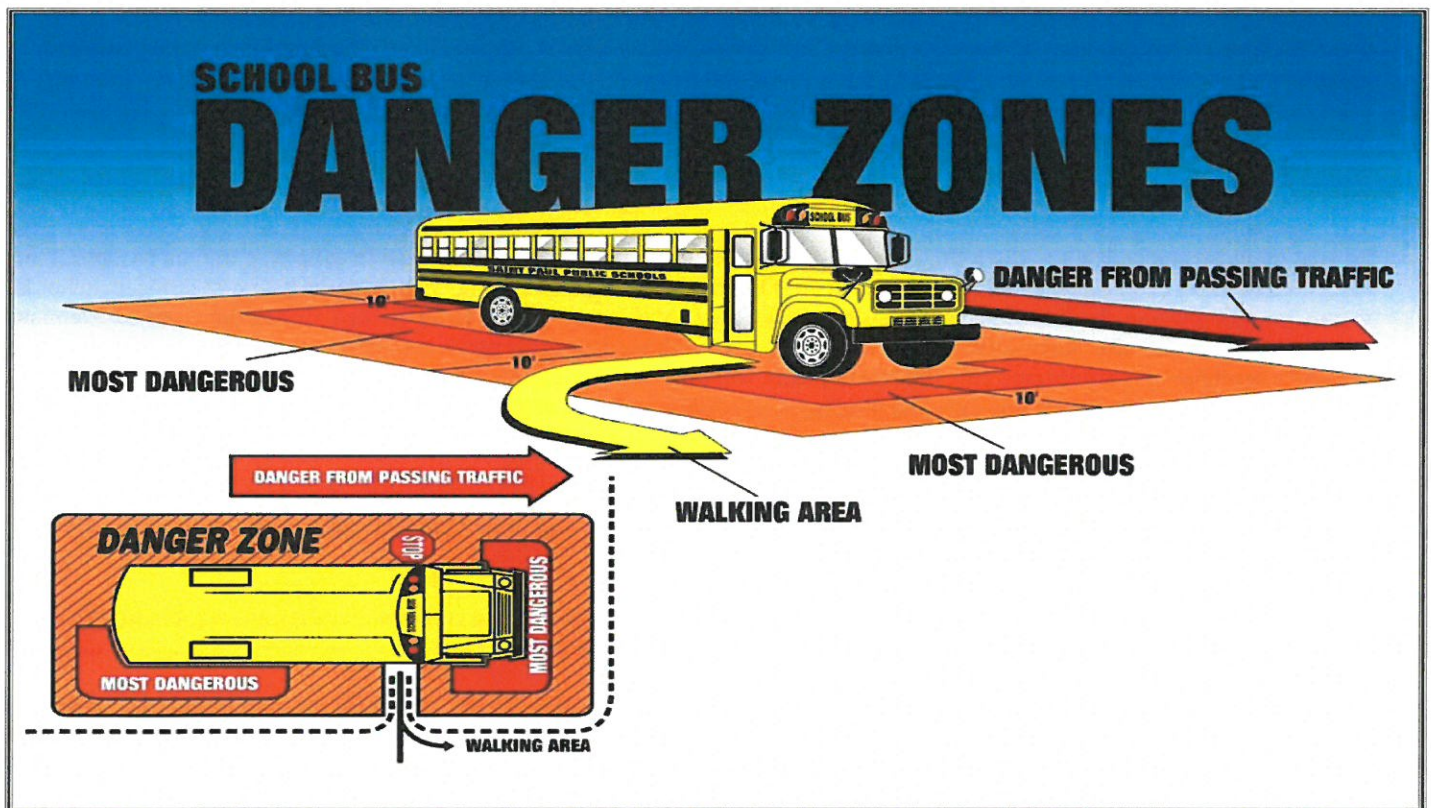
If you have questions or concerns related to the expectations and guidelines listed above, please contact the Director of Transportation or building administration.

#### SCHOOL BUS VIDEO RECORDING AND VIEWING

Video and audio recording occurs on school buses via the recording system built into the school buses. Normally only school district and school administrators are allowed to view school bus videos. In rare cases parents could be allowed to view a bus video should it be deemed appropriate for the parent to see the video. This is left to the discretion of district and/or school administrators.

#### KNOW THE DANGER ZONES

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



## School Lunch Information

School lunch prices are as follows. Please note that we are on a computerized system, so it would help us tremendously if you could pay by the week, two weeks, or month. All money will be deposited in your child's account. You may also deposit lunch money online, anytime at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com).

	DAY	WEEK	TWO WEEKS	MONTH
Regular Breakfast	\$1.30	\$6.50	\$13.00	\$26.00
Reduced Breakfast	\$.30	\$1.50	\$3.00	\$6.00
Regular Lunch	\$2.60	\$13.00	\$26.00	\$52.00
Reduced Lunch	\$.40	\$2.00	\$4.00	\$8.00
Adult Lunch	\$3.00			

You are asked to make all checks payable to the school your child attends. If possible, lunch money should be sent the first day of the school week for the entire week.

It is the responsibility of the parents and/or guardians of each child to provide for their lunch on a daily basis, and there are options as to how this may be done. (1) Lunches may be purchased at the school on a daily or weekly basis; (2) a "sack" lunch may be brought from home; or (3) lunches can be provided at a "free" or "reduced" rate as a result of applying and qualifying for free/reduced lunches through the National School Lunch Program. If your child is approved for free meals and you elect to send a "sack" lunch and milk is desired, there will be a charge for milk. Please be sure that there is money in the child's account for milk purchases.

Elementary students' meal accounts are tracked by a computerized cash register system that records all student deposits and sales. Students, Parents, or Guardians may request meal histories from the food service manager, or may create an account at the [sendmoneytoschool.com](http://www.sendmoneytoschool.com) website to review the student's account balance and/or monitor the account transactions. If there is a question on the account balance, please contact the building food service manager. Student lunch money account balances are carried over from school year to school year and between Franklin schools when a student transfers. Parents must request refunds at the end of the year, or when a student transfers out of the district. A Request for Refund form can be found on the Franklin Schools website, [www.franklinschools.org](http://www.franklinschools.org) under Departments/Food Services. A completed form should be forwarded to Jill Overton, Food Service Director. Negative account balances and NSF for lunches must be paid in full when a child withdraws from Franklin Community Schools.

Pre-payment is required due to the difficulty the Food Service Department has experienced in collecting unpaid charges. You are asked to make all checks payable to the school your child attends. If you have children attending several different schools, you may write just one check so long as you outline how you want the check funds to be divided among the students. Deposits are added before and after meal service so as to not interfere with student meal service. Deposits may be made at any time on the [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) site. On-line deposits will post to the student's account within 15-20 minutes. A fee of \$1.50 per transaction is added for on-line deposits. During meal service, cashiers will remind students with low account balances to bring in additional money for deposit.

Families are required to pay for meal services provided for their child prior to approval for the free/reduced lunch/breakfast program. Families are also required to pay for food items not covered by the school lunch program, including extra milk and/or milk to go with sack lunches brought from home.

Families who qualify for free/reduced lunches are subject to income verification to confirm that they are eligible for the program.

No child will be denied a meal, however, if a child has a negative balance - that is, has "charged" three (3) meals, the student will be given an alternative meal of a peanut butter sandwich, vegetable and/or fruit, and milk. A child may charge up to \$7.80. No extras may be charged at any time. Low balance notices will be sent home 2 times a week informing parents when their child's account has a balance of \$7.80 or less. Negative balance notices will be sent home each day, that is, all accounts with a balance of less than \$0.00. Most low balance and negative balance notices are sent through an e-mail notification. Please notify your school if your e-mail address changes during the school year. If a student has a negative balance, once funds are deposited, the negative balance will be deducted first from the deposit. A positive balance must be maintained in order for the student to receive the regular meal.

There may occasionally be special instances where provisions can be made regarding charges. Parents/guardians must make special arrangement for those charges with the building principals who in turn will pass this information on to the Food Service Department.



If your child was on free or reduced price meals for the 2017-2018 school year, he/she will continue as such until September 20<sup>th</sup>. You must complete a new application each school year. You may complete an on-line application at the [www.lunchapp.com](http://www.lunchapp.com) site or your child can bring home a new form the first week of school. These forms MUST be completed and returned to the office as soon as possible in order for your child to remain on free or reduced price meals for the 2019-2020 school year.

In order to promote a healthy lifestyle, please remember that no fast food or soda is allowed to be eaten in our cafeteria. Please bring a home-packed lunch, or eat a school lunch when you visit our school for lunch.

Please be reminded that the State Board of Accounts does not allow our cafeteria funds to run in the red. Therefore, our students are not allowed to charge their lunches, except as outlined above.

#### PROCEDURE FOR STUDENT MEAL ACCOUNTS

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

All cafeteria purchases are to be prepaid before meal service begins. Parents/guardians may make deposits to student accounts by sending cash or a check to the building the student attends or by using the on-line site [SendMoneyToSchool.com](http://SendMoneyToSchool.com).

#### Elementary/Intermediate Schools

1. A student may charge up to 3 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments to their food service account. No child will be denied a meal, however, if a child has a negative balance – that is, has “charged” three (3) lunch meals, the student will be given an alternative meal of a peanut butter sandwich, fruit, and/or vegetable, and milk.
2. A child may charge up to \$7.80.
3. Low balance notices will be sent home 2 times a week informing parents when their child’s account has a balance of \$10.00 or less. Most low balance notifications are sent via e-mail. Negative balance notices will be sent home each day, that is, all accounts with a balance of less than \$0.00.

#### Special Arrangements

There may occasionally be special instances where provisions can be made regarding charges. Parents/guardians must make special arrangement for those charges with the building principals who in turn will pass this information on to the Food Service Department.

#### FRANKLIN COMMUNITY SCHOOLS FOOD SERVICE REFUND PROCEDURE

##### Refund of Student Meal Account Balance

- Current students returning to the district for the next school year will not be eligible for a refund. The balance will be retained in the account and available for the new school year.
- Students leaving the district may have the balance in the account refunded if the balance is \$10.00 or more. Please follow the instructions below. Any funds left unclaimed by June 15<sup>th</sup> of the current school year will become the property of the Franklin Community School Corporation/Food Service.
- A refund may be requested from graduating student’s accounts if the balance is \$10.00 or more. Please see the instructions below. Or, account balances may be transferred to a younger sibling’s account. Transfers may be requested by calling the Franklin Community High School Food Service Manager at 317-346-8082 or the Food Service Office at 317-346-8720.

##### Procedure

- Money in student accounts will be refunded upon written request. A “Refund Request Form” can be found on and printed from the website. The completed form should be submitted to the Food Service Office, 998 Grizzly Cub Drive, Franklin, IN 46131. A check will be processed and sent to the individual making the request. The check may take up to 6 weeks for processing.
- At the request of the parent/guardian, account balances may be transferred into a building food service account that may be used for students in need.

### EATING LUNCH WITH YOUR STUDENT

We love to have parents eating lunch with their children! All visitors who wish to have lunch with a student must have a background check completed each school year. A background check can be completed at any Franklin school and is good for the rest of the school year. Also, any visitor other than a custodial parent who wishes to have lunch with a child should make sure to have parent permission. Please call ahead, by 9 AM, for a reservation so that we have enough meals prepared for our students. Then, please sign in and the office will direct you where to meet your child for lunch. Also, should the lunch visitor choose not to eat a school lunch but instead brings his/her own lunch, please do not bring fast food into our cafeteria because we are promoting healthy eating habits. Lunches brought into our cafeteria for adults or children should be healthy and should not include fast food or soda/soft drinks.

### CLASSROOM FOOD POLICY

The Franklin Community Schools believe that children should be given the opportunity to learn healthy eating behaviors during the school age years both in the home and while at school. In accordance with this belief, the Corporation's Wellness Policy specifies that all foods available to students on campus during the school day and outside food service hours shall comply with established nutrient standards, that is, foods that are healthy choices. This includes food available to students as classroom snacks, from vending machines, for fund raisers, for classroom parties, or at holiday celebrations. The complete Wellness Policy is available for review on the [franklinschools.org](http://franklinschools.org) site under Departments/Food Services.

To assist parents/guardians in complying with our Wellness Policy, the Food Service Department has developed a Classroom Party Menu featuring healthy choices such as fruit, fruit snacks, fruit juice, cheese portions, granola bars, and raw vegetables with dip. We will be glad to deliver your food order directly to the classroom.

Requests for food should be sent to the Food Service Manager at the school your child attends at least ten (10) days prior to the date our services are needed.

Please make your requests by contacting the food service manager at your child's school.

#### Elementary Food Service Managers:

Diana Porterfield	Creekside Elementary School	317-346-8846
Beth Benbow	Needham Elementary School	317-346-8377
Melinda Patton	Northwood Elementary School	317-346-8949
Sheri Spicer	Union Elementary School	317-346-8279
Belinda Williams	Webb Elementary School	317-346-8316

## Connect Your Child to Our Community

### Franklin Parks and Recreation Department

Franklin Cultural Arts and Recreation Center at 474 E. South St., Franklin 317-736-3689 Mon-Fri 8am-4pm (office)  
Recreational activities from the arts to athletics offered year-round for all ages. City pool opens in the summer. Fees vary with the activity offered.

### Franklin Boys and Girls Club

101 N. Hurricane St. Franklin 317-736-3695

Mon-Thurs 2-8pm, Fri 2-6pm, Summer hours Mon-Fri 10am-4pm

Offers a variety of social, recreational and educational activities for children and youth 6-18. (Bus transportation may be available from your school; check with the Boys and Girls Club.)

### Girls Inc.

200 E. Madison St., Franklin 317-736-5344

After school program for girls 6-18. 2:30-6:00 school year,

Summer hours 9am-5pm (extended hours available)

Plenty of fun activities and summer field trips/pool time. (Bus transportation may be available from your school; check in office.)

### 4-H Clubs, Purdue Cooperative Extension Service

80 S. Jackson Franklin 317-736-3724 8-4:30 office hours

Offers a variety of activities for youth enrolled in grades 1-12 including workshops, leadership development activities, arts and crafts, livestock and gardening projects and others. Call for further information on how to join the fun.

### Johnson County Public Library-Franklin

401 S. State St. Franklin 317-738-2833 9-8pm M-Thur. Fri 9-6pm

Sat. 9-5 and Sun. (Sept.-May only) 1-5pm Library cards are free.

Books, videos, C.D.'s, cassettes, audio books to borrow, computer access, and various activities offered to enhance interest in reading and learning.

### Johnson County Parks and Recreation Department

Just 8 miles south of Franklin, North of Camp Atterbury off Hwy 252.

812-526-6809 8-4 Mon-Fri and 8-noon Sat. office hours

Offers Class A and primitive tent camping, picnic areas, and many family activities throughout the year. Fitness trails, live bait fishing, hiking, radio control flying field, and golf driving range. Hoosier Horse Park facility located within the park. Beach area at Cottonwood Lake opens 11-6pm Memorial Day-Labor Day

# Franklin Community School Corporation Acceptable Use Policy (AUP) and Guidelines

Rules and Codes of Ethics Relating to School Computer Users  
Available Franklin Community School Corporation website: <http://www.franklinschools.org>  
Acceptable Use Policy

The Franklin Community Board of School Trustees and the Franklin Community School Corporation (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's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. The goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation and communication. The educational value of the Internet is the joint responsibility of students, parents and 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 web site. A copy of the AUP will be provided to all new employees.

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

## Acceptable Use Policy Guidelines

### **Telecommunications**

Today's accessibility to computers and people all over the world bring with it the availability of material that may not be considered to be of educational value. On a global network it is impossible to control all materials and information. Eventually users may discover some information to be controversial, vulgar or otherwise inappropriate. Although 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)**

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

### **Terms and Conditions**

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

ISD has the responsibility to monitor and maintain security on all technology. All computers, telephone systems, electronic systems and voicemail systems are the property of 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 a FCS networked computer, every site visited and the duration of time spent at each site is logged and tracked based on the user's login and the computer that is being used.

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

#### 1. Account Use:

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

- A. Users are responsible for their accounts and should take appropriate measures to prevent unauthorized access to their account(s) and equipment.
- B. Use of another user's account(s) is prohibited.

- C. Account passwords are to be distributed only to the individual account user.
- D. Copying, changing, reading or using files of another user without their consent is prohibited.
- E. Unauthorized access to system programs or computer equipment is prohibited.
- F. A student must have permission to use computer equipment and software.
- G. Students are not to use adult workstations without prior permission.
- H. Upon parent request, students will be provided alternative activities that do not require Internet use.
- 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 8:00am and after 3:00pm on school days and during any duty free time or on days school is not in session. The user, with the understanding that he or she may need to justify the site(s) to a peer, administrator, parent or the general public, determines educationally appropriate sites. Transmission of any material in violation of any U.S. or state regulation is prohibited at all times. Furthermore, students and employees are strictly prohibited from transmitting material that is copyrighted, threatening or obscene, or may be construed as political lobbying. At no time are 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.

## 4. Software Policies:

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

### A. Software Programs:

- 1. ISD must be notified and grant permission prior to the loading of programs onto school owned computers. 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 web sites by students must be done under supervision of an appropriate staff member. All web sites must reflect the professional image of FCS.

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

A. Educate:

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

B. Inform:

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

C. Communicate:

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

D. Group Pictures:

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

E. Student and Employee Information:

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

6. Network Etiquette:

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

- A. Any speech transmitted by the use of a school computer does not constitute speech in a "Public Forum" and is subject to regulation by the administration.
- B. Students and employees must use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, violence, threats or hate. All communications (i.e. list serves, e-mail, instant messaging, etc.) containing any material listed above are 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 students on a limited basis under teacher supervision, with exception of high school students. High school students shall not mass e-mail without the approval of high school administration. Mass e-mail is defined as any unsolicited mailing in which the message is sent to a subset of Franklin Community School Corporation addresses.

- H. The network shall not be used in such a way as to disrupt its use by others. Outside of ISD personnel, installing any technology onto the network is forbidden. Communications and information accessible via the network is the property of FCS and is not the private property of any individual.
- I. Copying, downloading, etc., without the implied or direct permission of the provider or in violation of any state or federal law, including copyright laws, is prohibited and may result in disciplinary action.
- J. Although users are encouraged to use shared drives established by ISD (i.e. "Q") for cooperative work, the process of enabling file sharing via the network is prohibited. This includes web-based software such as Imesh, Napster or the like.

7. Warranties and Responsibilities:

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 users 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 cost.

9. Unsolicited On-Line Contact:

Students of FCS are prohibited from responding to any unsolicited on-line contact. It is the student's responsibility to notify an instructor of any such instance. The instructor will then notify ISD. Although Internet filtering is used by 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.

# Title 1 School Parent Involvement Policy

Franklin Community Schools  
2019-2020

## Introduction:

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

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

## Part 1: School Expectation Requirements

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

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

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

### School will:

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

### Activities:

1. Building level workshops
  2. Student Progress Reports
  3. District Student Report Cards
  4. Title 1 newsletter information
  5. Parent Teacher conferences
  6. Annual Title I meeting
  7. Reading specialist conferences, updates, and progress reports
  8. Phone conferences
- b. The School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and technology use through:



1. Building level workshops
2. Title 1 newsletter information
3. Northwood Family Nights
4. Parent Teacher conferences
5. Extended learning opportunities through parent involvement take-home activities and books.

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

#### Part 3: Additional School Responsibilities Policy Components

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

#### Part 4: Agreement

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



Dr. David Clendening  
Superintendent  
Mrs. Brooke Worland  
Executive Director of Curriculum & Instruction  
Mrs. Tina Gross  
Executive Director of Finance  
Mr. Matt Sprout  
Director of Technology  
Mr. Jeff Sewell  
Director of Operations

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**Franklin Community School Corporation  
Title I District Parent Involvement Policy**

**PART I: DISTRICT EXPECTATIONS**

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

- Franklin Community School Corporation will provide activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Franklin Community School Corporation will work with its schools to ensure that the required school-level parental involvement policies meet the Title I requirements, and include, as a component, a school-parent compact.
- Franklin Community School Corporation will incorporate this district-wide parental involvement policy into its district plan.
- In carrying out the Title I parental involvement requirements, to the extent practicable, Franklin Community School Corporation and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the corporation plan for Title I is not satisfactory to the parents of participating children, Franklin Community School Corporation will submit any parent comments with the plan when the school corporation submits the plan to the Department of Education.
- Franklin Community School Corporation will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for corporations with Title I allocations greater than \$500,000.)
- Franklin Community School Corporation will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:  
*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*
  - (A) *that parents play an integral role in assisting their child's learning;*
  - (B) *that parents are encouraged to be actively involved in their child's education at school;*
  - (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
  - (D) *that the district carries out other activities, such as those described in section 1118 of the ESEA.*
- Franklin Community School Corporation will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center.

**PART II: REQUIRED COMPONENTS**

1. Franklin Community School Corporation will take the following actions to involve parents in the joint development of its district parental involvement plan:

- Request input, suggestions and comments regarding the district parental involvement policy during the Annual Community Meeting
- Request input, suggestions and comments regarding the district parental involvement policy during the each Title I building's Annual Parent Involvement Meeting
- Survey parents to request input, suggestions and comments regarding the district parental involvement policy

2. Franklin Community School Corporation will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Title I Coordinator will meet monthly with Title I Principals to provide the necessary coordination, technical assistance, and other support to assist in planning and implementing effective parent involvement activities to improve student academic achievement and school performance
- Title I Coordinator will meet quarterly with Title I Employees to provide the necessary coordination, technical assistance, and other support to assist in planning and implementing effective parent involvement activities to improve student academic achievement and school performance
- Title I Coordinator will review surveys and information received from parents regarding the parental involvement policies and school-parent compacts
- Title I Coordinator will attend Title I annual parental involvement meetings to provide appropriate assistance and guidance.

3. Franklin Community School Corporation will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **PART III: DISCRETIONARY COMPONENTS**

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

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

### **PART IV. STATUS**

This policy was enacted by the **Franklin Community School Corporation** on **August 2013** and will be in effect for the period of **08/2019 - 08/2020**. The school district will distribute this policy to all parents of participating Title I children on or before **December 1, 2019**.



Dr. David Clendening  
Superintendent  
Mrs. Brooke Worland  
Executive Director of Curriculum & Instruction  
Mrs. Tina Gross  
Executive Director of Finance  
Mr. Matt Sprout  
Director of Technology  
Mr. Jeff Sewell  
Director of Operations

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August 1, 2019

Dear Parents and Guardians:

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

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

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

If you have questions or concerns, please feel free to contact me at 317-346-8900.

Sincerely,

*Mrs. Andrea Korreck*

Mrs. Andrea Korreck  
Title I Coordinator  
Franklin Community Schools

## Pesticide Use at Schools Rule – 357 IAC 1-16

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

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

FCS is committed to the safety of all students and staff. As part of the rule, FCS must provide 48 hours advance notice before applying pesticides. FCS will notify all registered parents, guardians, and staff members of these applications. To request notification you must register in the office at your school building. The registry will ask for your name, phone number, and email address. You may request to be added to the registry at any time during the year.

For more information please contact Jeff Sewell, Director of Operations, at 317-346-8741 or at [sewellj@franklinschools.org](mailto:sewellj@franklinschools.org).

## Annual AHERA Notification

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

### **Notification of Asbestos Removal Projects:**

1. No removal projects are planned for the 2019-2020 school year.
2. Cost estimates have been acquired for the removal of all remaining asbestos containing materials. FCS will plan future budgets to complete abatement projects.

### **Operations & Maintenance:**

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

### **A look ahead:**

FCSC will continue diligent efforts to manage and control existing asbestos containing materials.

If further information is needed contact Jeff Sewell, Director of Operations, at 317-346-8741 or at [sewellj@franklinschools.org](mailto:sewellj@franklinschools.org).

## Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day the Franklin Community Schools ("School") receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

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

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

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

If you do not want Franklin Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23<sup>rd</sup>, 2015. Franklin Community Schools has designated the following information as directory information:

**-Student's name**  
**-Address**  
**-Telephone listing**  
**-Electronic mail address**  
**-Photograph**  
**-Date and place of birth**  
**-Major field of study**  
**-Dates of attendance**  
**-Grade level**

**-Participation in officially recognized activities and sports**  
**-Weight and height of members of athletic teams**  
**-Degrees, honors, and awards received**  
**-The most recent educational agency or institution attended**  
**-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))



## Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

**Franklin Community School Corporation will/has develop[ed] and adopt[ed]]** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Franklin Community School Corporation** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Franklin Community School Corporation** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Franklin Community School Corporation** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

