

# FRANKLIN CENTRAL JUNIOR HIGH



**STUDENT HANDBOOK**

**2020 – 2021**

**FRANKLIN CENTRAL JUNIOR HIGH**

**10440 INDIAN CREEK RD S**

**INDIANAPOLIS, IN 46259**

**P: 317.803.8100**

**ATTENDANCE: 317.803.8190**

**[WWW.FCJH.FTCSC.ORG](http://WWW.FCJH.FTCSC.ORG)**



**[WWW.FACEBOOK.COM/FCJHFLASHES/](http://WWW.FACEBOOK.COM/FCJHFLASHES/)**

# FRANKLIN CENTRAL JUNIOR HIGH

## SCHOOL INFORMATION

School Colors	Blue and White
School Athletic Nickname	Flashes

## SCHOOL SONGS

Onward Franklin, Onward Franklin,  
Fight right down that floor,  
Onward Franklin, Onward Franklin,  
Let's pile up that score.  
Rah! Rah! Rah!  
Fight 'em, boys, for our victory,  
Fight 'em for our fame,  
Fight boys, fight, fight,  
And we will win this game.

## FCJH VISITORS

**All Visitors Must First Register in the Office!** Students are not to bring visitors to school. Some events are open to the public. Other events, such as after-school dances, parties, etc. are not open to the public. Parents are always welcome, but are encouraged to make an appointment to see a teacher or the principal. Parents/legal guardians are welcome to visit classrooms following advanced consultation and approval from Franklin Central Junior High building administrators – generally one full day notice. Parents should check in and receive a visitor badge on the day of their scheduled visit. Guests/Former Students may not visit Franklin Central Junior High during the school day. Visitation after school hours may occur with administrative approval.

## FCJH REGULAR SCHEDULE

Period 1	8:20 - 9:17
Period 2	9:22 - 10:19
Period 3	10:24 - 11:27
Period 4	10:07 -10:53
Period 5	10:56 -11:53
Lunch Block 7A	10:56 -11:26
Lunch Block 7B	11:27- 11:57
Lunch Block 8C	11:59 -12:29
Period 6	12:35 - 1:22
Period 7	1:28 - 2:15

## GENERAL INFORMATION

Before school, students may enter the building 20 minutes prior to the start of 1<sup>st</sup> period. At the conclusion of the day, all students must clear the building unless under the supervision of a teacher.

# ATTENDANCE

**When a student is going to be absent the parent must call the attendance line 317-803-8190 and report it by 9:00 a.m.** or upon returning to school following an absence or absences, the student shall bring a written statement. The note must contain dates of absence and reason as well as parent/guardian signature. These statements determine if the absence is excusable. Failure to report (verbal or written) a student absent within 24 hours will result in the absence being unexcused.

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- A. service as a page or honoree of the General Assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-17)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

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

- A. single absence;
- B. prolonged absence;
- C. absence of more than 2 days' duration;
- D. repeated unexplained absence and tardiness

The Board considers the following for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during

- the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family
  - G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
  - H. such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out of school suspension shall not be considered an unexcused absence. Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

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

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled or excluded for misconduct.

If a student is absent from school, we ask that the parent call the attendance line and write a note to the teacher the morning the student returns to school stating the reason for the absence. A parent note and/or phone call, must confirm an absence from school due to one of the six (6) reasons stated above for the absence to be considered excused.

If the illness or absence from school will be longer than two days, we ask that arrangements be made for schoolwork to be sent home. When a parent calls and sends a note for an excused absence, that student may make the work up he/she missed and receives full credit. The student has the same number of days he/she was absent to make up work after returning to school. For unexcused absences, make-up work will be given but not counted. Extended vacations are unexcused absences.

### **ATTENDANCE POLICY FOR STUDENTS EARNING HIGH SCHOOL CREDITS**

Franklin Township Schools encourages all students to attend school daily. Parents will receive electronic correspondence via email after the fifth absence. After the ninth absence, the parent will be sent a letter informing them that their student's number of absences is excessive. Student attendance will be reviewed by the Attendance Dean and a meeting will take place between the student and the attendance dean to discuss strategies for improving attendance. Appropriate consequences may be issued at that time. Students that continue to accumulate absences will need to provide documentation and there may be a loss of credits.

### **LATE TO SCHOOL**

Arriving late to school is disruptive to the educational process and is considered to be a serious matter. Whenever a student arrives late to school, he/she should report directly to the front office. Students are to sign in on the late arrival form located in the main office and ascertain an Admit Slip to class.

A student who arrives late to school four (4) or more times (PER NINE-WEEKS) will begin to receive disciplinary consequences. Some examples of unexcused reasons include: car trouble, missing the bus, personal illness, headaches, not feeling well, oversleeping, school closing assumptions, personal business, power outage and transportation related issues, etc. Medical issues that result in a child being habitually tardy for school would require medical documentation from the attending physician to be marked as excused.

- If tardiness exceeds three (3) in number during the NINE WEEKS, the school will submit a warning notice to the parent/guardian.
- On the fourth (4th) and fifth (5th) tardiness to school during the NINE WEEKS, an After School Detention (ASD) will be assigned.
- On the sixth (6th) and seventh (7th) tardiness to school during the NINE WEEKS, a Wednesday Extended Day (WESD) will be assigned.

Failure to respond to these measures (continued tardiness) may result in out-of-school suspension.

### **TARDINESS TO CLASS**

A student is considered tardy to any class when he/she arrives after the passing period bell, without a valid excuse, and within the first 10 minutes of class. Arrival after 10 minutes may result in a recorded unexcused absence.

- If tardiness exceeds three (3) in number during the nine weeks and the teacher has applied corrective measures, the teacher will submit a tardy referral to the attendance office showing the number of tardies, the dates of the tardies, and the corrective measures which were attempted.
- After the student has been properly referred, the student will be assigned a detention for each of the fourth (4th) tardy and fifth (5th) tardies. For each of the sixth (6th) and seventh (7th) tardies, the student will be assigned a Friday School, ISI, or OSS

Failure to respond to these measures (continued tardiness) may result in out-of-school suspension.

### **HALL FREEZE**

Franklin Central Junior High reserves the right to conduct "Hall Freezes." The guidelines for Hall Freezes are as follows:

1. Students not in the classroom when the bell rings will be directed to the cafeteria.

2. Each tardy student will be automatically assigned a detention. Failure to serve the assigned detention will result in a more severe consequence.

### **PREARRANGED ABSENCES**

Permission to participate in school sponsored field trips, college visits, religious events educational activities, trips with the immediate family, and other special activities which require a student to be absent from school may be granted if they are prearranged, fully documented in writing, and approved by the principal or designee. The principal's decision to grant permission for the student to be absent from school without penalty will be based on the following:

1. The overall attendance record of the student
2. The overall academic record of the student
3. Is the absence at a time convenient for both the student and the school?

These absences must be arranged well in advance by the parent/guardian and fully documented before they can be approved by an administrator.

*Prearranged absences will NOT be granted during weeks before and after fall, winter and spring recesses if such absences include the day before or after either holiday period. NO prearranged absences will be granted during the week of final exams.*

### **PROCEDURE TO LEAVE SCHOOL**

A student is expected to be in school all day and to do a full day's work. A written request from parents is necessary for a student to be permitted to leave school before the end of the day for any reason. This request must be presented to the attendance office before the first period class begins. A pass will be issued stating the time the student is to be excused from class. Otherwise, a student will be sent for upon parent/guardian arrival for pickup. Students leaving school during the school day must sign out in the main office in the presence of parent/guardian with a valid picture ID (e.g., driver's license). A record will be kept of the student's name, date, the time leaving school, and the time the student returns to school. In case of an emergency, the main office will notify the teachers.

### **DENTAL AND MEDICAL APPOINTMENTS**

When a student has a dental or medical appointment, he/she must bring a note from his/her parent or guardian (or telephone call from parent or guardian). The note should be dated and state the time, which the student needs to leave the building. The student, upon return to school, must bring a note from his/her health care provider verifying the appointment. Medical and dental notes must be turned in to the attendance office within two (2) weeks in order to fully excuse the absence. Students must sign out through the attendance office.

### **MINIMAL ATTENDANCE FOR PARTICIPATION IN ACTIVITIES**

Students must be present at school a minimum of four (4) periods of the school day or the day before (Saturday) to participate in his or her next extra-curricular activities event. Truancy during any part of a school day is cause for loss of participation in extracurricular activities.

### **EMERGENCY SCHOOL CLOSING/DELAY**

When school is closed or delayed due to bad weather, a phone message will be sent to the student's main contact number via Connect-Ed. Notice will also be made to local media outlets. If you do not wish to receive Connect-Ed messages, you may notify the school district by calling 317-803-5019. It may take up to five business days to process the request.

## **HABITUAL TRUNT**

Students who accumulate ten or more unexcused absences in one school year are considered to be a “habitual truant.” Habitual truants are ineligible for driver’s license or learner’s permits under IC 20-33-2-11. Habitual truants may also be expelled from school according to the Franklin Central Junior High Student Conduct Code.

## **NEW STUDENTS**

The principal or designee shall review the attendance and discipline records of a newly enrolled student from the student’s previous school (s) and shall treat documented absences or misbehavior as if they had occurred in FTCSC.

## **FINAL EXAMS**

Each student in attendance shall have the opportunity to take final exams. If a student misses a final exam due to an excused absence, a zero will appear on the report card for the final exam grade and the grade will be calculated accordingly. The student may come in to make-up the final exam. The teacher will then recalculate the grade with the final exam score. All final exams must be made up within five school days unless an alternative plan has been made with the individual teacher. No semester exams will be given early due to test security.

# **STUDENT SERVICES**

## **COUNSELING AND GUIDANCE DEPARTMENT**

The goal of the Franklin Township Counseling Department is to provide a comprehensive, developmental counseling program addressing the academic, career and personal/social development of all students. The school counselors at Franklin Central Junior High are professional school advocates who provide support to maximize student potential and academic achievement. The Counseling Department will make every effort to ensure that all students have a successful academic career by helping students overcome personal and social problems that interfere with student learning and school attendance. Counselors will facilitate communication with parents, teachers, students and community agencies to enhance student success.

The Counseling Department will serve students and parents through programs that address educational assessment, career development, scholarship opportunities and college selection. Counselors will meet frequently with students to help them take full advantage of school programs and activities, thereby allowing them to become the most sought after graduates by colleges, universities, and the world of work.

## **FCJH COUNSELING DEPARTMENT**

Margaret Power  
Anna Sutter  
Kathryn Meredith

Director of Guidance  
School Counselor  
Registrar

## GRADING SYSTEM

<b>Grade</b>	<b>Scale</b>	<b>Grade</b>	<b>Scale</b>	<b>Grade</b>	<b>Scale</b>
<b>A</b>	<b>100-93</b>	<b>B-</b>	<b>82-80</b>	<b>D+</b>	<b>69-67</b>
<b>A-</b>	<b>92-90</b>	<b>C+</b>	<b>79-77</b>	<b>D</b>	<b>66-63</b>
<b>B+</b>	<b>89-87</b>	<b>C</b>	<b>76-73</b>	<b>D-</b>	<b>62-60</b>
<b>B</b>	<b>86-83</b>	<b>C-</b>	<b>72-70</b>	<b>F</b>	<b>59</b>

For purposes of eligibility, honor roll, GPA, and class ranking, the following grade-point values will be used: A (4.0), A- (3.667), B+ (3.333), B (3.0), B- (2.667), C+ (2.333), C (2.0), C- (1.667), D+ (1.333), D (1.0), D- (.667), F (0). For GPA and class ranking, weighted semester grades of C- or better will gain an additional .667 grade points.

### HONOR ROLL

Honor Roll is determined each grading period using the student's unweighted 9 weeks GPA. Students must be enrolled in five (5) solid subjects before being eligible for Honor Roll. Any grade lower than a C- disqualifies a student from Honor Roll.

High Honor Roll	A average for grading period
Honor Roll	B average for grading period

### PROMOTION, PLACEMENT, AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

### NAVIANCE

Naviance is a college, career and scholarship database. In addition to providing students with a list of scholarship opportunities, the ability to conduct online college searches, access to career interest inventories and access to college admissions data, Naviance is also a communication tool between students and their counselor. The guidance office helps students register for Naviance during their 8<sup>th</sup> grade year. If your child does not remember his or her password for Naviance, it can be reset via the Naviance website.

### INFINITE CAMPUS PORTAL

Infinite Campus is the FTCSC vendor for data warehouse (grades, attendance, etc.) and notification system. You have the right to opt out of the Infinite Campus Portal. If you wish to do so, you must notify your school principal in writing in the first 14 days of enrolling your child.

## **STUDENT CUMULATIVE RECORD**

Franklin Township Schools maintain a complete and up-to-date records on all students. The Family Educational Rights and Privacy Act (FERPA) of 1974 deals with the right of privacy of student records.

1. It provides parental access to their children's records until the child is eighteen years of age.
2. It provides for a hearing in which parents may challenge the contents of such records.
3. It spells out who may have access to records without parental permission and when parental permission is required.
4. It allows student records to be sent from one school system to another.  
More specific information concerning this act is available at the school's guidance office.

## **RELEASE OF STUDENT INFORMATION TO A NON-CUSTODIAL PARENT**

The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates that the school protect the privacy of its students and their educational record, however, a non-custodial parent shall be entitled to receive a copy of his/her child's report card and given access to the child's educational record, subject to the following conditions: The custodial parent has not provided the school with a copy of the divorce decree, which specifically prohibits the non-custodial parent from having contact with or information about the child.

## **WITHDRAWAL FROM SCHOOL**

Parents who need to withdraw a child from school should give the school two days' notice before the date of withdrawal. The student or parent must notify the appropriate guidance counselor so necessary preparation can be taken. All library books must be returned to the librarian and any debts must be paid. In order for the school to forward a transcript to the school in which the student intends to enroll, it is necessary for parents to sign a release of information form before a transcript of grades can be released. Textbooks and rental devices will be returned to the designated school employee. If there is any refund of book rental or fees, this will be taken care of at that time. Students will be given a withdrawal form to take to the new school.

## **STUDENT RECORDS**

A "student's record" consists of all official records, files, and data directly related to a student and maintained by the school, intended for school use, or to be available to parties outside the school. Such record encompasses all the material incorporated in the student's cumulative folder and includes but is not limited to general identifying data, records of attendance and of academic work completed, records of achievement in the school curriculum and on standardized achievement tests, results of other evaluative tests (including intelligence, aptitude, psychological, and interest inventory tests), school discipline and health data.

1. Students may obtain copies of their transcript at no charge through August of their graduation year.
2. After that time, they will be charged a fee of \$2.00 for each transcript.
3. Such records shall be the property of the school system. Access to, correction, and disposition of student records is governed by the following policy
  - a. Right of Access. A parent/guardian of a student who is under age of eighteen (18) years and is either currently enrolled in, or the student's records are otherwise maintained by, the school system, has a right to inspect and review such student's record or any part thereof.
  - b. Manner of Exercising Such Rights. Such rights shall be exercised by presenting a written request to the office of the superintendent or his designee. The request shall specify the specific records which the parents wish to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee will immediately contact the parents by letter to determine the desired scope of records to be inspected.  
Such inspection shall be made during reasonable business hours determined by mutual agreement between the school employee and the parents, but in no event shall be more than ten (10) school days after submission of the written request. A school official shall be

present during any such inspection to assist in the interpretation of the records where they reasonably require professional interpretation.

- c. Records Involving More Than One Student. Where the records requested include Information concerning more than one student, the parents shall either receive for examination that part of the record pertaining to their child, or where this cannot reasonably be done, be informed of the contents of that part of the record pertaining to their child.
- d. Students Over 18 Years of Age. Whenever a student has attained eighteen (18) years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to parents under this policy, shall thereafter only be required of and accorded to the student.

## **STUDENT SAFETY**

### **EMERGENCY STANDARD AND RESPONSE PROTOCOL**

#### **Emergency Drills**

- Emergency drills will be held each month of the school year. Students are to follow the directions of the staff; every emergency drill must be regarded as the “real thing” by students and staff. The necessity of a drill is to form habits, which will avoid panic in case of a real disaster.
- The signal for evacuation, or an evacuation drill, is a continuous sounding of the fire buzzer until the building is vacated.
- When the evacuation alarm sounds, all persons must leave the building according to the building evacuation plan. Each student should know the proper exit from the classroom to the outside for every room in which he/she has classes. Directions for drills are posted in every room.
- At the first sound of the fire buzzer, students must form into lines and clear the building as quickly as possible. Students will walk, NOT RUN, when leaving the building. Silence should be maintained during the fire exit to permit proper instructions.
- Teachers should designate a responsible student to close all windows and turn off lights in the classroom. Teachers are expected to check for clearance from their areas and evacuate the building with the students. Classroom doors should be closed but not locked. Teachers should take a class roster with them when leaving the building so attendance can be taken when students are reassembled outside.
- Upon leaving the building, classes should move away from the exits a distance of at least 100 feet where conditions allow. This will prevent the blocking of exits and will allow room for the operation of firefighting and other emergency equipment.

#### **Tornado Drills/Shelter**

- The signal for a tornado warning is a distinct siren warning sounded through the P.A. system. Each student should know the proper exit from the classroom to the evacuation area for every room in which he/she has classes.
- Rules governing tornado drills are as follows:  
Students are to be quiet when leaving the room and remain quiet until they arrive back in the room.
- Students are to walk in single file to their destination.
  - Teachers are to direct their class to their designated area and remain with them.
  - Teachers will make sure there are no students located near glass.
  - Students are to assume the American Red Cross Tornado Safe Position.
  - Students are to walk back the same way as they came from the room.

**Other Disaster Drills** - Other emergency drills may be conducted throughout the school year.

### **FTCSC POLICE DEPARTMENT**

There are three ways to submit anonymous tips to **CRIME STOPPERS:**

**BY PHONE:**

- 317-262-8477 (TIPS)
- 1-800-222-8477 (TIPS)
- Phones are answered 24 hours a day.
- No caller ID.
- Will not ask your name.

**ON LINE:**

- Secure anonymous online form @ CrimeTips.org
- Available 24 hours a day.
- Online identifiers removed.
- Two-way online dialogue with Crime Stoppers

**BY TEXT MESSAGING:**

- Text “INDYCS” + message to 274637 (CRIMES)
- Secure texting
- Available 24 hours a day.
- Phone number removed.
- Two-way anonymous texting with Crime Stoppers.



Crime Stoppers now has a mobile application for tipping. Search the Apple or Android stores for P3tips and then download the free app. You will be able to submit your tip with any photo's or video you want to attach. You can always submit tips by calling 317-262-TIPS (8477) or 1-800-222-TIPS (8477) or go to our website [www.CrimeTips.org](http://www.CrimeTips.org) and submit a web tip.

## HEALTH SERVICES

### CLINICS

Health services include programs, services, and activities that provide for a healthy environment, thereby promoting and protecting the health, learning, and well-being of all students. The school nurse clinics are available for emergencies, injuries, and illness that arise while the child is at school, in addition to management of chronic illnesses and special needs. Each FTCSC clinic is staffed with a Community Health Network nurse (RN or LPN), provided at no cost to the school district. Nurses do not make medical diagnoses. Nurses are skilled in assessment, data collection, planning, intervention, evaluation, wellness promotion, health education, prevention, emergency care, referral, and communicable disease surveillance.

Students must have a CHN Consent to Treat form on file and updated annually in order for the nurse to provide care. Students without permission will be seen for emergencies only. The Consent to Treat form is available during both the new and returning student online registration process. It is also available on the FTCSC website under “Health Services.” Please speak with the nurse at the school if you have questions about the consent form or if you require a paper copy. The clinics are open daily during school hours. Students must have a pass to enter the clinic. Those without a pass will be sent back to class to obtain a pass unless there is an emergent need. The student will be asked the nature of the complaint, may have his/her temperature taken, and may be allowed to rest for a short period of time. Please remember that time in the clinic is time out of class and instructional time is being lost. The nurse will send students home who display outward signs of illness. The nurse will call the phone numbers on file if the nurse feels the student is too ill to be at school, or if a symptom of illness below presents during the school day. It is essential that phone numbers provided to the school are current and up to date. If the nurse is unable to reach a contact, the student will be sent back to class, unless there are signs of a contagious illness. If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

### ALLERGY PRECAUTION

Due to allergy precautions, latex balloons and latex gloves are NOT to be utilized within any FTCSC building.

## **ILLNESS**

General guidelines for illness follow the guidelines, laws, and recommendations of the IN Dept. of Health, the Marion County Health Dept., Community Health Network, and IN Code to prevent the spread of communicable disease. When the nurse calls the parent to pick up the child, it is in accordance with these laws and directives and the public health setting of school. Parents should make every effort to come to the school to pick up their students in a timely manner. Bus transportation cannot be utilized if the child exhibits symptoms of a contagious illness.

Please do NOT send your child to school if one or more of the following symptoms are present: diarrhea, vomiting two or more times in a 24-hour period, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge and redness, or fever of 100 ° or more. Please do NOT send the child back to school until he/she has been fever-free (without fever-reducing medications) and with no vomiting/diarrhea for 24 hours.

Antibiotics prescribed for eye or throat infections must be given for 24 hours before the student returns to school. The school nurse will contact a parent/guardian for pick up from school if any of the above present during the school day. The school nurse may request a doctor's note for return to school if there are symptoms of communicable disease. This will help prevent the spread of infection to others and ensure that the student is feeling better to learn. Students who have had surgery may be asked to provide a doctor's release to return to school.

## **INJURY**

Students who are injured at school should report to the clinic to be assessed at the time of the injury. If a student has a deep laceration, cannot walk, has extreme swelling or pain, obvious deformity, head injury, or any other sign of an emergent/urgent need requiring further evaluation, the nurse will determine the best course of action for the situation. This may include a call for a parent/guardian to pick up, or a call to EMS. The clinics possess wheelchairs for emergency response by school staff only. FTCSC cannot provide a wheelchair or any other medical supplies or devices which may be necessary for student injuries or recuperation from surgeries, this includes: crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

## **MEDICATIONS:**

Medication given for the academic success of students, or other medications given for acute or chronic conditions may be administered by the school nurse. All medications must be provided by the parent/guardian. Any medication that is necessary to be administered during the school day must be brought to the clinic by a parent or guardian. Students are not allowed to transport medications unless they have a consent to self-treat form on file for emergency medications. Medication administration forms are available at each school and online and must be filled out for each medication. Medication forms must be filled out and signed by the parent before a medication may be administered by the nurse. Medications that are prescribed for once, twice, or three times daily administration should be administered at home when all possible. Please consult with your nurse if it is necessary for one of these medications to be administered during the school day. Prescription medications must have the current prescription label with the student's name attached to the medication. Per IN Code, all medications must be in the ORIGINAL containers.

For the safety of your student, medication received in a baggie or envelope cannot be given. More than a 4-week supply of medication should not be brought to the school, as controlled substances are counted daily by nurses, and upon receipt in the clinics. Expired medications and prescriptions with a label more than a year old will not be accepted. Over-the-counter (OTC) medications provided by the parent may be stored in the clinic to be given by the school nurse. A signed medication consent form must be filled out for each medication. The label on an OTC serves as the guideline for dosing and frequency, including appropriate duration before a doctor is consulted. If the parent desires a dose or schedule that is different than the label, a physician's order shall be necessary for administration. If cough drops are needed, we suggest supplying a hard candy to be substituted for the same effect. This allows the student to remain in the classroom during educational time.

Students less than 12 years of age must have age-appropriate children's medication. Aspirin cannot be given to students, due to risk of Reye's syndrome—please check labels of various pain relievers and stomach medications to make sure aspirin, salicylates, or bismuth are not ingredients. Supplements, Vitamins, Non-FDA approved medications, and essential oils are not appropriate for school and will not be dispensed by the nurse. Medication policy is available online. A physician's order and signed permission to self-carry form is necessary in order for an emergency medication prescribed for life-threatening conditions to be carried and administered by a student during the school day. Examples are Epi-pen and Albuterol. We recommend keeping an additional supply in the clinic in case of student need. Emergency medications that are controlled substances will be kept in the clinic.

### **LICE**

Students who exhibit scratching or evidence of live bugs in the hair may go to the school clinic for evaluation by the school nurse. The school nurse will examine the student's hair and scalp in a confidential manner. If live lice (crawling bugs) are visualized, the parent/guardian shall be contacted by phone. Factors such as the severity of infestation, child's age, or other health concerns influence professional judgement regarding parent pick up and recommendation of treatment options. If nits only are visualized, the student may remain in school and the parent will be notified of need for treatment by the end of the school day. Nits closer than ½ inch from the scalp may be viable and require parental action at home.

Once confirmed, students with live head lice must be cleared by the nurse in order to return to school. Students should be brought to the clinic by the parent after treatment to be cleared prior to their return to classroom. School Nurses may offer educational assistance with strategies for prevention and ways to enable the student to return to school as soon as possible.

### **MISCELLANY**

In the event that Indiana Poison Control is consulted, the instructions received shall be absolutely followed by nurses/school personnel, to include emergency transport.

It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies/food for any type of special need, etc.

Immunization records are reviewed at the time of enrollment and throughout the school year to keep accurate compliance rates in the school. Per Indiana state law, students must be up to date with required immunizations prior to the first day of school. Parents will be informed about changes in state laws pertaining to immunizations prior to the start of each school year. All students must meet state requirements for immunizations. Students may be excluded from school if immunizations are not up to date. Please contact your building nurse for further information.

All students are expected to be independent in caring for their toileting needs, and will be given the necessary items to clean themselves in case of an accident. Parents of young students are encouraged to provide spare items in the student's backpack.

Extra clothing will be provided when available and should be laundered and returned to the school when lent out. If clothing is not available, the nurse will contact the parent to provide clothing.

Vision (grades 1, 3, 5, 8) and hearing (grades 1, 4, 7, 10) screenings take place during the year and are performed by the school professional staff, eye doctor, or health department. Referrals for follow-up are mailed to the home. Parents should make every effort to act promptly if a referral is received, as vision and hearing deficits greatly impact educational performance. The handbook shall serve as notice that screening will occur. Check buildings' calendars for specific dates.

# BUS REGULATIONS

## PERMANENT BUS STOPS

- Permanent bus stops will be established by the Franklin Township Community Schools and are subject to change by (FTCSC) Transportation Office. Bus stops will be published annually and made available to the community via the FTCSC website. Bus stops will be located on publicly serviced roadways. Buses will NOT load/unload students at businesses, parking lots, or areas deemed unsafe by the Transportation Department. Students must use the bus stop assigned to them.
- FTCSC cannot send buses into new neighborhoods under construction until buses can get through safely.
- Students and parents are required to ensure the safety of all individuals to and from the bus stop and while waiting for the bus.
- Students that do not reside in a neighborhood and reside off of a main roadway will be picked up at their driveway.
- ***Bus drivers are not authorized to change, edit, or add bus stops to their route. Please do not approach the driver at the bus stop. Requests or concerns are handled by the FTCSC Transportation Office.***
- Students need to be at their scheduled bus stop at least 10-minutes prior to the time scheduled.
- Addresses must be kept updated with registration at the student's home school. Transportation cannot change addresses.
- 

## CUL-DE-SACS/COURTS/DEAD END ROADWAYS

- FTCSC will not allow its buses to travel down cul-de-sacs, courts, or dead end roads due to inherent risk. Exceptions are made for special needs buses.
- Buses will not use driveways to turn around.

## BUS ROUTES AND CHANGES

The change must be permanent and a consistent daily pick-up or drop-off location (no variant day/week locations will be approved). In order to provide a safe and secure experience for our students, **FTCSC is unable to temporarily alter a student's scheduled stop location** and or route. This ensures that all students will be picked up and dropped off at the appropriate time and location. In addition, this allows FTCSC to maximize bus capacity and routing efficiencies. Transportation can only provide rides to and from the assigned bus stop. Please do not send notes to the school, give notes to the drivers, or contact the transportation office with requested changes as they will be unable to assist and may create confusion. Thank you for your understanding on this matter.

- Bus routes will be designed to utilize the maximum capacity rating for each bus. Routes will be designed and built for students to ride to and from their assigned stop based on their home address or daycare provider
- If you are using a daycare provider please use the **Pick-up/Drop-off Information Form**, which is available at school offices, and CTEC (Administration Office on Franklin Rd) and on our school web page. This form may be turned into the school office or faxed to the Transportation Office at 317-803-5070 or emailed to [transportation@ftcsc.org](mailto:transportation@ftcsc.org). Changes may take up to 3-5 days to process. Parents/Guardians should have a back-up plan in place until services are altered to accommodate requests. **No changes may start until approved, authorized and scheduled by the FTCSC transportation office.** Once the request is approved the Transportation Office will notify the bus driver and guardian of the student with the start date and routing information.
- Due to bus capacity and routing efficiencies students will NOT be able to use multiple bus stops or day variant scheduling. We do not issue bus passes or honor requests from parents.
- There may be times routes may need to be consolidated to account for shortage of drivers or situations unforeseen by the transportation office.

- In the event the transportation department changes a bus route and the times are altered more than +/-10 minutes students and parents will be notified via letter and/or email indicating the schedule changes at least 3 days prior.
- One week prior to school starting bus route information will be available on the corporation website; [www.ftcsc.org](http://www.ftcsc.org). Use the login and passwords provided on that page. In the event last minute changes may be made it is recommended to double check the night before school starts.
- Franklin Township CSC Transportation Facebook page will have posting of changes along with daily notices of buses running later than 10 minutes.

### **BUS STOP ETIQUETTE**

The bus stop is considered school property. Students and parents are to respect the property where the bus stops are located. Individuals are not to damage or vandalize the property where the bus stops are located. Failure to comply may result in a loss of riding privileges.

### **LOADING AND UNLOADING SAFETY**

- Students are to wait at least 10 feet away from the curb and in a straight line while waiting for the bus.
- Students that are required to cross the street must cross in front of the bus, ONLY after the driver has activated the red warning lights, stop arm, and they are indicated by the driver that it is safe to cross.
- Students are NOT to cross behind the bus. Due to the severity of the safety risk, students that cross behind the bus may lose riding privileges.
- Students are to be at their bus stop ready to board the bus at least 10 minutes prior to scheduled pick-up time. Students that are not at the bus stop and visible to the driver may be missed. Buses will not be sent back to retrieve students that missed the bus.
- If a student misses the bus they are NOT to chase, follow, or board the bus at any other location other than their assigned bus stop. Doing any one of these can be extremely dangerous and can result in serious injury or death. Students chasing buses or boarding at a different stop will receive a one-day suspension.
- Students at the bus stop should not engage in any horseplay. Pushing, shoving, chasing, etc.
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### **CONTACT**

In order to maintain bus routes running in an efficient and timely manner, we request that all communication be handled through the Transportation Office and not at the bus stop. In the event you need to get a hold of your child's bus driver to discuss a disciplinary concern, bus times, or items related to the bus ride please contact the Transportation Office (317-862-2314) and a message will be left for the driver.

### **BUS SAFETY DRILLS**

Throughout the school year students will participate in bus safety drills. The dates will be posted online. This program is to help assist students in the education process of understanding their role and what to do in the event the bus needs to be evacuated.

- Students will be taught how to evacuate, where to evacuate, and how the emergency exits operate.
- Students shall dress accordingly on these dates as they will be evacuating out of the bus through the front, middle, or rear exits.
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### **CARRY-ON ITEMS**

Carry-on items must fit the following criteria:

- Fit on top of student's lap
- Sit below the lower window level
- Are not to interfere with other students sitting in their seat.
- Must keep the aisle and emergency exits clear; per state law.

Students are not to bring toys, speakers, collectible cards, laser pointers, balloons, or other distracting items to school or onto the bus. Headphones must be used when listening to music on an electronic device. Students must have one ear uncovered to hear info from the bus driver. Any items needed for a school project, etc. should be kept in the students' back pack. Items that do not fit in the backpack or do not meet the above criteria, may not be transported. FTCSC is not responsible for loss, damage or theft of electronic devices or other items brought onto the bus. Drivers may have additional policies per their own discretion. Videos and photos are NOT to be taken on FTCSC buses.

### **BUS RULES**

The bus is an extension of the school therefore students are expected to follow the same rules that apply in a classroom. In addition, students are expected to follow the Bus Discipline Plan listed below: Failure to follow the Bus Discipline Plan may result in a loss of bus riding privileges:

### **EXPECTATIONS FOR RIDING A FTCSC BUS:**

- Follow directions first time given
- Treat other riders with respect and consideration to safety
- Be at the designated stop prior to the bus arrival
- Go straight to the assigned seat and remain seated while the bus is in motion (use seatbelt if applicable).
- Keep all items in a bag that is small enough to be held in the lap. All items must be maintained in the space of your child's seat and may not be in the aisle or impede into the space of others.
- If allowed at your school electronic devices, food, gum or drinks are to be kept in the back pack.
- Be responsible for your belongings; items that could be lost damaged or stolen are not the responsibility of FTCSC.
- Ask before putting windows down.
- Keep your hands, feet and objects to yourself and inside the bus.
- Use kind words and talk with appropriate voice levels.

### **INFRACTIONS THAT WILL RESULT IN IMMEDIATE SUSPENSION FROM THE BUS:**

- Verbal or physical abuse of students or staff
- Destruction or vandalism
- Possession of sprays, combustibles, tobacco, e-cigarettes/vapes alcohol, drugs or weapons (guns, knives, lighters, etc.)
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### **Bus Discipline Action Plan**

Please be aware that the following is just a guideline. Serious infraction may dictate a more severe action. When able, the driver will verbally warn the student and or move seats. After that the driver is instructed to follow the discipline plan as outlined:

1. **WARNING:** No time off the bus – Form sent home for parent awareness only
2. **FIRST ACTION:** One day off the bus- Form sent home
3. **SECOND ACTION:** 3-10 days off the bus - Form sent home
4. **THIRD ACTION:** Up to remainder of the school year off the bus - Form sent home

Any Form sent home will have two sheets. The white copy is for the parent/guardian to keep. **The yellow requires a parent/guardian signature and is your child's pass to get back on the bus.** This ensures the Transportation Department and school that you are aware of the incident. **FTCSC staff will use all means possible to investigate discipline complaints. Video viewing is done by FTCSC transportation staff and building principals/deans. However, to protect the privacy for ALL FTCSC students we do not allow parents to view video.**

Parents may contact the Transportation Office at (317) 862-2314 with any transportation concerns

# STAR EXPRESS CHILD NUTRITION MEAL PROGRAM

Go to: <https://ftcsc.org/nutrition-department> and <http://www.ftcsc.nutrislice.com> to find a more complete list of what your child nutrition program is doing for your students. Also available: menus, meal prices, nutritional data and requirements, payment options, charge policy, allergy management, free & reduced meal application, Summer Servings, wellness policy, and contact information. As a result of the USDA Nutrition Standards for the National School Lunch, five meal components are offered daily with a variety of choices in each category. Of those five components (Meat/meat alternative, grain/bread, fruit, vegetable and milk), the students must choose at least 3 different components. Each student is **required** to take either a fruit or vegetable serving as part of the reimbursable meal and may take up to two fruits and/or two vegetables as part of their meal. Star Express offers breakfast daily and provides a variety of entrees that are whole grain rich and packed with essential vitamins and minerals needed for everyday function. Four food items from 3 meal components are offered each day at breakfast. Of those four food items (Meat/meat alternative, grain/bread, fruit, and milk), the students must choose at least 3 different items. Each student is **required** to take the fruit or juice serving as part of the reimbursable meal. Federal regulations require that meals are priced as a unit and no reduction is given if a student takes less than the offered items. Students are encouraged to take all of the items offered. In addition, a la carte items are available for purchase.

The child nutrition department uses a computerized meal payment system. The district uses multiple options for student meal checkout including but not limited to; pin numbers, barcode scanners, class rosters and biometrics. The system allows a student to make payments into his/her own personal account. Prepayments for meals are encouraged to reduce the need for frequent deposits and daily cash handling; however, he/she may still pay cash daily. Either cash or checks will be accepted for deposit. In addition, on-line payments can be made through [EZSchoolPay.com](http://EZSchoolPay.com) with a debit or credit card. EZSchoolPay is accessible through the district website. An account balance cannot be shared by different children in the same household. Money in a student's account may be used for complete meals and a la carte sales. The system allows one student meal for breakfast and one for lunch. All other purchases will be charged at a la carte pricing.

If a household chooses not to use EZSchoolPay, students paying by check/cash may drop off their deposit to the main office drop box or to the Child Nutrition office by 9 a.m. Elementary students are to bring checks or cash in an envelope marked with the child's name and teacher's name on it and submit it to the classroom teacher each morning. Deposits are also accepted on the line. We request that you write the child's name on checks. Checks should be made payable to Franklin Township Food Service (FTFS). In order to expedite the line speed, a "no cash back policy" has been implemented for Intermediate, Junior High and High School students. Any remaining cash paid at the register will go into the student's account instead of refunding it to them.

Eligible students may qualify for free or reduced price meals. Applications are available online at the Franklin Township Community School Corporation Child Nutrition website. Students may charge a full reimbursable meal (entrée, up to two fruits and/or two vegetables and a milk). Charges are not permitted for a la carte items. Students/Parents are informed of low account balances by three different methods: (1) Verbal reminders from the cashier, (2) Emails sent home weekly on accounts with balances greater than (-\$10.00), (3) Parents can sign up with EZSchoolPay to receive low balance reminders, free of charge. Utilizing EZSchoolPay is highly encouraged by the child nutrition department. Parents/Guardians are responsible for the maintenance of their students' account. At the end of each semester, any account that is greater than (-\$20.00) will be sent to RMP Credit for collections. Funds remaining in the students' meal account at the end of the school year will be applied to the students' balance for the next school year. Inactive accounts (withdrawn or graduated students) are eligible for refunds with a written request to the Child Nutrition Department or by submitting the request via the form on the Child Nutrition Department's webpage. The request must be submitted 30 days after the end of the school year, or 30 days after the date the student leaves the district.

We encourage parents to join their child for lunch and may use their student's meal account if they so choose. If

your student has a diet restriction/food allergy that requires monitoring, please contact your school's Community Health Network RN. The district procedure can be found at <https://ftcsc.org/health-services/forms>. If you have any questions regarding the meal program, please contact the Star Express manager and/or visit our website:

<https://www.ftcsc.org/nutrition-department>

<http://ftcsc.nutrislice.com>

(web based menus)

email: [StarExpress@ftcsc.k12.in.us](mailto:StarExpress@ftcsc.k12.in.us)

*Follow us on Facebook and Twitter! @ FTStarExpress*

### **CAFETERIA**

1. Students may bring a lunch from home, but all students MUST eat in the cafeteria unless authorized by a teacher or administrator.
2. Students are to enter by the cafeteria doors and proceed immediately to a seat or lunch line. Students will be released by a cafeteria supervisor to ensure an orderly transition in and out of the cafeteria.
3. After students' finish lunch they should return their tray and any cartons, napkins, straws, wrappers or other papers to their proper disposal areas when directed to do so. Students should leave the area at the table clean and tidy, ready for the next student.
4. No food or drink is to be taken from the cafeteria. Students should never play with, or throw food items.
5. Arrangements can be made to go to the restroom during the lunch period.
6. Students should be courteous to cafeteria personnel, teachers and other students.
7. Students that do not meet behavioral expectations may be removed to another setting outside of the cafeteria.

### **AID FOR QUALIFIED FAMILIES FOR BOOK RENTAL, FEE AND FREE OR REDUCED PRICE LUNCHES**

Indiana Code, Section 20-8.1-3.28 provides that parents of a child or children who do not have sufficient means to furnish their child with books and instructional fees shall have such rental fees supplied by the school corporation and the school corporation will secure reimbursement for the same from the state.

- Additional information and applications for aid will be available at registration (on book rental day) or in the office. In the operation of these procedures, no child shall be discriminated against because of race, sex, color or national origin.
- The superintendent's office has a copy of the complete policy, which may be reviewed by any interested party.

### **BOOK RENTAL AND STUDENT FEES**

A student's Textbook Rental & Fees are determined by the course in which they are enrolled. Textbook rental money must be paid in full within the first two weeks of school. All parents and legal guardians are financially responsible for textbook rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extracurricular activities and fundraising. Parents and legal guardians are also responsible for all reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balances.

Students who enroll during the first and third grading periods will be charged total book fees. Students who enroll during the second and fourth grading periods will be charged a pro-rated amount for rented textbooks. Workbooks, lab fees, consumables, activities fees, gym suits, industrial art kits and business practice kits will be full price.

Students who withdraw during the first and third grading periods will be refunded one-half of their book rental. Fees for consumables, activity fees, workbooks, industrial arts kits, business practice sets, lab fees and gym suits will not be refunded. No refunds will be given to students who withdraw during the second and fourth grading periods.

Schedule changes made after fees are collected will be due within five working days of the change. If a credit is due in the amount of \$10 and under, that amount will be applied to second semester fees. Amounts over \$10 will be refunded by check and mailed to a parent or guardian. A student who drops a class during the second and fourth grading periods will not receive a refund for the class.

## **TECHNOLOGY AND STUDENT INFORMATION**

### **MEDIA REQUESTS FOR STUDENT PHOTOS AND NAMES**

The Franklin Township Community School Corporation is often asked by local newspapers, television stations and web news sites to supply photographs and names of students involved in a variety of activities, clubs and special events. We release this information to those outlets unless a refusal is on file for the current school year. You have the right to request that the school not disclose any or all information. If you do not wish for your child's name and/or identifying information or photo to appear in any school or school related publication or announcement, please notify your child's principal in writing within 14 days of the start of the school year or within 14 days of enrolling your child. If submitted after the first 14 days of school or enrollment the school will make an effort to withhold publications, but no guarantees will be made due to productions that may have occurred prior to the request.

**PARENTS:** We respectfully ask that you refrain from using your camera or smart phones to take pictures of children other than your own while at school or at school related functions. We like to respect the privacy of all of our students and families.

### **INTERNET, TELECOMMUNICATIONS AND E-MAIL**

We are pleased to offer the students of Franklin Township access to Internet and other telecommunication services. Access to the Internet will enable students to explore thousands of libraries, bulletin boards, and other computer networks for educational purposes. Families should be warned that some material accessible via the Internet may not be appropriate for students use. We understand the risk involved but believe the benefits to students in the form of information and opportunities for collaborations exceed any disadvantages. We will work to educate our students on appropriate use of the network. However, it is ultimately parents and/or guardians of minors who are responsible for seeing and conveying the standard their children should follow when using media and information services.

### **STUDENT RESPONSIBLE USE POLICY**

We seek to provide a productive and positive learning environment for our students. An increasing part of this environment includes technology. Students agree to read and follow all guidelines set forth in the board-approved student responsible use policy (RUP). The most current version is available on the FTCSC Information Technology website located at <https://ftcsc.org/information-technology/>.

## **DISCIPLINE**

The Board believes that the education of each student can be achieved only in an orderly and disciplined

environment. The superintendent shall establish reasonable rules and regulations for student behavior that promote the attainment of educational goals set by the Board. The superintendent shall make these written rules and regulations available to students and parents at least annually. When students choose to conduct themselves in such a way that they are in violation of established rules and regulations they shall be disciplined in an appropriate manner.

The superintendent shall establish, implement and support discipline procedures appropriate to the age and the misconduct of the student. These procedures shall also include a process whereby a principal may remove such student from school and at the time insure that these students' rights to due process are not violated.

### **FCJH'S DISCIPLINE PHILOSOPHY**

A major purpose at Franklin Central Junior High School is to establish a climate in which all students are able to learn with a minimum of disruption and interference; consequently, all students at Franklin Junior High School are expected to behave in a way that does not disrupt or interfere with the education of fellow students. The guidelines for student conduct contained in this handbook have been established to set a standard of student behavior, which will allow our school to accomplish, with maximum effectiveness, its primary purpose—the provision of the best educational opportunity for each student.

Administrative decisions in disciplinary matters will reflect the laws of the State of Indiana and the student behavior codes established by Franklin Central High School. The seriousness of the offense committed by each student and the degree to which the offense interferes with the educational function and purposes of the school will determine the type of disciplinary remedy, which is applied.

The jurisdiction of Franklin Central Junior High School to enforce these codes and guidelines extends to any activity for which Franklin Central Junior High School is responsible, whenever and wherever it occurs. Students are also subject to this jurisdiction while traveling to and from any school-related activity, whatever the form of transportation may be.

### **FRANKLIN CENTRAL JUNIOR HIGH SCHOOL'S EXPECTATIONS**

In order for each Franklin Central Junior High students to have a clear understanding of what is or is not expected from him or her, the following guidelines for student behavior are outlined. For each offense there will be disciplinary action taken which may include suspension or expulsion from school. Withholding of information concerning student(s) infractions is a violation of this code. The administration will determine the severity of disciplinary actions to be taken for any offense

#### **WHERE?**

The following infractions could take place:

- A. In the school building or on its grounds
- B. Traveling to or from school
- C. Off school grounds at a school function
- D. Traveling to or from a school function

#### **WHEN?**

The following infractions could take place:

- A. Before, during or after school
- B. Before, during, or after any school function
- C. Any time at school
- D. Before, during, or after school or school function, riding a bus
- E. Before, during or after school or school function, riding in a car

## WHAT?

1. **WEAPONS** - In Possession of, Transmitting, Selling and/or using Weapons; Being with someone who has, transmits, sells or uses a weapon; or Knowledge of Deadly or Dangerous Weapons...for example:

- A. Knife
- B. Blackjack
- C. Gun
- D. Toy Gun
- E. Water gun of any type
- F. Pellet Gun
- G. BB Gun
- H. Bullets
- I. Brass Knuckles
- J. Mace/Pepper Spray
- K. Any chemical spray propellant

Because the FTCSC believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the school administration. Failure to report such knowledge is a violation of this code.

2. **THEFT / VANDALISM** - Breaking into belongings, stealing from, or vandalizing any property or aiding or assisting another student in breaking into belongings, stealing from, or vandalizing any property belonging to students, teachers, administrators, substitute teachers, student teachers, guests in the building, security people, support staff, any vehicle, school grounds, or the school itself

- A. Stealing
- B. Destroying
- C. Defacing
- D. Writing on
- E. Painting on
- F. Carving on
- G. Breaking
- H. Damaging
- I. Tearing
- J. Burning
- K. Using bodily waste inappropriately
- L. Being a lookout for offenders
- M. Misusing
- N. Helping someone in any way to do these things

3. **DRUG / ALCOHOL** -Possessing, Transmitting, Being under the Influence of or Withholding Information about:

- A. Marijuana
- B. Alcoholic beverage
- C. Someone else's prescription medication
- D. Non-prescription drugs, unless properly authorized.
- E. Narcotics
- F. Amphetamine
- G. Hallucinogen
- H. Inhalant
- I. Barbiturate
- J. Intoxicant of any kind

- K. Lighters or matches
- L. Paraphernalia for drugs or tobacco
- M. Any other substance that is controlled/illegal, or represented to be
- N. Improper use of prescription drug

Withholding of information about student(s) possession, use and/or transmission of drugs, alcohol, paraphernalia and look-alikes is a violation of this code.

4. **TOBACCO** - Possession/use of smoking materials, tobacco products or vaporizers (i.e. cigarettes, chewing tobacco, lighters, electronic cigarettes, nicotine or other vaporizer paraphernalia, etc.).

5. **FIGHTING** - Fighting: Engaging in a physical contest or struggle with one or more persons, in the course of which punches are thrown or any part of the body is used either aggressively or in retaliation for the purpose of restraining or inflicting injury or pain upon another. The definition of self-defense per Franklin Township Community School Corporation is a reasonable and non-aggressive way to defend oneself against an aggressor.

6. **BULLYING** - Franklin Township Community School Corporation prohibits bullying in all forms. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest and/or prosecution. "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to his or her person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities or privileges provided by the school.

**Reporting:** Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor or administrator (including the Corporation Lead Administrator). All staff, volunteers and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Corporation Lead Administrator. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, staff members, visitors or volunteers who make false reports of bullying.

7. **INTIMIDATION / HARRASSMENT** (Student/Staff) - Placing another person in fear of physical harm through actions or words.

8. **GROSS INSUBORDINATION / DEFIANCE** - Continued refusal to obey a teacher's or staff member's order or direction in an emotionally charged or volatile situation, or involving the safety of people. Failure to comply with a reasonable request may be considered gross insubordination.

9. **INTERNET ABUSE / TAMPERING WITH COMPUTERS** - Any misuse or abuse of telecommunications privileges, including but not limited to acceptable use privileges, access, etiquette, security, disk use, and vandalism determined by the Internet use committee; using a device in any manner other than its intended

educational purpose.

10. **BATTERY** - The act of touching another person in a rude, insolent or angry manner, which could potentially result in injury.

11. **VERBAL/RACIAL ABUSE (STUDENT)** - The use of foul, lewd or offensive language or gesture against a student.

12. **VERBAL/RACIAL ABUSE (STAFF)** - The use of foul, lewd, threatening or offensive language or gestures against a staff member/adult.

13. **SEXUAL HARRASSMENT** - Unwelcome sexual advances, requests for sexual favors, and any other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student.

14. **IMPROPER SEXUAL CONDUCT** - Engaging in improper sexual conduct, making improper sexual advances or contact, either with part of the body or with an object. Also, sending, sharing, viewing or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

15. **FAILURE TO COMPLY** - Failing to comply with school personnel when under school jurisdiction.

- A. Disruption of class
- B. Noise
- C. Disrespect
- D. Defying
- E. Threatening
- F. Ignoring
- G. Disobeying school rules, classroom rules or oral directions
- H. Failing to accept assigned punishment
- I. Refusing to identify self
- K. Forging
- L. Running/horseplay (Engaged behavior that interferes with student safety or learning)
- M. Lying
- N. Leaving school without permission of an administrator
- O. Driving to school without proper permit or permission from administration

16. **INDECENT EXPOSURE** - The intentional act of exposing private parts of the body in a lewd or indecent manner in a public place.

17. **PROFANITY / OFFENSIVE LANGUAGE** - Use of profanity, offensive language or inflammatory actions that could create a disturbance:

- A. Swearing/ Cursing
- B. Using degrading racial, ethnic, religious or sexual words or phrases
- C. Obscene gestures, noises, gang signs/signals
- D. Wearing clothing that is profane, sexually suggestive, advertising or alluding to drugs or alcohol, or any attire that is inappropriate for the school setting.

18. **EXPLOSIVES** - Possessing, selling, transmitting or giving away any explosives, fireworks, or incendiary devices or objects, for example:

- A. Smoke bombs
- B. Firecrackers
- C. Stink Bombs
- D. Poppers
- E. Chemical explosives

Withholding information about such items is a violation of this code.

19. **TARDIES / FOGERY / Truancy** - Tardiness, cutting class, forgery, false reporting of attendance, truancy, or helping someone else to cut class, forge, or be truant.

20. **UNEXCUSED ABSENCE:** Cutting class, missing one or more periods

21. **FALSE REPORTING / EQUIPMENT TAMPERING** - Setting off a fire alarm, calling in a false alarm (fire or bomb), encouraging or helping another student set off or call in a false alarm (fire or bomb), or spreading rumors of a fire or bomb. Setting fires at school or any threat to the school, staff or students.

22. **CHRONIC / HABITUAL OFFENDER** - Being a chronic or habitual offender. A review of a student's behavior and academic record will be made by the administration at the 10th violation of the discipline code (fewer if offenses are of a serious nature).

23. **UNLAWFUL RETURN** - Returning to school or a school function for any reason while serving an out of school suspension

24. **UNLAWFUL ENTRY** - Going into unauthorized areas in or on the school building, helping, or encouraging another student to go into unauthorized areas in the school building:

- A. Bookstore
- B. Departmental offices
- C. Teachers' restroom
- D. Into upper level of building through the ceiling or roof
- E. A class when or where the student is not assigned
- F. Cafeteria kitchen
- G. Custodians' work area
- H. The carpeted area during student's assigned lunch times
- I. Any other area where not assigned
- J. Leaving school building without permission
- K. Loitering outside the school building

\*\*These restrictions also include leaving the lunchroom area during lunch period and going through the hallways without a pass, or using restroom outside of the cafeteria area during lunch periods.

25. **TRESSPASSING** - Going into or being in or on the school or grounds without proper supervision

26. **PROHIBITED USE OF KEYS** - In possession of, transmitting, stealing, selling, giving away, replicating keys

27. **GAMBLING** - Any form of gambling by students is strictly prohibited. Students are also prohibited from the unauthorized selling, buying trading of ANY items including to/from school.

28. **PROHIBITED USE OF ELECTRONICS** - Unauthorized possession and/or use on school grounds during school hours of an electronic communication device (ECD), handheld portable cell/cell camera phone, pager, text-messaging device, music device, PDA, etc.

- A. Use of these devices is prohibited at all times, unless given explicit permission by a teacher or administrator.
- B. Students are prohibited from using ECDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit

audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

- C. The use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool.
- D. Recording, possessing, and/or transmitting any images of a violation of the school handbook policies is considered a violation of this code.
- E. Where reasonable suspicion exists, school officials may examine electronic devices for evidence of student conduct code violations.
- F. Confiscated electronic devices may only be returned to parents/guardians listed in Infinite Campus
- G. While every effort is made to safeguard confiscated items, the school and school corporation are not responsible for damage or disappearance of any confiscated item. Students are expected to ensure that all non-school related electronic devices are not to be brought to school. School employees and/or school officials are not responsible for lost/stolen electronic devices.
- H. Violation of this policy may lead to confiscation of ECD for a period of 2-30 days. Refusal to comply with the confiscation of items in violation of this policy may lead to out of school suspension.

29. **UNAUTHORIZED TRANSPORT** - Driving, riding or transporting students to and/or from C-9 without permission.

30. **RECKLESS DRIVING** - Driving in an unsafe manner or breaking any laws having to do with driving.

31. **CHEATING** - Use of any unauthorized assistance, or giving unauthorized assistance to another student, in the completion class assignments/tests.

32. **PLAGIARISM** - Claiming to be the author of material that someone else actually wrote or the use of another's production without crediting the source.

33. **SUBSTANTIAL DISRUPTION TO THE SCHOOL PROCESS** - A violation of any school rule which causes a substantial disturbance to the learning environment or safety of students, staff or others.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Level 6 felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences

should this occur in our school system.

### **GUM AND CANDY**

Students may not chew gum or consume candy unless given explicit permission by a teacher or administrator. Quantities of gum or candy in possession by students may be confiscated.

### **DRESS CODE STANDARDS**

Students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. Whenever a school official considers a student's appearance to be inappropriate, immodest or distracting to the educational environment, a conference will be held and the student will be asked to make the necessary accommodations. The following are examples of clothing or items that are considered to be inappropriate:

- Clothing and/or any adornment displaying messages not appropriate for school. Examples would be messages containing profanity, sexual innuendo, depicting violence, and references to drugs, alcoholic beverages or tobacco products. Clothing revealing bare midriffs, shirts and tops must be able to be tucked in
- Clothing which reveals undergarments or the lack of undergarments
- No head coverings, except those worn for religious purposes, may be worn. Other requests must be submitted in writing to the principal. Hats are not to be carried or displayed. Examples of headwear would be sweatbands, scarves, bandanas and earmuffs.
- Heavy winter or long coats worn in class or throughout the school day in the building
- House slippers and gloves
- Sagging pants or shorts worn more than two inches below the hips
- Shorts, pants, skirts and dresses need to be of an appropriate length. The guide to use is the length of the fingers as the arm hangs down the side
- Strapless, spaghetti strap, or tank tops. Studded or spiked items, chains, or any item that might cause a concern for student safety

\*Students who violate the dress code will face disciplinary action. The administration reserves the right to determine appropriate dress or attire.

### **VIOLATION OF THE DRESS CODE**

Upon seeing a student in violation of the dress code, teachers or staff members will submit a referral in Infinite Campus for the student. When possible, the classroom teacher will send the student to the Dean's office the last few minutes of the class period. In extreme cases, it might be necessary to refer the student to the Dean's office immediately. First Offense – a disciplinary referral will be logged and parent contact will be made. Second Offense (and all thereafter) – a disciplinary referral will be logged and the offense will be considered a failure to comply with school rules (see rule #17) and the appropriate consequence will be assigned.

### **GANG RELATED ACTIVITY**

The School Board of the Franklin Township Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

- (1) either promotes, sponsors, assists in, participates in; or
- (2) requires as a condition of membership or continued membership; the commission of a felony or

an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Anyone who believes that a student is possibly involved in a gang or is a victim of gang related soliciting or activity is to immediately report the activity to a school administrator, teacher or school safety officer.

### **DISCIPLINARY ACTIONS**

Disciplinary action taken by officials at Franklin Central High School will be in accordance with guidelines set forth in IC 20-33-8. Such action may occur in the following forms:

- **AFTER SCHOOL DETENTION (ASD)** - mandatory study hall held on Wednesdays after school. Students must bring study materials. Failure to serve a detention without prior permission will result in a Friday School or In School Intervention Out of School Suspension. Detentions will not be rescheduled without permission of the dean's office, and such rescheduling will only be considered upon parent request prior to the originally scheduled detention. Failure to cooperate while in detention will result in Out of School Suspension. A no phone day may be offered as an alternative to detention.
- **WEDNESDAY EXTENDED SCHOOL DAY (WESD)** - mandatory attendance up to 3 hours on a Wednesday afternoon. Failure to serve WESD without prior permission will result in an In School Intervention.
- **IN-SCHOOL INTERVENTION CENTER (ISI)/REDIRECTION CENTER** - denial of permission to attend regular classes. Students will be placed in the In-School Intervention room for a period of time, depending upon the severity of the offense. This time will be considered excused from class. During In-School Intervention, students will be required to complete assignments and a self-evaluation of behavior problems. Failure to cooperate in In-School Intervention may result in Out of School suspension.

**Students are not allowed to attend or participate in any after school activities on the days they are assigned to ISI or OSS.**

- **OUT-OF-SCHOOL SUSPENSION** - denial of permission to attend classes for a designated period of time. The period of suspension may range from one class period to ten days, depending upon the severity of the offense. Suspensions will be served out of school. Parent/guardian may request assignments assigned while student is suspended out of school. To receive credit for the work, the student must complete and turn in all work at the beginning of class on the day the student returns to school. Quizzes and tests will be administered upon return to school. Students on suspension are prohibited from returning to school campus or any school activity prior to their official return to school. Violators are subject to a charge of trespass or further disciplinary action, per IC 35-43-2-2 Criminal Trespass, Sec. 2 (a) A person who: (1) not having a contractual interest in the property, knowingly or intentionally enters the real property of another person after having been denied entry by the other person or that person's agent. VIOLATION OF THIS DIRECTIVE AND STATUTE not to return to Franklin Township Schools properties and/or activities MAY RESULT IN ARREST.\*
- **EXPULSION\*** – Expulsion means any disciplinary action whereby a student is expelled from school attendance for violation of a school policy or regulation for a period in excess of ten days or is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year Expulsion - denial of permission to attend classes for a period of time greater than ten days. The procedures outlined in the Indiana Student Conduct Code will be followed.
- **ALTERNATIVES** will be sought by the administration in cases where the above actions are deemed inappropriate. Additional disciplinary actions authorized under IC 20-33-8-25 include:
  - Assignment of up to 120 hours of Community Service.
  - Counseling with a student or group of students.
  - Conferences with a parent or group of parents.

- Assignment of additional work.
  - Rearrangement of class schedules.
  - Restricting extracurricular activities.
  - Removal of a student from school sponsored transportation.
  - Assignment to an alternative education program.
- **DRUG DIVERSION PROGRAM**- Franklin Township Community School Corporation may provide an option for service to designated students who violate school rules involving drug or alcohol abuse. Referrals will be limited to first-time offenders and non-providers.
  - **REVIEW OF STUDENT’S BEHAVIOR AND ACADEMIC RECORD** - A review of a student’s behavior and academic record will be made by the administration at the 10th violation of the student conduct code (fewer if offenses are of a serious nature). At that time, a recommendation for expulsion from school may be made.
  - **LAW ENFORCEMENT INTERVENTION** - Students may be arrested and/or ticketed if local, state and/or federal laws are violated.
  - **SOCIAL PROBATION** - Any student who has been involved in an infraction of school rules, or has been found to be in academic non-compliance, may be placed on Social Probation by the principal, or his designee, in addition to, or in lieu of, other disciplinary action. Social Probation will be for a definite time period during which critical examination and evaluation of the student’s progress should take place. During the probation period, the student may be denied the privilege of participating in or attendance at all extracurricular activities (including field trips). If the student is further involved in an infraction of school rules during the probationary period, he/she will be subject to whatever disciplinary action is set forth in the probationary agreement. The parent/guardian will be notified that the student is being placed on Social Probation, including the length of the period, the terms of the probation, and the possible consequences of suspension/ expulsion if the student is found in further violation of school rules during probation (I.C. 20-33-8-27).

**AUTHORITY TO REMOVE STUDENTS FROM SCHOOL ACTIVITIES**

The Board of School Trustees authorizes administrators and staff members to take the following actions:

1. Removal from Class or Activity - Teacher: A teacher may remove a student from that teacher’s class 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.
2. Suspension from School - Principal: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to (10) school days.
3. Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of IC 20-33-8-16.

**INDIANA CODE GRANTING SCHOOLS THE AUTHORITY TO SUSPEND AND EXPEL STUDENTS**

IC 20-33-8-8 Duty and powers of School Corporation to supervise and discipline students:

Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

1. a school corporation; and
2. the students of a school corporation.

In all matters relating to the discipline and conduct of students, School Corporation personnel:

1. stand in the relation of parents to the students of the school corporation;
2. have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and
3. have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable.

Students must:

1. follow reasonable directions of school personnel in all educational settings; and
2. refrain from disruptive behavior that interferes in any way with the educational environment.

IC 20-33-8-14 Grounds for suspension or expulsion:

1. Student Misconduct
2. Substantial Disobedience

The grounds for suspension and expulsion apply when a student is:

1. On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function or event.

IC 20-33-8-15 Unlawful activity:

In addition to the grounds specified in Section 14 (above), 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.
2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity on weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

IC 20-33-8-16 Possession of firearms, deadly weapons or destructive devices:

A student who is:

1. Identified as bringing a firearm or destructive device to school or on school property; or
2. In possession of a firearm or destructive device on school property, must be expelled for a period of at least one (1) year, with the return of the student to be at the beginning of the first semester after the end of the one (1) year period.

IC 20-33-8-17 Student's legal settlement not in attendance area:

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

**SUSPENSION PROCEDURES (IC 20-33-8-18)**

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

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

**EXPULSION PROCEDURES (IC 20-33-8-19)**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the

following persons to conduct the expulsion meeting:

- a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
  3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
  4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
  5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take action found to be appropriate, and give notice of the action taken to the student and the student's parent.

### SEARCH AND SEIZURE

Franklin Central High School recognizes that students maintain their rights of privacy while attending school and that those rights include the right to be free from unreasonable searches by school personnel. These rights will not be disturbed unless it is necessary to do so to enforce the law or school rules. In all circumstances, students shall be treated with dignity and respect. In order to clarify the rights of the students and the responsibilities of the school, Franklin Central High School adopts the following policy:

1. **General.** Certified school personnel may search a student's person, locker or vehicle if there are reasonable grounds for that search. As used in this policy, reasonable grounds for the search exist if the circumstances would cause a reasonable person to suspect that the search may turn up evidence that the student has violated or is violating the law or the rules of the school. Periodic unannounced searches, incorporating metal detection devices and/or narcotic detection dogs, will be conducted to help insure the safety and well-being of all students and adults on the Franklin Central High School campus.
2. **Search of Student's Person.** A search of a student's person may occur if reasonable grounds exist for the search. Generally, searches of a student's person shall be limited to searching the pockets of the student; searching any objects in the student's possession such as a purse or backpack; and a "pat down" of the student's clothing.
3. **Search of Student Lockers.** Under IC 20-33-8-22, a student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or its contents. An administrator (designee) may search a student's locker and the lockers contents at any time. If requested, law enforcement officers may assist a school administrator in searching a student's locker and its contents.
4. **Search of Motor Vehicles.** A student will be denied the privilege of bringing a motor vehicle onto school premises unless the student, the owner of the vehicle, and the parent of the student consent to a search of that vehicle when there is reasonable grounds for that search. Franklin Township Community School Corporation reserves the right to enter any vehicle when, in our judgment, that vehicle may contain anything which might be dangerous to the welfare of any student or staff member

## OTHER SCHOOL POLICES AND PROCEDURES

### TRANSPORTATION TO AND FROM SCHOOL

Bicycles, skateboards, mopeds, scooters, etc. are not permitted at FCJH. Students wishing to travel to school in a format other than a parent's car or an FTCS bus must receive prior approval from administration.

## **FREEDOM OF EXPRESSION**

Every member of the school community, including students, parents, and school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student. Freedom of expression may not be used to present material or actions, which tend to be obscene, profane, suggestive, degrading, slanderous, or to defame character, or to advocate violation of federal state, and local laws, or official school policies, rules, and regulations. Students may present complaints to the administration in an orderly fashion.

## **HOMEWORK POLICY**

Research has shown that student achievement rises significantly when teachers regularly assign homework and students conscientiously do it. Parents of Franklin Central High School students may expect students to have homework assigned daily. We believe that students' completion of daily homework must be of highest priority with both parents and students. Students must assume primary responsibility for completion and/or make-up of homework assignments.

## **LOST AND FOUND**

All articles, such as watches, billfolds, purses, glasses and clothing apparel should be taken to the main office and students may inquire about them there. To protect personal items, students are encouraged to leave them (e.g., iPods, Cellphones, Headphones, Ear pods, etc.) at home if possible. Students are responsible for taking appropriate measures to ensure all items are secured during the day. FCHS is not responsible for lost or stolen items

## **LOCKERS**

All lockers are the property of Franklin Township Community School Corporation and are for the purpose of storing supplies and personal items necessary for use in school. Lockers will not be used to store items, which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function (For information on expectation of privacy/ Policy on Search and Seizure see pg. 34, #3). For the safety and security of all concerned, students should not share lockers, or tell combinations to other students. The school cannot be responsible for property stolen from lockers. Each student is responsible for any damages to his or her locker. .

## **WORK PERMITS**

Any young person between 14 and 17 years of age who is employed must secure an employment certificate (work permit). Employment certificates are issued through the Main Office. Students should obtain an Intent to Employ form from your future employer or the Main Office. Return the Intent to Employ form with all information completed and the signatures of the employer, your parent or guardian and yourself. Bring in your BIRTH CERTIFICATE with your Intent if you have not applied for a work permit at Franklin Central before. If your Intent and Birth Certificate are brought into the Main Office before 8:00 a.m., your work permit will be processed the same day. If it is brought in after 8:00 a.m., please do not expect it until the following day. A child may hold more than one (1) employment certificate at a time. However, a child who holds more than one (1) employment certificate at a time is subject to the same total work hour and day restrictions of a single permit. PLEASE NOTE: If you have previously had a work permit, your TERMINATION NOTICE from the previous employer must be received in the main office before a new work permit can be issued. Please remind your employer to mail the termination notice to Franklin Central when you terminate your employment. It is your employer's responsibility to do this. You may, with your employer's consent, hand carry the termination notice to the main office. We cannot call employers to obtain a termination date. We must have the termination notice to mail to the Department of Labor. Please check the back of your work permit for the appropriate hours you are permitted to work for your age.

The Indiana Child Labor Law (IC. 20-33-3-20) states: **“An employment certificate may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in any of the following since the issuance of the permit”**:

- The student's grade point average
- The student's attendance at school
- 

A minor whose work permit is revoked is entitled to a periodic review, to be conducted not less than once per school year, to determine whether the revocation should continue. If upon review the issuing officer determines

that the minor's grade point average or attendance, or both, have improved substantially, the issuing officer may reissue a work permit to the minor.

The issuing officer may deny a work permit to a minor:

- Whose attendance is not in good standing, as determined by the school; or
- Whose academic performance does not meet the school's standards.

The denial of a work permit may be appealed to the principal or designee of the school that the minor attends. The work permit may then be issued or denied at the discretion of the principal or designee. A minor may appeal the revocation of a work permit or the refusal to reissue a work permit upon review to the principal or designee responsible for the appointment of the issuing officer. The work permit may then be issued or the revocation continued at the discretion of the principal or designee. An issuing officer who revokes a work permit shall immediately send written notice of the revocation to the minor's employer.

### **INDIVIDUAL PROHIBITED FROM OBTAINING A LICENSE OR PERMIT**

Indiana Code (IC 9-24-2-1) states: "The bureau shall suspend the driving privileges or invalidate the learner's permit of an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant.
2. Is under least a second suspension from school for the school year.
3. Is under an expulsion from school.
4. Is considered a dropout."

### **INVALIDATION OF LICENSE OR PERMIT**

Indiana Code (IC 9-24-2-4) states: "If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion, or has withdrawn from school, the bureau shall, upon notification by the person's principal, suspend the person's driving privileges until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended,
3. The suspension, expulsion or exclusion is reversed after the person has had a hearing under IC 20-33-8.

For purposes of the invalidation of a license or permit, the principal shall notify the Indiana Bureau of Motor Vehicles in the following circumstances, with each notice indicating the last day of the semester in which the student returns to school:

- a. The student receives a second suspension from school in any one school year; or,
- b. The student is expelled from school for any reason.
- c. The student is a habitual truant.
- d. The student is considered a dropout under IC 20-33-2-28.5.

Should any such second suspension or expulsion be reversed after the student has utilized the procedures under Indiana Student Due Process Code (IC 20-33-8), the principal shall notify the Indiana BMV in writing.

## **INTERSCHOLASTIC ATHLETICS PROGRAM**

The athletic program at Franklin Central Junior High School is organized with definite objectives for the participant, the school and the community. The program provides for many varied interests for girls and boys. The sports activities for girls may include basketball, cross-country, golf, softball, swimming, tennis, track and field, and volleyball. The program for boys may include baseball, basketball, cross-country, football, golf, swimming, tennis, track and wrestling.

All students are subject to the rules and regulations set forth by the Indiana High School Athletic Association (IHSAA) as well as the FCJH Athletic Handbook.

A physician's and parent's certificate must be on file in the school office for the current school year before the athlete may participate in an organized practice.

### **NONDISCRIMINATION STATEMENT**

Franklin Township Community School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex,

handicapping conditions or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Superintendent of Schools  
Franklin Township Community School Corporation  
6141 South Franklin Road  
Indianapolis, IN 46259  
317-862-2411

### **STUDENT GRIEVANCE PROCEDURE**

This grievance procedure applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions and national origin, including limited English proficiency.

#### **FILING A GRIEVANCE**

1. A student who believes his/her rights have been violated may submit a grievance in writing to the building principal. The student must explain in writing the specific act or omission, the date, and who was involved.
2. The principal will initiate an investigation of the complaint as soon as possible.
3. After the investigation, the principal will give a written decision to the student.

#### **APPEAL PROCESS**

1. If the student disagrees with the decision of the principal, he/she may appeal to the superintendent of schools. The appeal must be in writing and state the reason for the disagreement.
2. The superintendent will review the written request for appeal and schedule a meeting with the student as soon as possible.
3. The superintendent will consider the original decision made by the principal and the information discussed at the meeting with the student and make a final decision. The final decision will be delivered to the student in writing as soon as possible and that decision shall be FINAL.