



Franklin

Township

Middle School West

2019-2020

This is your copy of the Franklin Township Middle School West Student Planner. The Student Planner is designed to provide students and parents of Franklin Township with information regarding the operation of the school. The purpose of the Planner is to help students become better organized in each class. The Student Planner also provides teachers and parents with an opportunity to review the student's progress and effort throughout the school year.

Students are to bring this book with them to each class during the school day. All class assignments are to be entered in the Student Planner. Your Passport Page for each 9-week period is included in the handbook. You may not be released during class time without your Passport Page properly completed.

Disclaimer: All information contained in this document is accurate at the time of printing. Information, policies and procedures are subject to change. This Student Planner is also available online at www.ftcsc.k12.in.us/ftms-W

THIS STUDENT PLANNER BELONGS TO:

Name: _____	Grade: _____
Counselor: _____	
In case of emergency, please notify:	
Name: _____	Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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**FRANKLIN TOWNSHIP COMMUNITY SCHOOL CORPORATION'S
MISSION STATEMENT:**

"PREPARED FOR LIFE'S POSSIBILITIES"

FRANKLIN TOWNSHIP MIDDLE SCHOOL WEST

MISSION STATEMENT

Our mission is to instill in all students a passion for lifelong learning and to inspire each one to contribute as a responsible citizen to the future of our interconnected world.

We believe:

All individuals can succeed.

All individuals can learn.

All individuals are valued.

Franklin Township Middle School West

<http://www.ftcsc.k12.in.us/FTMS-W>

 <https://www.facebook.com/ftmswest>

7620 Edgewood Avenue

Indianapolis, IN 46239

Phone 317-803-8200

Fax 317-862-7271

Attendance Line 317-803-8290 (24-hour voicemail) Please call each day your child is absent from school.

STAFF E-MAIL ADDRESSES

Please see the school's website <http://www.ftcsc.k12.in.us/FTMS-W> for staff contact information.

SECTION I - INTRODUCTION

WELCOME TO FRANKLIN TOWNSHIP MIDDLE SCHOOL WEST

On behalf of the staff, I take pleasure in welcoming you to Franklin Township Middle School (FTMS) West. This Student Planner is published so that all students of FTMS West may have a ready reference to information, which is necessary to the understanding of the daily operation of our school. It is essential that all students read the information contained in this planner. When this planner does not give you the information you need, you should contact your building administrators, counselors or teachers for help.

The goal of Franklin Township Middle School West is EXCELLENCE. Striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents and community. I earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, I urge you to become actively involved in your studies and in the extra-curricular activities provided at FTMS West.

This handbook is available online at <http://www.ftcsc.k12.in.us/FTMS-W>.

Mrs. Catherine Whitson

Principal

FTMS West

Franklin Township Community School Corporation

Dr. Bruce Hibbard, Superintendent

Board of Education:
President Kelly L. Foulk
Vice President Zachary T. Smith
Secretary Judy L. Shore
Member Dawn A. Downer
Member Larry J. Walker



Dear Parent or Guardian:

The Board believes that the education of each student can only be achieved 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 annually.

When students choose to conduct themselves in such a way that they are in violation of established rules and regulations, they will 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 students from school and at the same time insure that these students' rights to due process are not violated.

1. Along with the other important information in this planner, please read the pages concerning discipline procedures, school rules and the attendance policy and discuss them with your student.
2. Please, sign below indicating that you have read and understand these pages.
3. Please, detach and return to the school office.

PRINTED STUDENT NAME

GRADE

STUDENT SIGNATURE

DATE

PRINTED PARENT/GUARDIAN NAME

PARENT SIGNATURE

DATE

FTMS WEST VISITORS

All Visitors Must First Register in the Main Office! Students are not to bring visitors to school. Some events are open to the public. Other events, such as after-school jams/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 wishing to visit their child's classes should contact the principal or his designee for an appointment and register with the school office upon arrival. All visitors must be escorted during the school day. **Parents wanting to join their child for lunch can do so but it will be in a location outside of the lunchroom.**

FTMS WEST RIGHTS AND RESPONSIBILITIES

The following list was created by a School Improvement Committee of 40 students, teachers and parents.

The purpose of this information is to emphasize the fact that everyone in the school community has rights and with those rights are the responsibilities of all to maintain a safe school where each person is encouraged to be a lifelong learner.

STUDENTS: Rights <ul style="list-style-type: none">• To be treated fairly and with respect• To be safe• To be listened to, heard and understood• To receive a useful and challenging education appropriate to each student's ability level• To be in an environment conducive to learning with prepared teachers, textbooks and materials	Responsibilities <ul style="list-style-type: none">• To know and follow the rules• To treat others with respect• To maintain good physical and emotional health habits• To come to class, to be prepared, and to be an active participant in your learning• To keep parents informed
PARENTS: Rights <ul style="list-style-type: none">• To expect a safe environment• To be treated with respect• To have open communication with teachers and administrators• To have access to your child's records• To have access to and the opportunity to participate in your child's educational experience	Responsibilities <ul style="list-style-type: none">• To see your child is in school• To instill values and responsibility in your child• To provide appropriate boundaries for your child• To provide basic life needs of food, shelter, clothing, medical care, supplies• To make a commitment to participate in your child's education
TEACHERS: Rights <ul style="list-style-type: none">• To be treated with respect• To have materials available with which to teach• To expect students to come prepared for class• To receive support at the building, Central Office, community/parent levels, including salary, benefits and due process	Responsibilities <ul style="list-style-type: none">• To educate students including modeling behavior, setting an example and being respectful of others• To be knowledgeable in your field and grow as a professional• To communicate with parents and colleagues• To listen to students• To create a positive atmosphere for learning

Students may report any concerns by completing and submitting a student report. Forms are available in school offices (guidance, main, attendance) and online at <http://ftcsc.k12.in.us/ftms-w>.

Media Information:

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.

SECTION II: GENERAL INFORMATION

For more detailed information on the daily schedule, please refer to the school website at www.ftcsc.k12.in.us/ftsm-W.
 On Monday, Tuesday, Thursday and Friday the regular school day begins at 7:10 AM and ends at 2:15 PM. **Car-riding students may be dropped off starting at 6:50 AM and must be picked up by 2:30 PM.**
 On Wednesday, the P.L.C. school day begins at 7:10 AM and ends at 1:40 PM. **Car-riding students may be dropped off starting at 6:50 AM and must be picked up by 1:55 PM.**

*Students must clear the building unless under the supervision of a teacher.

WHERE TO GO AND WHOM TO SEE

Address/Demographic Changes	Guidance Office
Attendance Items	Attendance Office
Homework Requests	Attendance Office
Interpersonal Concerns	Guidance Counselor
Lost and Found	Main Office
Report Cards	Guidance Office
Section 504 Coordinator	Assistant Principals
Student Announcement Approval	Principal
Transferring to Another School	Guidance Office

Athletic Information	Assistant Coordinator
Book Rental/Refunds	Treasurer
Illness/Medical Issues	Clinic
Lockers	Head Custodian
New Students	Guidance Office
Student Activities	Principal
Transcripts	Guidance Office
Work Permits	Guidance Office
Yearbook Book	Yearbook Advisor

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 fund raising. 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.

Parents who feel they do not have sufficient means to pay for textbook rental need to complete a textbook rental assistance form.

MIDDLE SCHOOL CURRICULUM

The course of study is in accordance with the State Department of Public Instruction and must be successfully completed by the student to become eligible for promotion to the next grade. The following core classes and electives meet for 2 semesters: Mathematics, Social Studies, English Language Arts, Science, Band, Choir, Orchestra.

The following elective courses are offered through an exploratory process and are a semester in length: World Language, Studio Art, Visual Communications, Computer Science, Business and Career Technical Education, Health and Wellness, Engineering Technology.

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.

TELECOMMUNICATIONS ETHICS:

- Do not use a computer to bear false witness
- Do not interfere with another person's computer work
 - Do not use a computer to copy resources without authorization
- Do not sell any item(s) without permission from the building administrator
- Do not enter other people's files without permission
- Do not use a computer to steal
- Do not infringe on copy write or plagiarize
- Do think about social consequences of the program you write
- Do use a computer in ways that show consideration and respect

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 <http://www.ftcsc.k12.in.us/it>.

COUNSELING AND GUIDANCE

The purpose of school counseling in the Franklin Township Community School Corporation is to help students take full advantage of school programs, thereby developing their potential to the fullest extent possible. The role of the school counselor in Franklin Township is multi-faceted: A. The counselor serves as an advocate for the students. B. The counselor facilitates communication among students, staff members, parents, and other agencies in order to enhance student success. C. The counselor serves students through programs addressing educational assessment and planning, career development and counseling for personal/social concerns.

ATTENDANCE POLICY

When a student is going to be absent the parent must call the attendance line 317-803-8290 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. These statements are filed in the attendance office. 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 shall mean to be physically present in a school or at another location where the school's education program is being conducted during the regular school hours on a day in which the educational program in which the student is enrolled is being offered.

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.

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.

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.

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students. Indiana State law requires children to attend school on a regular basis. For a child's absence to be legally excused, it must be for one of the following reasons:

1. illness verified by a note from the parent
2. illness verified by a note from a physician
3. recovery from accident
4. required court attendance
5. 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.
6. Death in the immediate family
7. observation or celebration of a bona fide religious holiday in accordance with Policy [5223](#)

8. such other good cause as may be acceptable to the Superintendent or permitted by law. 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.

MAKE-UP WORK: The school excuses students from classes for educational trips planned by the school and under the sponsorship of a teacher. The school allows students to make up work and the student/parent is responsible for arranging for any permissible makeup work. Makeup requests are due by 9:00 a.m. Make up requests for students with excessive unexcused absences may be denied, requiring students to obtain assignment information from classmates or other methods.

The number of days a student has to makeup work due to excused absences is equal to the number of days absent plus one day (including weekends and holidays). Classroom teachers may extend this time at their discretion on a case-by-case basis. Makeup work due to unexcused absences is due within 24 hours of returning to school. School administration may extend this time on a case-by-case basis. Students returning from discipline-based absences (e.g., Out-of-School Suspension) must submit work on the first day of return to school.

The school will make an effort to contact the homes of the students who are absent and whose parents have not contacted school.

WARNING NOTICE may be emailed to parents of students who have been absent 10 school days within a school year. This notification simply informs parents that a student is approaching the requirement for physician notices assuming that the absences continue to accrue.

IMPORTANT POLICY NOTICE: ATTENDANCE POLICY FOR STUDENTS EARNING HIGH SCHOOL CREDITS

Franklin Central High School 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.

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.

PREARRANGED ABSENCES

Permission to participate in school sponsored field trips, 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 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

Dental and medical appointments are excused absences. Usually this does not require a full day's absence. When the student

returns to school, he/she shall report to the main office before going to class.

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 will be returned to their teacher and 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.

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.

STUDENT CUMULATIVE RECORD

Franklin Township Middle School keeps complete and up-to-date records on all students. FERPA 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.

GRADING SYSTEM

The individual grade cards are distributed each nine-week period. The card bears remarks by the teacher, a report of absences as well as a semester grade at the end of the nine-week periods. Grades are given by the teachers as follows:

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

PROMOTION, ASSIGNMENT, RETENTION

All children are placed in one of three categories at the end of the year.

Promotion means the student has satisfactorily completed the requirements for the present school year and will progress to the next grade level.

Assignment is related to promotion. It means that the child on the basis of work has not achieved a level which gives him/her a right to go into the next grade level, but that there are other circumstances involved (physical growth, age, emotional background, IEP, etc.) which say to us that this child must go into the next grade level.

Retention simply means that the student has failed to achieve a standard, which would enable him/her to perform satisfactorily at the next grade level; therefore, the child is retained in the same grade for another year.

HONOR ROLL

The names of students on the honor roll list will be published in the monthly school bulletin. Requirements for the honor roll are as follows: A or B must be earned in all subjects. Mid-term progress grades will not be used for the purposes of determining honor roll.

Grading Period Honor Roll:	Will Be Based On:
1	Core Classes & Yearlong Related Arts Courses
2	Core Classes, Yearlong Related Arts Courses at end of 2nd 9 Weeks , & Related Arts Trimester Courses at end of 1st 12 Weeks
3	Core Classes, Yearlong related Arts Courses at end of 3rd 9 Weeks, & Related Arts Trimester Courses at end of 2nd 12 Weeks
4	Core Classes, Yearlong related Arts Courses at end of 4th 9 Weeks, & Related Arts Trimester Courses at end of 3rd 12 Weeks

ENROLLMENT POLICY

A student may enroll in FTMS West if they are living with parents, custodial parent or legal guardian, and they are residing in Franklin Township boundaries associated to FTMS West.

INFINITE CAMPUS PORTAL

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.

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.

FTCSC STUDENT HEALTH SERVICES

CLINICS: Parents/guardians have primary responsibility for the health care their children receive, but schools have a responsibility for health and safety while children are at school. Health services include programs, services, and activities that assure a healthy environment, thereby promoting and protecting the health, learning, and well-being of all students. The school 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, but 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 in order for the nurse to see them for a clinic visit. Students without permission will be seen for emergencies only. They will have a temperature taken and will be sent back to class. The permission form is available on the FTCSC website under "Health Services." Please speak with the nurse at the school if you have questions about the permission form or any other concern during the school year. 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. He/she 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—instructional time is being lost; upper grade students may incur an absence from time spent in the clinic during a class period. The nurse will send students home who display outward signs of illness. The nurse will call the phone numbers on file if the student feels he/she is too ill to be at school, or if a symptom of illness below is manifested. It is essential that phone numbers be updated if contact information changes during the school year. 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 (below). If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

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 diseases. 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 or 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 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 for further evaluation, the nurse will determine the best course of action for the situation, which may include a call for a parent to pick up, or 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 are necessary for student injuries or recuperation from surgeries, including 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: FTCSC does not stock any medications in any clinic. Medication given for the academic success of students, or other medications given for acute or chronic conditions may be administered at school. Please administer one-, two-, or three-time-per-day medication (such as antibiotics) at home. Medication administration forms are available

at each school or online, and the parent must also have completed a CHN consent to treat form for students needing medication at school. Written permission must be on file before medication will be administered by the nurses. Per IN Code, all medications must be in the ORIGINAL containers; medication received in a baggie or envelope cannot be given, for the safety of the students. High school students may transport medicine (prescription or OTC) to and from school, if parents designate this on the medication form and it is prudent to do so. All K-8 parents must bring/pick up medication (prescription or OTC) for their students when medicine must be given during the school day. A physician's order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried by a student with a life-threatening condition. It is helpful to have a backup of the medication in the clinic. If cough drops are needed, please substitute hard candy in place of cough drops, with no time out of class to go to the clinic. Parents should contact the nurse at their child's school as to appropriateness of carrying water. Over-the-counter (OTC) medications may be given to students. Please send only a small bottle, due to cabinet space constraints. 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 from the label, a physician's order is necessary to administer. 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 is not an ingredient. Supplements are never appropriate for school. Medication guidelines are found online.

MISCELLANY: Once confirmed and sent home for treatment, students with head lice (live or nits) must have a parent bring them to clinic to be checked in order to return to school. Nurses will assist parents with strategies for prevention and ways to enable the student to return to school as quickly as possible. In the event that Indiana Poison Control is consulted, the instructions received shall be absolutely followed by nurse's/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. Payment of \$0.25 is expected for feminine hygiene items beyond the first item. Immunization records are reviewed at the time of enrollment, or whenever a change in the law requires additional immunizations for current students. Parents will be informed about changes in state laws pertaining to immunizations when it becomes available. New students may enroll but may not attend if the immunization record is not up-to-date with the current state requirements. Appointments to receive shots may allow the student to attend until the day following the appointment. Contact the nurse for further information. Doctor's notes submitted for attendance purposes may be randomly verified by the nurse with the issuing medical office. Spare clothing in limited supply may be available at elementary and middle schools. Young elementary students frequently need a change of clothing; parents are encouraged to place spare items in the student's backpack during the first 9 weeks. Should school clothing be used, parents are expected to launder and return items that were worn home. No spare clothing is available at the high school clinics. Parents will be contacted if clothing is needed, or students may purchase PE attire at the bookstores. 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.

SCHOOL TELEPHONE

When using the telephone, students must be courteous and brief. No one should use the telephone longer than five minutes. Use of the phone does not excuse a student's tardiness to class. Telephone usage in the office by students will be monitored by the office staff. **Use of student cell phones (calls and/or texting) during the day is not permitted for any reason and will result in confiscation of the device.**

PARTIES

Parties of any kind (birthday, going away, Christmas, etc.) should not be given during the school day. These are not considered school functions and should not be held during school hours.

DELIVERIES

Students are not permitted to receive any deliveries (e.g., balloons, flowers, etc.) at school. **Due to allergy precautions, latex balloons and latex gloves are NOT to be utilized within any FTCS building.**

SCHOOL GROUNDS

The high school building and grounds will be off limits to the middle school students before school in the morning, during school hours (except when accompanied by a teacher) and after school in the afternoon except for scheduled events or under the supervision or permission of a teacher or school personnel.

LOCKER ASSIGNMENT AND INSPECTION POLICY

According to Indiana State Law, school lockers remain the property of the school, and the school authorities have a responsibility and a right to examine the contents of those lockers for reasons of health, safety and security. Acceptance on the part of the student of a locker is acknowledgement of this right. The school is not responsible for lost or stolen items.

1. Locker combinations are strictly private information and must not be given out to anyone. Students should never preset the locker.
2. All students are held accountable for school equipment assigned to them, such as lockers.
3. Students are forbidden to share lockers without permission from the office. Any person caught tampering, opening, or removing items from any locker other than his/her own without proper authorization will face disciplinary action.

4. Lockers should contain coats, lunches and books only.

5. When lockers do not function properly students should report this immediately to the office, or custodian.

BOOK COVERS ARE HIGHLY RECOMMENDED AS STUDENTS ARE RESPONSIBLE FOR THEIR BOOKS AND WILL BE ASSESSED A FINE FOR DAMAGED BOOKS.

SCHOOL CLOSING

Sometimes it is necessary to call off or delay the opening of school. **Connect Ed will be utilized to notify parents of school closing or 2-hour delay.** This information will also be broadcasted over radio and television stations. In cases of early closing, each parent should be sure that his/her child is instructed where to go and what to do in case he/she arrives home early.

If there is a 2-hour delay on a Wednesday, there will be no early dismissal.

If you do not wish to receive Connect-Ed messages, you may notify the school district by calling 317-862-2411. It may take up to five business days to process the request

EMERGENCY STANDARD RESPONSE PROTOCOL

Evacuation Drills

- Evacuation drills will be held each month of the school year. Students are to follow the directions of the staff carefully so that the building will be evacuated as quickly as possible. Every alarm 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 leave the room immediately, 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 evacuated 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 sit down and cover as much head and face as possible in their arms.
 - 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.

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) at home if possible. Students are responsible for taking appropriate measures to ensure all items are secured during the day.

STAR EXPRESS CHILD NUTRITION MEAL PROGRAM

Go to: <http://www.ftcsc.k12.in.us/fs/> 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. In an effort to increase milk consumption with our students, an extra milk may be purchased for \$.40 when buying a meal.

The child nutrition department uses a computerized meal payment system. Each student is issued their own personal keypad number. Students will continue to use their same personal keypad number throughout their school experience. (Few exceptions.) New students and incoming kindergarten students will be issued numbers following enrollment. It is important that each student memorize their keypad number. Please emphasize that these numbers are confidential and should not be shared with other students. 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 PayPams.com with a debit or credit card. PayPams 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.

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. Middle School and High School students paying by check for meals must drop off their check to the main office drop box or to the Child Nutrition office by 9 a.m. to be available for lunch the same day. We request that you write both the child's name AND keypad number on checks. A check which includes payment for more than one child needs to designate the names and amounts for each child. Checks should be made payable to Franklin Township Food Service (FTFS).

Eligible students may qualify for free or reduced price meals. Applications are available online at the Franklin Township Community School Corporation Child Nutrition website.

In grades K-5, a student may charge the equivalent current value of three lunches and one breakfast. At lunch, a courtesy meal of a ham or turkey and cheese sandwich, a fruit, a vegetable and milk are available for the current price of a meal until the outstanding balance is paid. Charges are not permitted for a la carte items or extra milk.

Grades 6-12 do not allow charges for full meals. At lunch, a courtesy meal of a ham or turkey and cheese sandwich, a fruit, a vegetable and milk are available for the current price of a meal until the outstanding balance is paid. Charges are not permitted for a la carte items or extra milk.

In order to expedite the line speed, a "no cash back policy" has been implemented for MS and HS students. Any remaining cash paid at the register will go into the student's account instead of refunding it to them.

Students/Parents are informed of low account balances by four different methods: (1) Verbal reminders from the cashier, (2) Calls are placed twice monthly for account balances greater than (-\$7.00), (3) Letters are sent to households once monthly with account balances greater than (-\$10.00), (4) Parents can sign up with PayPams to receive low balance reminders, free of charge.

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. 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: <http://www.ftcsc.k12.in.us/fs/50>

If you have any questions regarding the meal program, please contact the Star Express manager and/or visit our website:

<http://www.ftcsc.k12.in.us/fs/>

<http://ftcsc.nutrislice.com>

(web based menus)

email: StarExpress@ftcsc.k12.in.us

~Follow us on Facebook! ~ (Search "Star Express Franklin Township")

~Follow us on 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 the cafeteria by the main cafeteria door and proceed to their seats. STUDENTS ARE NOT ALLOWED TO CUT IN LINE.
3. Students should buy their lunch when they go through the line.
4. Students may not share a lunch with someone who did not purchase a tray or sell any part of their lunch to another student.
5. After students' finish lunch they should return their tray and any cartons, napkins, straws, wrappers or other papers to their proper disposal areas. Students should leave the area at the table clean and tidy, ready for the next student.
6. **No food or drink is to be taken from the cafeteria.**
7. Arrangements can be made to go to the restroom during the lunch period.
8. Students should be courteous to cafeteria personnel, teachers and other students.

TRANSPORTATION TO SCHOOL

1. Students not following drop off/pick up procedures or behaving unsafely can receive disciplinary consequences.
2. Students must enter and exit a vehicle from the passenger side only.
3. Students are not permitted to leave school grounds unless with a parent/guardian or otherwise documented and permissible individual, or unless to go to the high school for a school sponsored event (students are to be escorted during such purposes).
4. Bicycles, mopeds, scooters, etc. are not permitted at FTMS West. Skateboards and other student vehicles are never permitted on school property.

STUDENT BUS REGULATIONS

Permanent Bus Stops

- Permanent bus stops will be established by the Franklin Township Community Schools (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 areas deemed unsafe by the Transportation Department. Students must use the bus stop assigned to them.
- 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 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 5-10-minutes prior to the time scheduled. Buses will not be sent back to retrieve students that missed the bus.

Cul-De-Sacs/Courts/Dead End Roadways

- FTCSC will not allow its buses to travel down cul-de-sacs, courts or dead end roadways due to inherent risk.

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 in 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, school website and CTEC (Administration Office on Franklin Rd). This form may be turned in to the school office, emailed or faxed to Transportation Office at 317-803-5070. 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 request. **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 student with start date and routing information. This form **MUST** be completed each school year.
- Due to bus capacity and routing efficiencies students will **NOT** be able to use multiple bus stops or day variant scheduling.
- 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 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.k12.in.us . 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.
- The Transportation page on the FTCSC website will have posting of changes along with daily notices of buses running later than 10 minutes.

Bus Stop Etiquette

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 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 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 5-10 minutes prior to scheduled pick-up time. Students that are not at the bus stop and visible to the driver may be missed.
- 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.

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 ahold 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.

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, electronic devices, collectible cards, laser pointers, balloons or other distracting items to school or onto the bus. Any items needed for a school project, etc. should be kept in the student's backpack. Items that do not fit in the backpack may not be transported. FTCSC is not responsible for loss, damage or theft of electronic devices or other items brought onto the bus.

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 assigned seat and remain seated while 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 backpack.
- 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 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, alcohol, drugs or weapons (guns, knives, lighters, etc.)

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 year off the bus - form sent home |

Any form sent home would 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.

SECTION III - PHILOSOPHY OF STUDENT BEHAVIOR

The philosophy of FTMS West is to support, through education, the development of individuals according to their abilities, to become informed, responsible and productive members of society. Education provides experiences for students to acquire knowledge and skills as well as positive attitudes and values. Through education, students have opportunities to develop a commitment to self-discipline and the acceptance of responsibility for self and others.

We believe that appropriate behavior is very important part of education and is necessary to attain our philosophy. Teaching students to become responsible citizens includes developing respect and consideration for personal and property rights of others and understanding the need for cooperation with others. Good discipline starts in the home because parents are the first teacher children have. The school continues to expand and develop good behavior in an atmosphere that provides for maximum achievement for all children. These rules and regulations apply to conduct on school premises, on school buses, and in situations involving school property, school-related activities off school premises, which directly affect other students of the school, and to school functions any kind.

Violation of these rules shall result in corrective disciplinary action. Discipline is used here to describe methods and techniques used by schools to help students become more responsible citizens, to ensure order and safety in the school. Any one or a combination of the following actions may be used, not necessarily in order in which they are listed: counseling, parent conferences, detention, restriction of extracurricular activities, suspension of privileges or other reasonable disciplinary action, which is left to the discretion of the teacher, principal or other designated administrator.

CONSEQUENCES OF MISBEHAVIOR

In order that the student, parents, faculty and staff may fully understand procedures concerning the operation of FTMS West, these rules and regulations concerning student behavior are presented. Violation of these Student Rules of Conduct could also result in one or more of the following actions being taken by the school authorities:

- **AFTER SCHOOL DETENTION (ASD)** – A student may be assigned ASD 2:20-3:00 PM on designated days during the week. Failure to serve, or complete a detention may result in a Wednesday Extended School Day or an out-of-school suspension.
- **WEDNESDAY EXTENDED SCHOOL DAY (WESD)*** – A student may be required to attend a Wednesday Extended School Day from 1:40PM until 4:30 PM. Wednesday Extended School Day will involve behavior adjustment and directed study time. **Failure to serve, or complete an assigned Wednesday Extended School Day will result in an Out-of-School Suspension. Wednesday Extended School Day will be scheduled at the discretion of the school administration.**
- **IN-SCHOOL INTERVENTION (ISI)*** – An in-school intervention room has been developed and staffed for the purpose of keeping students in attendance at school. However, students may be suspended from school for violations, repeated violations or the failure to follow the regulations of an in-school intervention.

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 (OSS)*** – A suspension is a disciplinary consequence where the student is separated from school attendance for a period of no longer than ten days. Students will receive credit for completing any and all assignments assigned while out of school suspended. The assignments will be made available no later than the end of the school day following the first day of suspension unless otherwise communicated to parent/guardian. All work must be completed and turned in at the beginning of classes on the day the student returns to school. Quizzes and tests are administered upon return to school.
 - The Principal, or Assistant Principals, may suspend a student from school for a period not to exceed ten days. The student shall be given notice of the charges against him/her and an opportunity to present his/her side of the situation (Due Process) before a suspension would be enforced. During the day that the problem occurs, following the suspension, the administrator will attempt to contact the parent by phone and will send a written letter or e-mail of suspension to the parent. This written letter or e-mail will include the charges against the student, the law that enables the school to suspend, and the reason the school feels a suspension is necessary under the circumstance. A reasonable effort will be made by the school to set up a conference (if desired) with the parent prior to the student returning to school.
- **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.
- **ALTERNATIVES** - will be sought by the administration when the above actions are deemed inappropriate. Additional disciplinary actions authorized under IC 20-33-8-25 include:
 - Assignment of Additional Work
 - Restricting extracurricular activities

- Assignment of up to 120 community service hours
- Counseling with a student or group of students
- Assignment to an alternative education program
- Conferences with a parent or group of parents
- Referral to juvenile court having jurisdiction over the student
- Rearrangement of class schedules
- Removal of a student from school sponsored transportation

***Students assigned any of these consequences may be restricted from attending social and extra-curricular functions.**

- **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).

SPECIFIC RULES OF BEHAVIOR

These rules apply to all students while in attendance at FTMS West, at activities involving FTMS West, or on Franklin Township Community School property. Previously mentioned consequences may result from the following behaviors:

1. **REFUSAL OF CONSEQUENCE – Student and/or parents who refuse consequences assigned by the building administration will receive a three-day out-of-school suspension.**
2. **INSUBORDINATION** – Students are to follow all instructions and directions, both written and verbal, which are given to them by teachers, administrators, and other staff members (bus drivers, secretaries, custodians, cafeteria personnel, etc.) at ALL times. Withholding information during an investigation by an investigative officer/administrator is considered a violation of this clause.
3. **DISRESPECT FOR STAFF MEMBERS OR STUDENTS** – All students are to show respect for teachers, administrators, staff members, and other students at all times. Verbal/physical threats, the use of foul, lewd or offensive language or gestures directed toward a staff member or student will result in severe disciplinary action.
4. **TRUANCY** – It is the responsibility of all students at FTMS West to attend school every day that they are physically able to do so. All students are expected to be in an assigned area or assigned activity from the time they arrive on school property until they leave school property. FTMS West has a closed-campus policy in effect for all students. After arriving at school, no student is permitted to leave the building at any time during the day unless permission is granted by the administration. Students who are not in attendance at school when they are physically able or who are not in their assigned area of activity while in school or misuse a pass are considered truant. Credit may not be given for work missed due to truancy. Truant students may be served a Legal Notice.
5. **LATE to SCHOOL**-Arriving late to school and tardy to class is disruptive to the educational process and is considered to be a serious matter. Whenever a student arrives late to school (after the 7:10AM bell has rung), he/she should report directly to the front office. Students are to sign in on the late arrival form located in the main office. A student who arrives late to school five (5) or more times (PER SEMESTER) will receive disciplinary consequences. **THE TARDINESS COUNT to 1ST BLOCK/SCHOOL DO NOT RESET EACH 9-WEEKS.** 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.
TARDY to CLASS-Students are expected to be in their seats when the bell rings for class. Students reporting unexcused (without a pass) more than 10 minutes late may be counted as truant.
6. **BATTERY** – The act of touching another person in a rude, insolent or angry manner, which could potentially result in injury. Students are to keep their hands to themselves at all times. Pushing, shoving, aggressive behavior, or causing injury to other students will not be tolerated and will result in disciplinary action.
7. **FIGHTING** – Proper conduct is expected of all students at all times; in the hallways, classroom and all areas of school property, and during all school-related activities. FTMS West does not allow ANY FIGHTING among students. 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. A student who takes action towards another student is considered a participant in a fight. A police report could be filed and the student may be arrested. The definition of self-defense per Franklin Township Community School Corporation is a reasonable and non-aggressive way to defend oneself against an aggressor.
8. **SEXUAL HARASSMENT** – Federal law protects boys and girls from sexual harassment, the unwanted and unwelcome sexual behavior toward another person. Behavior that could be considered sexual harassment includes: touching, grabbing or pinching; spreading sexual rumors, name calling or specific reference to the anatomy; exposing oneself or violating the privacy of others by removing their clothing or bra-snapping; issuing sexual graffiti, cartoons or notes.

9. INTIMIDATION – Physical and/or verbal threats against other individuals will not be tolerated. Intimidation is placing another person (students/staff) in fear of physical, social or emotional harm through actions or words.
10. 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:
- 1) places the targeted student in reasonable fear of harm to his or her person or property;
 - 2) has a substantially detrimental effect on the targeted student’s physical or mental health;
 - 3) has the effect of substantially interfering with the targeted student’s academic performance; or
 - 4) 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.

11. POSSESSION/INJECTING OF TOBACCO-RELATED PRODUCTS – The FTMS West administration prohibits smoking and possession of any tobacco-related products or vaporizers (i.e. cigarettes, nicotine gum, snuff/chewing tobacco, matches/lighters, electric cigarettes, nicotine or other vaporizer paraphernalia, etc.) on any school property, including the school bus. This includes any nicotine and/or drug delivering devices as well. In addition, student may never bring matches or lighters on school property, including the school bus.
12. DRUGS AND ALCOHOL – FTMS West does not tolerate the use, consumption, ingestion, distribution or possession of illegal drugs or look alike drugs, marijuana, narcotics, controlled substances, alcoholic beverage or intoxicants of any kind, as well as drug apparatus or paraphernalia. Using, selling, possessing, distributing or being under the influence of any of the substances listed, by any student while on school property or at any function connected with the Franklin Township Community School Corporation, will result in suspension and expulsion requested and notification of civil authorities. Any substance that has the ability to alter one’s state of mind or may cause injury to one’s self and is suspected of being used in a concerning manner may be in violation of this policy. Withholding of information about student(s) possession, use and/or transmission of drugs, alcohol, paraphernalia and look-alikes is a violation of this code.

Written permission from a parent, guardian, or physician is required for student use of prescription drugs, patent medicines and over-the-counter drugs/medication. These items must be brought to and kept in the clinic or Main Office. The taking of the drugs/medication must occur under the direction of the school nurse or in the clinic.

A student with a chronic disease or medical condition may possess and self-administer medication for the disease or medical condition during the times and in the places set forth under the following conditions:

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

13. FALSE REPORTING - FIRE ALARMS - EQUIPMENT TAMPERING – According to state law, fire alarms and emergency equipment at FTMS West are to be used only in case of an emergency, or to practice emergency evacuations or simulations (fire, tornado, evacuation, etc.). Misuse of fire alarms and emergency equipment is a violation of state law, and setting off a fire alarm, calling in a false alarm (fire or bomb, etc.), engaging or helping another student set off or call in a false emergency situation (fire, bomb, shooting, etc.), or spreading rumors of a dangerous act at the school will result in severe disciplinary action.

14. ACADEMIC FRAUD, CHEATING AND PLAGIARISM – Any form of academic fraud, cheating or plagiarism will not be

tolerated at FTMS West. Cheating exists when a student copies another student's work or allows another student to copy his/her work. Plagiarism exists when information is copied from another source without noting so. Cheating or plagiarism on the first offense will result in the loss of credit for the specific examination or activity. Further infractions will result in loss of credit plus Wednesday Extended School Day (WESD), In-School-Intervention and/or Out-of-School Suspension.

- 15. PROHIBITED OBJECTS** – Disruptive and/or unauthorized possession and/or use on school grounds during school hours of an electronic device, handheld portable cell/camera phone, pager, text-messaging device, music device, PDA, etc. are prohibited without written authorization from a school official in hand. School employees and/or school officials are not responsible for lost/stolen electronic devices. **Items are to be turned off during school hours unless given explicit permission by a teacher or administrator.** Failure to comply will result in such devices being subject to confiscation. Suspected use of such devices during the school day may also subject the item to being confiscated. Confiscated electronic devices will only be returned to parent/guardians listed in the student information system (e.g., Infinite Campus) as identified by an accepted government issued ID (e.g., driver's license). 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 electronic devices are not brought to school. **Repeat violators can expect confiscated items to be retained for a period of 2-30 school days.** Additionally, FTMS West forbids the possession and/or use of any items that could interfere with the educational process (squirt guns, whistles, laser pointers, aerosol products, glass containers, etc.) at all times. Any such items are subjected to the same confiscation policy. **Additionally, any student who refuses to surrender an electronic device to a staff member when directed or those who continue to violate this policy may be subject to severe disciplinary consequences including out-of-school suspension assignments and possible expulsion action. CELL PHONES AND/OR RECORDING DEVICES USED IN RESTROOM/LOCKERROOM AREAS IS AN EXPELLABLE INFRACTION.**

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

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 is forbidden.

- 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 Class C 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 Class D 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.

- 16. POSSESSION/USE OF ILLEGAL OR DANGEROUS OBJECTS** – FTMS West forbids the possession and/or use of any item that is considered illegal or dangerous. Possession and or use of any item that could be considered a weapon or explosive (including: electric stun weapons, Tasers, knives, fireworks, etc.) will result in severe disciplinary action and notification of civil authorities. Possession of a handgun or firearm on school property or a school bus is a felony (as well as possession of a handgun within 1000 feet of school property): a violation of this law will be reported to law enforcement officers. **Throwing of snowballs is never permitted** at FTMS West. In addition, students are prohibited from throwing, projecting or transferring any objects in a manner that might injure other individuals or disrupt the educational setting. Failure to report such knowledge is a violation of this code.

- 17. DAMAGE TO PROPERTY** – FTMS West will not tolerate damage or threats of damage to school property or intentional damage to property and/or possessions of another individual. Any littering on school property is prohibited. Damage to school property and/or valuable possessions of another individual at FTMS West will result in disciplinary action and remuneration for damages. In addition, the student may face possible prosecution by civil authorities.

18. THEFT OF PROPERTY – FTMS West will not tolerate theft of school property, property of another individual, possessions of another individual or property of a commercial business. In addition, the student may face possible prosecution by civil authorities.

19. GAMBLING/UNAUTHORIZED SELLING - Any form of gambling by students is strictly prohibited at FTMS West. Students are also prohibited from the unauthorized buying, selling or trading of ANY items at FTMS West including to/from school.

20. 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.

FTMS West Dress Code Consequences:

1st Offense- Warning and student makes a call home

2nd Offense- IC Referral, call home, and ASD

3rd Offense- IC Referral, call home, and WESD

4th Offense- IC Referral, meeting with parent, and ISI

*Additional offenses could lead to OSS.

21. TECHNOLOGY – Any unauthorized or inappropriate use of technology will be dealt with severely. This includes Internet abuse and 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 school administration and/or FTCS Technology Department; using a device in any manner other than its intended educational purpose.

22. PHYSICAL DISPLAY OF AFFECTION – FTMS West prohibits romantic gestures, such as holding hands, kissing or other physical displays of affection.

23. FOOD OUTSIDE OF CAFETERIA – It is the responsibility of students at FTMS West to consume ALL food and beverages while in the cafeteria/lobby area only. In addition, students may not remove any food or beverage from the cafeteria/lobby area. Exceptions to this permitted only by specific directive of staff members. **Students may not chew gum or consume candy due to maintenance concerns of the school.** Quantities of gum or candy in possession by students (lockers, book bags, pockets, purses, etc.) may be confiscated.

24. STUDENT LOCKERS – Students are assigned a locker at the beginning of the school year. It must remain locked and in good order by having waste material thrown out and only school, materials may be stored in it. According to Indiana state law, the lockers are the property of FTMS West and are subject to inspection by authorized school personnel. The school authorities have a responsibility and right to examine the contents of student lockers for reasons of health, safety and security. Acceptance of a locker by the student is acknowledgement of this right. All locker problems should be reported to the Custodial Office. The school is not responsible for lost or stolen items.

25. HALLWAY MISCONDUCT – Orderly hallway conduct is required of all students at FTMS West. Running, pushing, or shouting in the building is prohibited at all times. Students are to move throughout the building without loitering. Any student

who is in the hallway during class time must have a Passport or pass from the office. Passing periods are a time of transitioning from class-to-class; students are not to gather and talk during this time but should progress to their assigned classes without loitering.

26. **SUBSTANTIAL DISRUPTION TO THE SCHOOL PROCESS** – A violation of any school rule which causes a substantial disturbance to the learning environment or safety of student, staff or others, will result in severe disciplinary action.
27. **OBSCENE/ILLEGAL ACTIVITIES** – Students are prohibited from engaging in any activity that is considered to be obscene or any activity that is prohibited by local, state or federal law. This includes profanity and/or obscene language (visual, written verbal, etc.). The school will not tolerate any reference to gang or cult-related activities.
28. **CONDUCT AT ATHLETIC EVENTS AND DANCES**– All school rules are in effect during extracurricular activities.
29. **TRESPASSING** – Going into or being in or on the school grounds without permission. This also applies when students go into unauthorized areas in or on the school building, helping, or encouraging another student to go into unauthorized areas in the school building: bookstore, offices, teacher's work rooms, kitchen, custodial work areas, closets, accessing any storage areas, a class when or where student is not assigned, or any other area where student is not assigned.
30. **BOOKBAGS/BACKPACKS** – These items may be used to bring books and materials to and from school, but it must remain in the student's hall locker during the school day.
31. **FORGING SCHOOL DOCUMENTS/FORMS** – This is an illegal act and students will be disciplined.
32. **ENCOURAGING/INSTIGATING VIOLATIONS** – Students who encourage or instigate other students to violating school rules will be subject to consequences. Included in this clause are students who make an intentional effort to observe verbal and/or physical altercations, encourage bullying (cyber or otherwise), spread malicious rumors, etc.
33. **CHRONIC / HABITUAL OFFENDERS** – Students who repeatedly disobey school rules (I.C. 20-33-8-14) will earn out-of-school suspension or expulsion from school. Being a chronic or habitual offender is determined when a student ascertains his/her 15th violation of the discipline code (fewer if offenses are of a serious nature). At that time, a review of a student's behavior and academic record will be made by the school administration.

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.

CIVIL RIGHTS 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 Franklin Township Community School Corporation 317-862-2411
6141 South Franklin Road, Indianapolis, Indiana 46259

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 GRIEVENCE

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.

SECTION IV - ATHLETIC POLICIES OF FTMS

ATHLETIC CODE OF CONDUCT

In that participants in the Franklin Township Middle School athletic programs are, and should be, representatives of the student body, faculty, coaching staff and administration of said school; and, in that such programs are of a voluntary nature and are not compulsory, the following code of conduct governing participation in such activities or programs shall be in effect. This code shall apply to all interscholastic athletic programs, whether contest or practices and include school spirit programs.

SCOPE OF PROGRAM:

The following interscholastic athletic programs are currently being offered to students at Franklin Township Middle School:

FALL: *Boys Tennis, Cheerleading, *Cross Country, Football, *Girls Golf and Volleyball

WINTER: Boys Basketball, Cheerleading, Girls Basketball, *Wrestling and *Swimming

SPRING: Baseball, *Boys Golf, *Girls Tennis, Softball and *Track and Field

NOTE: Managers fall under the same rules as any other athlete or cheerleader. *denotes 6th grade participation in try-outs.

The athletic program at Franklin Township Middle School has been developed around several guidelines which are not governed but recommended by the Indiana High School Athletic Association, Indiana Interscholastic Athletic Administrators Association, Marion County Middle School Athletic Director's Assoc., Marion County Principal's Assoc., and Franklin Township Middle School Administration.

- To provide extracurricular activities.
- To develop pride and unity within our school and for our school.
- To provide a developmental system for our high school programs.
- To provide an activity in which our community may participate.
- To act as a supplement to, and not a substitute for, the regular academic program.

PARTICIPATION

Students may participate in any or all of the athletic activities offered by Franklin Township Middle School if eligibility requirements are met and the student has been selected by the coach as a member of the team. No participation is to be stressed in one sport as a prerequisite to participation in another sport. Participation is solely the student's choice. Students may not, however participate in two sports competing simultaneously (ex. football and cross-country.) A student, once having made the team in a sport may not quit that team in order to participate in another sport offered by the school during the same season. (Ex. A student who made the basketball team cannot quit and then try-out for wrestling or swimming. The student must wait until the basketball season has been completed.) **A half-day of attendance is required for participation or attendance at, extracurricular activities (student must be present a minimum of 3 class periods)**. Any student with an excused absence/non-participation day in physical education is not permitted to participate in any active extra-curricular functions such as games, practices and/or competitions. Students who work the polls during elections are considered eligible for after school athletic activities.

ELIGIBILITY

- Any student-athlete receiving more than 1 failing grade (F) at the end of any 9-week grading period will be declared ineligible for the remainder of that season and any season that occurs during the next 9 week grading period.
- Any student-athlete with more than 1 failing grade (F) at midterm of any grading period will be placed on probation. When on probation student-athletes are permitted to practice, but are NOT permitted to compete in interscholastic contests until probationary status is lifted based upon their 9-week grades.
- Number of years: As long as a student meets academic, age and physical requirements they can participate at their present grade level.
- 6th and 7th grade student-athletes, your 4th 9 weeks' grades will carry over and determine eligibility for the fall sports season.
- Incoming 7th and newly enrolled 8th grade students not meeting the one (F) rule on the final report card at the end of the previous school year will be given probationary period to start the fall athletic season. On the Wednesday, following Labor Day (mid-terms) a grade check will be done to see if probationary students are eligible. If passing grades are achieved the

student-athlete can continue their chosen sport until the next grade check.

- New students entering FTMS for the first time are academically eligible to begin the season. Starting with the first grade report an athlete can receive one (F) failing grade and still be eligible. If the athlete receives more than one (F) failing grade, then they become ineligible until meeting the one (F) rule on a future grade report (9 week grades).

The Eligibility Grading Policy will also include the trimester course progress and grades in the following way: 1st Quarter – All core classes and Related Arts 1st term 9-week progress grade

2nd Quarter – All core classes and Related Arts 2nd trimester 6-week progress grade 3rd Quarter – All core classes and Related Arts 2nd trimester final grade

4th Quarter – All core classes and Related Arts 3rd trimester final grade

Age

- 7th grade students must be under the age of fourteen as of September.
- 8th grade students must be under the age of fifteen as of September.
- Exceptions to this rule are by approval of Franklin Township Middle School Athletic Director and Principal.
- 7th grade student may not participate on an 8th grade team except in a case where the athletic director and principal agree it is in the best interest of the student.

PHYSICAL EXAMINATIONS

Each year, all participants must have a physical examination and have an **Indiana High School Athletic Association (IH-SAA) physical form completed and on file with the athletic directors** before they can try-out for any sport/team. Coaches are responsible for verification that each participant has a current physical form on file. A current physical is one in which the examination was conducted **on or after April 1 of the previous school year**.

- The student must also have the section of the physical form dealing with insurance completed and signed by the parent/guardian.
- Franklin Township Middle School does not provide athletic insurance policies.
- If a student misses five or more consecutive practices due to illness or injury, a release from the physician must be obtained before that student may resume practice.

PLAYING TIME

Playing time and game strategy is at the sole discretion of the head coach of each interscholastic athletic team. Playing Time is not guaranteed. FTMS Athletic Administration will not talk over playing time and strategy with parents and athletes. FTMS Athletic Administration encourages the student-athlete to discuss any concerns that may arise during a season directly with their respective coach in a respectful and appropriate manner.

PARTICIPATION

- A student-athlete must be in attendance **for a minimum of 3 class periods** to participate in after school athletics.
- Students who work the polls during elections are considered eligible for after school athletic activities.
- If an athlete does not participate in physical education class they cannot participate in athletics that evening.

CUTTING

When it is necessary to cut students from a team, the coach will give fair and equal treatment to all students trying out for the team. Cutting students from a team will take place when it is in the best interest of the team as a whole to limit the number of team members. If an athlete tries out for a sport and is cut from that team, then that athlete has 1 week to go out for another team.

LATE ROSTER ADDITIONS

All new additions to a team roster must be cleared with the athletic director before being allowed to compete.

PRACTICE

Students who have late practice are NOT to remain in the building waiting for practice to begin unless under the direct supervision of a coach.

CITIZENSHIP

As representatives of Franklin Township Middle School, our coaches, athletes and cheerleaders are expected to maintain the highest degree of citizenship in both the school and community. As such, various rules and regulations must be made by the athletic director, coaching staff and/or school administration. Violation of such rules will result in penalties ranging from suspensions for a period of time to outright dismissal from that team or squad. If an athlete is assigned in-school suspension or after-school detention, they cannot participate in after school practices or games. Exception: If an athlete is assigned an after-school detention on a game night and they can make the team report time, designated by the coach, they may participate. Any missed practices or games due to school discipline, is an unexcused absence. If, an in-school suspension is assigned for one or three days, the first offense that affects an athlete counts as one unexcused.

TRAINING RULES

Each coach has the responsibility to set training rules, which effect performance in his/her sport. Athletes violating such rules are subject to dismissal from the team by the coach.

PRACTICES

Athletes are expected to attend practices regularly and parents are expected to provide transportation home after practice. Athletes should realize that missed practices may cost them the opportunity to participate (see training rules under citizenship). Practices generally are Monday through Friday. Exceptions will occur due to facility availability or school day schedules. Saturday practices are possible and times will be arranged by the individual coach. There will be no Sunday practices, meetings or contest of any kind. In the case of school closing due to bad weather there will be no practice or contest on that day. On vacation days or holidays practice schedules are to be arranged in advance by the individual coaches and practices should be optional to the athletes as excused absences. This does not mean the coach cannot limit playing time at the next contest in favor of the athletes who were at practice. Any time an athlete cannot make a practice he/she must contact the coach personally in advance to work through the conflict.

TEAM TRAVEL (FOOTBALL AND TRACK ONLY)

Middle school athletes are expected to travel both to and return from contest at other schools in transportation provided by the school. Exceptions will be made only under the following conditions:

- Parental request to transport their son or daughter due to a prior commitment or sudden emergency must be done in advance of the contest in writing. Athletes will be released only to their parents or an adult designated by the parent. The written request is to be given to the head coach of the particular sport involved.
- Emergency medical attention requiring transportation to a doctor, hospital, or approved medical facility whereby such transportation shall be by parent, staff member, emergency medical service or a team parent upon approval of the coach and/or athletic director.
- Illness requiring transportation home, such transportation is to be provided by parent or adult designated by the parent to transport the athlete home.

TEAM TRAVEL (VOLLEYBALL, CROSS COUNTRY, GOLF, TENNIS, WRESTLING, SWIMMING, BASKETBALL, BASEBALL AND SOFTBALL)

Starting with the 2010-2011 season, NO transportation will be provided to athletes participating in Volleyball, Cross Country, Tennis, Golf, Wrestling, Swimming, Basketball, Baseball and Softball. It is the sole responsibility of the athlete and the guardian to ensure drop-off and pick-up at away athletic events. Athletes are to arrive at the time designated by the sports head coach and be picked up following events in a timely manner. An athlete who is chronically late arriving or being picked up will be subject to removal from the team.

AWARDS

Awards will be distributed to student-athletes at the conclusion of each interscholastic sport season:

Participation Award - successfully completing the season and demonstrating a "WeAreFlashes" teamwork approach

Hardest Worker Award - this student-athlete demonstrated a dedication to improve his/her craft in their sport while demonstrating leadership, teamwork, and MVP qualities that embody Franklin Township Middle School Athletics

Mental Attitude Award - this student-athlete demonstrated a superior mental approach to the sport they participated in. Remaining calm under pressure, demonstrating the utmost sportsmanship regardless of win/loss, and displaying positive traits during competition

Most Improved Award - this student-athlete demonstrated thru practice and contests getting better by being dedicated and focused in his/her sport.

POSTPONEMENTS

At times, it is necessary for an athletic event to be postponed. Postponements usually are due to inclement weather, which in one way or another would put the health and safety of our students at risk. Postponements are handled by the Athletic Director of the schools involved in the contest. In the event of a postponement an attempt will be made to reschedule the event at a later date. Postponements will try to be made before the end of the school day (2:15p.m.) so athletes can make their adjustments.

SCHOOL SAFETY

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



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 and submit a web tip. All ways of tipping keep you anonymous.

Name _____ FTMS West PASSPORT (Name must be signed in ink. Passport can only be used by student listed. Any alterations (removed from planner, taped, stapled, etc. will result in all passes being voided and confiscated).

1st NINE WEEKS

OFFICE	RESTROOM	CLINIC	LIBRARY	OTHER
DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: ARRIVAL: RETURN:	DATE: TIME: TO: RETURN:
DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: ARRIVAL: RETURN:	DATE: TIME: TO: RETURN:

Name _____ FTMS West PASSPORT (Name must be signed in ink. Passport can only be used by student listed.) Any alterations (removed from planner, taped, stapled, etc. will result in all passes being voided and confiscated).

2nd NINE WEEKS

OFFICE	RESTROOM	CLINIC	LIBRARY	OTHER
DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: ARRIVAL: RETURN:	DATE: TIME: TO: RETURN:
DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: ARRIVAL: RETURN:	DATE: TIME: TO: RETURN:

Name _____ FTMS West PASSPORT (Name must be signed in ink. Passport can only be used by student listed.) Any alterations (removed from planner, taped, stapled, etc. will result in all passes being voided and confiscated).

3rd NINE WEEKS

OFFICE	RESTROOM	CLINIC	LIBRARY	OTHER
DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: ARRIVAL: RETURN:	DATE: TIME: TO: RETURN:
DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: ARRIVAL: RETURN:	DATE: TIME: TO: RETURN:

Name _____ FTMS West PASSPORT (Name must be signed in ink. Passport can only be used by student listed.) Any alterations (removed from planner, taped, stapled, etc. will result in all passes being voided and confiscated).

4th NINE WEEKS

OFFICE	RESTROOM	CLINIC	LIBRARY	OTHER
DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: ARRIVAL: RETURN:	DATE: TIME: TO: RETURN:
DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: RETURN:	DATE: TIME: ARRIVAL: RETURN:	DATE: TIME: TO: RETURN:

