

**2019 – 2020  
CUSTER BAKER  
INTERMEDIATE SCHOOL**

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101 W. State Road 44  
Franklin, IN 46131

Telephone: 317-346-8600      Fax: 317-346-8611

**ADMINISTRATION AND STAFF**

Principal	Cheryl Moran
Assistant Principal	Cindy Mappes
Guidance Counselors	
	Tammy Schneider
Office Secretaries	Brandi Henderson
	Pat Edwards
	Kresta Richards
Treasurer	Deb Devries
School Nurse	Megan Morrison

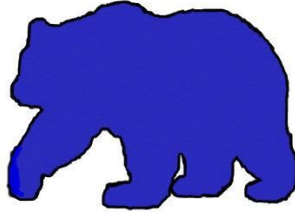
**Franklin Community School Corporation**

Administrative Office 317-346-8700

Dr. David Clendening	Superintendent
Mrs. Brooke Worland	Assistant Superintendent
Ms. Tina Gross	Director of Finance
Mr. Matt Sprout	Director of Technology
Mr. Jeff Sewell	Director of Operations

**Board of School Trustees**

Mr. Bryan Wertz	President	Mr. Ryan Waggoner	Member
Mr. Andy Lamm	Vice President	Mrs. Becky Nelson	Member
Mrs. Kristi Ott	Secretary		



## WELCOME TO CUSTER BAKER INTERMEDIATE SCHOOL

### INFORMATION

News, rules, information and a wide variety of student/parent resources can be viewed at [www.franklinschools.org](http://www.franklinschools.org). You will find links to our school at this site. Please contact us if you need a paper copy of the rules, practices, and procedures.

### IMPORTANT PHONE NUMBERS

School	317-346-8600	Transportation Center	317-346-8770
School Fax	317-346-8611	Attendance Line	317-346-8601

### ParentAccess

ParentAccess is a computer program designed to link parents and schools together via the Internet. It enables parents to access their children's school records including such information as attendance, term grades, and current progress as frequently as the parent wishes. To register for this program, go to the FCSC home page [www.franklinschools.org](http://www.franklinschools.org) and click the ParentAccess link. Enter the login and password information that was sent to you. You will be given additional instructions at this location.

We are striving for 100% participation with ParentAccess. Access to this program is also available in the Parent Resource room just inside the main entrance to the building.

### DAILY SCHEDULE

Students may enter the building at 7:30 a.m. and are to wait quietly in designated areas until dismissed to go to their locker. Classes start at 7:50 a.m. and students are dismissed at 3:00 p.m., except on Wednesdays. **On Wednesdays, students are dismissed at 2:20 p.m.** Students not involved in a planned, scheduled activity supervised by a school official are not allowed in the building or on school grounds after dismissal.

### EMERGENCY EARLY DISMISSAL AND CANCELLATION OF SCHOOL

The Superintendent makes the decision to delay, close, or release school early for weather or safety reasons. The most common changes of the school day schedule occur when severe weather causes street conditions that may endanger the safety of students during transportation. The schedule may be adjusted by two hours.

The decision to institute an adjusted schedule will be made and announced through the news media no later than 6:00 a.m. Following the decision to implement an adjusted schedule, weather conditions occasionally worsen to the point that it is necessary to close the schools. This announcement will be made no later than 1:00 p.m.

Radio and TV Stations announcing school delays/closings:

WRTV – TV 6 1430 AM 101.5 FM	WISH – TV 8 1070 AM 107.9 FM	WTHR – TV 13 93.1 FM 102.3 FM	WXIN – Fox 59 B105.7 FM 97.1 FM	Z 99.5 FM 95.5 FM
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If you have Internet access, you can find information about school closings, delays, and other school or corporation news on the Franklin Community School Corporation home page at [franklinschools.org](http://franklinschools.org).

# IMPORTANT INFORMATION

**A complete listing of rules, practices, and procedures can be found at [www.franklinschools.org/cbis](http://www.franklinschools.org/cbis). Please contact us if you need a paper copy.**

## **VISITORS**

***ALL VISITORS MUST REPORT TO THE OFFICE BEFORE GOING TO ANY AREA IN THE BUILDING.***

Parents are always welcome to visit school and are encouraged to do so. If parents want to talk to a teacher, they are asked to call the teacher's voice mail, email, or write a note to the teacher asking for an appointment. Only parents, guardians, or other appropriate adults will be allowed to visit school. Students are not allowed to bring friends from out-of-town or other schools to visit classes, attend school dances or school activities. Parents can eat lunch at school with their child only and must have a limited criminal background check performed. Parents and their child must eat lunch in the parent resource room across from the office.

## **PARENT VOLUNTEERS**

Parents are welcomed and encouraged to assist with the wide variety of activities at CBIS. All volunteers are required to have a limited criminal background check before assisting in such activities. The school will require proof of identity (photo ID) in order to process the background check. Please contact CBIS for additional information.

# GENERAL INFORMATION

## **LOST AND FOUND**

Students are responsible for their own textbooks, library books, and other personal belongings. Students are advised to put their names in books, coats, and gym clothing. Do not leave money or other items of value unattended. Students may check the lost and found area in the cafeteria.

## **CORPORATION WEBSITE**

Visit [www.franklinschools.org](http://www.franklinschools.org) for news, information, and a wide variety of student/parent resources. You will find links to our school at this site.

# HEALTH and EMERGENCIES

## **EMERGENCIES**

The nurse will see a student if he or she becomes ill during the school day. If the illness is so severe that the student must leave school before the completion of the school day, a parent or guardian (or their designee) will be the only person who can take the student home.

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

Injuries resulting from accidents at school shall be given first aid treatment only. It is the responsibility of the student to report any injury to the teacher in charge. If it is impossible to reach a parent, an administrator may request additional aid for the student.

## **HEAD LICE (Pediculosis)**

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

## **DISPENSING MEDICINE**

According to Senate Bill 376, students in grades K-8 may not take any medications home from school. Students will not be allowed to transport medications to or from school for any reason, as per Indiana Law and FCSC guidelines. Exceptions to this rule, as outlined in Senate Bill 376, include medications for life threatening conditions such as asthma and diabetes. The prescription must require that the student carry these medications during school. Parents may authorize, in writing, that someone 18 years or older may pick up the medication.

School personnel shall not be responsible to dispense medication, but may assist under properly authorized instructions and under the following conditions:

1. For prescription medications, the ordering physician's written instructions shall accompany the medication.
1. The written permission of a parent or guardian is filed in the office.
2. All medications are transported to and from school by the parent in minimum amounts, and in the original medical container, and delivered directly to the school nurse.
3. Only the principal and/or that person's designee(s) may dispense medication at school.

## **VISION SCREENING**

Vision Screening: Students in 5th grade, plus new students and referrals, will be given a vision screening (not an eye exam) during the school year by the school nurse.

## **IMMUNIZATION**

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

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

Please be advised that your child cannot be permanently enrolled and may be denied the opportunity to attend school unless written information of the type listed above has been provided to the school.

## **ACADEMICS AND ACCOUNTABILITY**

### **ParentAccess**

ParentAccess is a computer program designed to link parents and schools together via the Internet. It enables parents to access their children's school records including such information as attendance, term grades and current progress as frequently as the parent wishes. To register for this program go to the FCSC home page [www.franklinschools.org](http://www.franklinschools.org) and click the ParentAccess link. You will be given additional instructions at this location.

We are striving for 100% participation with ParentAccess. Access to this program is available in the Parent Resource room just inside the main entrance to the building.

### **HOMEWORK**

It is the student's responsibility to complete all homework assignments and turn them in on time. If a parent has concern about homework, please contact the classroom teacher for clarification and/or to address the concern.

### **HOMEWORK AND MAKE-UP WORK FOR ABSENCES**

It is the student's responsibility to ask for missing work. Teachers are not required to send homework home prior to a prearranged absence. Students have the same number of days to complete missing assignments as they were absent. The school website and the student's assignment notebook are two places where students and their families are able to find information about homework they missed due to absence.

### **REPORT CARDS**

All classes, except exploratory subjects, will be semester courses and final grades will only be reported at the end of the semester. Grading progress during the course of the semester can always be viewed by using ParentAccess. Parents should always feel welcome to contact their child's teacher if there are questions or concerns. Continued failure to meet academic standards may result in the student being retained in the same grade for the following year.

### **GRADING SCALE**

100%	<b>A+</b>	88 – 89%	<b>B+</b>	78 – 79%	<b>C+</b>	68 – 69%	<b>D+</b>	0 – 59%	<b>F</b>
92 – 99%	<b>A</b>	82 – 87%	<b>B</b>	72 – 77%	<b>C</b>	62 – 67%	<b>D</b>		
90 – 91%	<b>A-</b>	80 – 81%	<b>B-</b>	70 – 71%	<b>C-</b>	60 – 61%	<b>D-</b>		

# STUDENT ATTENDANCE

## ACCEPTABLE REASONS FOR ABSENCE

The State of Indiana and the Franklin Community School Corporation recognizes the following acceptable reasons for absence from school:

- *Personal illness* - Proper documentation from a doctor is required after nine (9) absences.
- *Professional appointments* (doctor, dentist, therapist) - Proper documentation is required.
- *Required court attendance*
- *Death in the immediate family*
- *Observation of a bona fide religious holiday*
- *Out of school suspension*
- *Such other good cause as determined by law (20-8.1-3-18)*

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

## REPORTING ABSENCES

1. When a student is absent from school, a parent must call **346-8601** by **9:00 a.m.** on each day of absence. The absence phone line is operable 24 hours a day.
2. Upon returning from an absence, students have the same number of days to complete missed work as they were absent. Not completing the makeup work by the deadline will result in loss of credit for that assignment.
3. If a parent does not verify the absence by calling the absence line, the absence may be considered truancy, and appropriate disciplinary actions will be assigned.
4. Students who are absent must make up all missing work. It is the student's responsibility to ask for missing work. Students have the same number of days to complete missing assignments as they were absent. The missing assignments can be obtained by calling the "Homework Hotline" or referring to the student's assignment notebook.

### Proper Documentation Requirements (Doctor Notes)

A notice of the appointment will be required upon the student's return to school. The documentation must contain the following to be considered an acceptable absence:

1. name of the student
2. date and time of the appointment
3. expected return date to school
4. any limitations and their duration
5. physician's signature

Failure to produce documentation in a timely manner will result in violation of the corporation's attendance policy.

## EXCESSIVE ABSENCES

1. Upon the seventh (7th) absence without a doctor's note, a letter is sent home explaining the corporation's policy on excessive absences.
2. Upon the tenth (10th) absence without a doctor's note, ALL further absences will require a doctor's note with proper documentation. A letter is sent to the parents reviewing the student's attendance record, and indicating that if absences continue, referral will be made to the Johnson County Juvenile authorities for further action.
3. Upon the fifteenth (15th) absence without a proper doctor's note, a notice is sent to the Johnson County Juvenile authorities for further action.  
*Additional absences may be considered trancies.*

## TARDY TO SCHOOL

Students who are late to school must report to the office for an admit slip. Parents must bring the student into the office and sign them in. Tardiness to school is just as serious as tardiness to class. It results in lost educational time and is a disruption to the learning environment of other students. Any student arriving at school after 8:00 a.m. on five (5) occasions, may be given a consequence.

## DOCTOR OR DENTIST APPOINTMENTS DURING THE SCHOOL DAY

When a student has a doctor or dentist appointment during school hours, *a note should be brought from home* indicating the time of the appointment. The note is to be taken to the office the morning of the appointment. The student will be given an early dismissal slip to be presented to the teacher at the designated leaving time. For the student's safety, parents **MUST** sign the student out of the building. The student will then obtain a doctor's note with the information described above. Students must give that note to the office upon returning to school.

## **TRUANCIES**

Truancy is the willful refusal of a student to attend school or classes and will result in serious consequences including possible legal action. Examples may include:

1. Absence from school as a direct defiance of instructions by school administrator(s) and/or, without knowledge and consent of parents.
2. Not reporting to one or more assigned classes.
3. Leaving class without permission of the teacher.
4. Being observed in a place that is completely unacceptable for the excuse presented by the parents.
5. Excessive absences or tardies to school.

## **PERFECT ATTENDANCE**

A student is considered to have perfect attendance if he/she has been in attendance during every period of every school day. This includes no tardies to school and not leaving school before the end of the day. (including outside appointments)

# **STUDENT RESPONSIBILITIES AND BEHAVIOR CODE**

## **ALL-SCHOOL GUIDELINES**

It is impossible to cover all types of situations that may occur throughout the school year. Therefore, verbal announcements may be made concerning items not listed in this handbook. Students may be disciplined for items or situations even though they are not specifically covered. Each teacher will present students with a written list of classroom rules that students must follow. These rules are in addition to the rules listed in the handbook.

1. Students must respect the rights of all adults and students by being courteous and showing appropriate behavior and language at all times.
1. Students must follow instructions of school personnel.
2. Students may not have food or drinks at CBIS unless the items are brought from home as a sack lunch to be eaten in the cafeteria or the items are provided by the teacher and are eaten in a designated area. Soda /soft drinks are not allowed.
3. Students may not carry book bags to their classes.
4. Students should not bring items to school that could interfere with learning. This includes such items as electronic games, ball cards, cameras, lasers, or skateboards.
5. Students may only use Chromebooks, computers, or other electronic devices for approved academic purposes.
6. All cell phones must be turned off and remain in the student's locker during school hours.
7. Taking photographs, recording video or audio of other students or staff members is prohibited at school or on a bus.
8. There is to be no hand holding, kissing, or other types of similar body contact.
9. Pushing, name-calling and horseplay are prohibited.
10. Cheating and lying are strictly prohibited.
11. Students are not to run, push, or shout in the halls.
12. Students shall not be in the halls without a hall pass or assignment notebook pass.
13. When staying after school for any reason, students are to remain with their supervisor at all times.
14. Students may not receive flower /balloon deliveries at school.
15. The wearing of gang-related clothing or jewelry is strictly prohibited; the possession of, writing of, or use of gang-related symbols/signs is prohibited.
16. Students, who see weapons at school, hear about a student threatening to bring a weapon, or threatening to inflict life threatening injuries are required to report this information to a teacher or administrator.
17. Use of another student's ID card or lunch/library account numbers will be considered theft.
18. Encouraging students to fight either on or off school grounds is prohibited.
19. Students must make legitimate efforts to complete school work.
20. Gum chewing is prohibited.

## **DUTY TO INFORM**

Maintaining a safe school environment is the duty of the entire school community including students. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans may result in disciplinary action up to expulsion from school. (Indiana Code 20-8.1 – 5.1-8, 9, 10) If a student is not sure the information they have is important (including rumors), valid, real, or truthful the information should still be reported to faculty, staff, or administration so that an appropriate investigation can occur. A student may use the STOPit anonymous reporting app or website available on the Franklin Community Schools website to make reports. Reports submitted anonymously must include enough information to facilitate an investigation.

## **ELECTRONICS AT SCHOOL**

The use of school-issued Chromebooks and computers are for academic purposes only. The use of an electronic device for any other purpose is considered misuse and may result in a disciplinary action. Cell phones must be turned off and remain in the student's locker during school hours.

Electronics such as CD players, portable video games, iPods, etc. are at risk of being stolen or broken and it is recommended that these devices be left at home. If a device must be brought to school, it must be turned-off and stored in the student's locker and not accessed during the school day.

## **CELL PHONE/ELECTRONIC DEVICE USE DURING THE SCHOOL DAY**

**Students may use their cell phone or electronic device ONLY under the following conditions:**

1. Before or after school hours.
2. Student cell phones are expected to be OFF, not in use for any reason, and out of sight during the school day. Use in the classroom or office is ONLY approved when given direct permission by a faculty member.

**Students may NOT use their cell phone or electronic device:**

- In any areas that are considered private, including restrooms, locker rooms, health clinic and while in the main office or guidance office.
- For use in recording video or taking pictures, unless directed by a staff member.
- For making phone calls, unless permitted by a staff member.

*\*\*\*Use of electronic devices is a privilege and may be revoked at any time.\*\*\**

**Students must immediately give a staff member the entire electronic device upon request including all components. Failure to provide a staff member with the electronic device immediately may result in suspension.**

## **CHROMEBOOK INFORMATION**

Each student will receive a Chromebook for their use during the school year. Students are responsible to maintain their chromebook in good condition. This device is the medium by which all students will receive assignments and curriculum. Responsible chromebook use is monitored by individual teacher classroom policy.

General Rules:

- Chromebooks must remain in the school-issued case at all times.
- Chromebooks should be brought to school charged each day.
- No food or drink near the Chromebook
- Cords, cables, earbuds, and removable storage devices must be inserted carefully into Chromebook, and must be removed completely before closing case.
- Never close the Chromebook with anything left between the keyboard and the screen.
- Chromebooks and chargers are the student's responsibility at all times, and should never be shared, swapped or loaned to another person.
- Chromebooks are not to be used in the cafeteria during lunch.
- Never leave your Chromebook unattended.
- Immediately report any problems or damage to the IMC to be assessed for repair.
- School issued Chromebooks are to be used for educational purposes first and foremost.
- Students are to adhere to the Acceptable Use Policy as detailed in the student handbook at all times. Not doing so will result in restrictions and/or discipline consequences.

## DRESS CODE

Dress and grooming shall be within the limits of generally accepted good taste. The ways in which students dress can have a negative influence on other students, and this type of influence will not be tolerated. The following guidelines are to be used by students in terms of dress at school:

1. Student dress and/or appearance must not distract from the educational environment.
2. Bare midriffs are not permitted.
3. Overly tight tops, low cut tank tops and low cut shirts are not allowed. Spaghetti strap tops are not allowed.
4. Overly short dresses, skirts and shorts are not allowed. The length should reach the bottom of the fingertips.
5. Hoods and hats are not to be worn inside the building.
6. Clothing or accessories with profane, obscene, or suggestive slogans/designs are not acceptable. Clothing with slogans/designs that may be interpreted as advertising or advocating the use of illegal drugs, alcoholic beverages or tobacco, is not allowed.
7. Students may not wear pants, dresses or skirts with holes above the knees.
8. Students may not wear baggy pants that ride low on the hips.
9. Appropriate footwear must be worn at all times. House slippers are not permitted.
10. Dress, unless it is associated with a school purpose, cannot distinguish a person as a member of a distinct group. Bandanas are not permitted.
11. Heavy chains, spiked necklaces or bracelets are not to be worn.

## STUDENT WALKERS AND BICYCLE REGULATIONS

1. All students walking or riding a bicycle to or from school must have a signed permission slip from the parent.
2. Bicycles are to be parked in the area provided and shall be locked at all times.
3. The school will not be responsible for stolen or damaged bicycles.
4. Students are not to ride "double" on a bicycle.
5. Students are not to ride "mopeds" to or from school.

## CAFETERIA GUIDELINES

1. Students should not bring soda/soft drinks to lunch.
  2. Students are not allowed to have fast food items (sandwiches, pizza, ice cream) delivered or brought to them.
- Additional information regarding food services is located on page 19.*

## LOCKER RULES AND POLICIES

1. Lockers are the property of the school. Appropriate school personnel may search lockers to protect students and the learning environment.
2. ***Students must use only the locker assigned to them.*** Locker combinations must *never* be given to another student. Students must not attempt to open a locker that isn't assigned to them by the school.
3. All decorations must be placed inside the locker and must be held in place by magnets. Stickers and items taped to lockers are not allowed.
4. No drinks or food should be stored in lockers except lunch brought from home for that day.
5. Lockers must not be slammed, kicked, or marked on.
6. Tampering with lockers to keep them unlocked is against the rules.

## TRANSPORTATION RULES AND POLICIES

The Franklin Community Transportation Department prides itself on the safe and efficient delivery of all students to their intended destination. In order to make this possible we have outlined below the expectations for all students who have chosen to ride our buses. While bus transportation is for most students a privilege, we are pleased to host students who assist us in providing a safe and enjoyable riding experience. **SCHOOL BUS TRANSPORTATION IS A PRIVILEGE AND CAN BE SUSPENDED IF THESE RULES ARE NOT FOLLOWED.**

All school rules apply while the student is on any FCSC sponsored bus. Violation of any school rules may result in disciplinary action. In addition to the school rules, it is expected that all students:

1. Will sit in a forward facing position with legs, arms, feet, and head inside the bus and out of the aisle while the bus is in motion.
2. The students will sit in the seat assigned to them by the driver. The driver reserves the right to change or adjust the student's assigned seat as he/she deems appropriate.
3. Profane language, obscene gestures or loud and boisterous language are prohibited.
4. Will not stand, swing, climb, or jump on the bus seat. Also, students are not to switch seats while the bus is in motion.
5. Will not open bus windows more than half way at any time.
6. Will not sit in the driver's seat or operate any of the school bus controls.
7. Will not eat, drink, or chew gum while on the bus.
8. Will enter and exit only by the front door (unless otherwise instructed by the driver).
9. Will not brush their hair or use hygiene products such as hair spray, perfume, nail polish, lip stick, make-up, etc. while on the bus.



10. Will not bring glass containers on the bus such as glass jars, pop bottles, etc.
11. Will not bring skateboards, animals, insects, or plants on the bus.
12. Will keep personal items such as books, pencils, toys, etc. in their book bags.
13. Will make sure that cell phones are on vibrate while riding on the school bus.
14. Students are not allowed to leave the bus without the driver's permission at any time.
15. The students will obey the driver's instructions when crossing the road, boarding, during transport, or leaving the bus.
16. Students must board and leave the bus at the student's regular bus stop location unless given prior permission by the Transportation Department. The Transportation Department will direct the school to issue a bus pass when permission is granted. This is for all grades K-12.
17. Possession, or use of the following are prohibited: tobacco, guns, knives or other dangerous weapons, alcohol, illegal drugs, explosives, fireworks, matches, cigarettes, or lighters.
18. Intimidation or harassment of the Driver and/or students is prohibited.
19. Transportation of Large Articles-The size of items should be such that it can be carried on the student's lap or on the floor of the bus under the seat in front on the student's seat. In either case, it will not extend beyond or above the height of the seat in front of the student (approximately 39").
20. Will not record video or take pictures while on the school bus without driver permission. The student may use devices such as mobile phones or tablets as long as it is not a distraction to the driver or is being used in a way that is deemed inappropriate according to the FCS Acceptable Use Policy.
21. Students should arrive at their bus stop 5 minutes prior to the scheduled pick-up time.

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

### **SCHOOL BUS VIDEO RECORDING AND VIEWING**

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

### **SCHOOL BUS PASSES**

Permission to ride a school bus other than the student's regularly assigned bus will **NOT** be granted unless an emergency exists. Parents must call Custer Baker Intermediate no later than 2:00 p.m. to make arrangements for any exception.

## SERIOUS BEHAVIORS

Students, parents and staff share the responsibility for good behavior in our school. Working together we can provide an environment that is safe, orderly and supportive to learning. Therefore, it is necessary that students, parents and staff understand that **any behaviors that disrupt education, threaten to or actually cause damage to people, or destroy property are forbidden.** These behaviors have been classified as “Serious Behaviors” and will result in a significant consequence from the school.

### Some of these behaviors include:

1. Harassment, intimidation, or bullying
1. Threatening behavior - either written, verbal or physical
2. Fighting / battery / assault
3. Encouraging or intentionally causing students to fight either on or off school grounds
4. Disrespect to school personnel
5. Disruption of the educational process
6. Truancy
7. Possession of, selling, purchasing, or use of, tobacco products, electronic cigarettes, matches, or lighters
8. Possession of, selling, purchasing, or use of, illegal drugs, or look-alikes whether prescription or sold over the counter (without prescription), rolling papers, drug paraphernalia, or any substance represented to be illegal drugs
9. Possession of, selling, purchasing, or use of, alcohol or intoxicant of any kind
10. Possession of, selling, purchasing, or use of, fireworks or any other type of explosive
11. Possession of, selling, purchasing, or use of firearms, knives, similar weapons, or items that look like weapons
12. Causing a false fire alarm, bomb threat, or similar false emergency
13. Destruction or damage to property
14. Theft or possession of stolen items
15. Any gang activity on or off school grounds
16. Any illegal activities on or off school grounds
17. Failure to report knowledge of weapons at school
18. Failure to report any knowledge of someone planning to bring weapons to school
19. Failure to report knowledge of someone threatening to inflict serious injuries
20. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device. (See information regarding sexting below)

### Important Notice to Students and Parents Regarding Cell Phone Content and Display

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists. This would include information found on cell phones.

“Sexting” or using a cell phone or other personal communication device to send text, photographs, images or email messages reasonably interpreted as indecent or sexually suggestive is in violation of the student conduct code. Possession of text, photographs, images or email messages of such nature is also in violation of the student conduct code. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement officials.

### HARASSMENT AND INTIMIDATION OF OTHERS

It is a violation of school rules to threaten, harass, or intimidate others. Students who experience such harassment or intimidation for any reason, including, but not limited to, racial or sexual harassment, should report the incident to a guidance counselor or school administrator immediately for investigation. Bullying is strictly prohibited. Bullying is overt, repeated acts, including physical, verbal, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or intimidate the other student. Bullying is prohibited on school grounds, the school bus, or at any school-sponsored activity.

### WEAPONS AT SCHOOL

Indiana law IC 20-8.1-5.1 ec.10 concerning the possession of weapons on school property *requires* that students identified as bringing a deadly weapon to school or on school property; or in possession of a firearm on school property; *be expelled for a period of one (1) calendar year*, with the return of the student to be at the beginning of the first school semester after the one (1) year period.

### REPORTING FALSE EMERGENCIES

Students who cause a false fire signal, bomb threat, or any similar false emergency may be recommended for expulsion and assigned a \$100.00 fine.

## DISCIPLINE OPTIONS

It is the student's *responsibility* to dress appropriately, comply with school rules, attend class regularly and punctually, show respect for public and private property, and respect the rights of others. The superintendent, administrative personnel or any other staff member of the school corporation shall be authorized to take actions in connection with student behavior, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with school purposes. Examples of these actions include, but are not limited to, the following:

- Counseling with a student or a group of students
- Conferences with a parent or group of parents
- Assigning students additional work
- Rearranging class schedules
- Requiring a student to remain in school after regular school hours or do additional assignments
- Restricting extracurricular activities

## ADDITIONAL DISCIPLINARY OPTIONS

- **BEHAVIOR LOGS** – Behavior and responsibility logs are used to track student behavior. Parents are asked to check these logs on a daily basis. This is an additional communication tool regarding your child.
- **DISCIPLINE NOTICE** - When a student has done something wrong, a discipline notice is sent home as a way of communicating with parents. The parent is asked to read the offense and the consequence, discuss the situation with their child, sign the notice, and send it back to the assigning teacher with the student.
- **AFTER-SCHOOL DETENTION** – Staff members may assign after school detentions from 3:00 p.m. until 4:00 p.m. Detentions are normally assigned for the day following a discipline incident. (No detentions are assigned on the day just prior to a holiday or vacation). *DETENTION WILL TAKE PRECEDENCE OVER ALL OTHER SCHOOL ACTIVITIES.* Students who are late to detention or who misbehave while serving a detention will be instructed to leave, and the time lost will not be counted toward serving the detention. Students are required to work on assigned materials during the detention hour. Students *MUST* present the discipline slip, signed by the parent, to enter detention.
- **TEAM INTERVENTION (TI)** – Program individually designed by the teaching team to correct specific behaviors.
- **FRIDAY SCHOOL** – Students will remain at school until 6:00 p.m. on the day of the assigned Friday School. Students who do not serve the entire time or misbehave during the assignment may receive additional consequences.
- **OUT-OF-SCHOOL SUSPENSION (OSS)** - OSS will be assigned for such behaviors as: academic refusal, insubordination, belligerence, attempting to injure another individual, repeatedly not following rules and other serious offenses. Students who are suspended out of school may not attend any school-sponsored activities on the day or days of the suspension.
- **ALTERNATIVE SUPERVISED INSTRUCTION** - ASI is yet another consequence where students will be expected to complete all classroom assignments from their regular classes.
- **EXPULSION** - Students who are expelled may not attend any school-sponsored activity or be on school premises without the permission of the administration of CBIS during the period of the expulsion. See section entitled Grounds for Expulsion.

## STUDENT DISCIPLINE

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

### REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

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

**SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days [not to exceed 10 days].

**EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

#### **GROUND FORS SUSPENSION OR EXPULSION:**

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

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

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

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or another person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. **Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.**
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.

9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract as defined by state law is excluded from this rule
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    - i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - iii. The student has been instructed in how to self-administer the prescribed medication.
    - iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.

27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## **B. Bullying**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator or designee] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator or designee]. This report may be made anonymously.

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

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

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule: any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.
  - A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

## **D. Possessing A Deadly Weapon**

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

## **E. Unlawful Activity**

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

## **F. Legal Settlement**

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

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

## **SAMPLE SUSPENSION AND EXPULSION PROCEDURES**

### **SUSPENSION PROCEDURE**

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

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

### **EXPULSION PROCEDURE**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel



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

## **FRANKLIN COMMUNITY SCHOOL CORPORATION ACCEPTABLE USE POLICY (AUP) AND GUIDELINES**

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

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

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

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

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

#### **Telecommunications**

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

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

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

#### **Terms and Conditions**

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

ISD has the responsibility to monitor and maintain security on all technology. All computers, telephone systems, electronic systems and voicemail systems are the property of FCSC. FCSC retains the right to access and review all components of these systems. Students and employees should have no expectation that any information contained on or in any of these systems is confidential or private. Information

may be reviewed with or without student or employee knowledge or permission. The use of passwords does not guarantee confidentiality and FCSC retains the right to access information in spite of the existence of a password. When accessing the Internet via a FCSC networked computer, every site visited and the duration of time spent at each site is logged and tracked based on the user's login and the computer that is being used.

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

**1. Account Use:**

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

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

**2. Privileges:**

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

**3. Acceptable Use:**

Use of network accounts should pertain to educational research or communications consistent with FCSC educational objectives and policies. Therefore, Internet access will be limited to educationally appropriate sites during all assigned instructional or supervisory times. Personal use of accounts within the confines of the AUP may occur before 8:00am and after 3:00pm on school days and during any duty free time or on days school is not in session. The user, with the understanding that he or she may need to justify the site(s) to a peer, administrator, parent or the general public, determines educationally appropriate sites. Transmission of any material in violation of any U.S. or state regulation is prohibited at all times. Furthermore, students and employees are strictly prohibited from transmitting material that is copyrighted, threatening or obscene, or may be construed as political lobbying. At no time are FCSC accounts to be used to receive or transmit any form of digital, electronic, tape or wireless transmission of material containing obscene, vulgar, threatening or inappropriate material.

**4. Software Policies:**

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

**A. Software Programs:**

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

**B. Purchasing Policies:**

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

**5. Web Page Policies:**

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

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

**A. Educate:**

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

**B. Inform:**

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

**C. Communicate:**

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

**D. Group Pictures:**

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

**E. Student and Employee Information:**

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

**6. Network Etiquette:**

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

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

**7. Warranties and Responsibilities:**

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

**8. Vandalism:**

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

**9. Unsolicited Online Contact:**

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

**10. Commercial Use by Students:**

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

**11. Indemnification:**

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

**12. Consequences:**

Violations of this policy may result in disciplinary action by FCSC. It is a criminal act under Indiana law to access a computer system and/or damage or alter a computer program, data, or hardware without the consent of the computer owner. Indiana Code § 35-43-1-4 defines computer tampering, a Class D felony, as the knowing or intentional alteration or damage to a computer program without the consent of the owner. Indiana Code § 35-43-2-3 defines computer trespass, a Class A Misdemeanor, as a knowing or intentional access to a computer system network or a part thereof without the consent of the owner. Additionally, there are other criminal offenses dealing with theft and criminal mischief with similar or greater penalties of imprisonment.

FCSC Board approved 6/12/95, 1/16/96, 3/11/96, 6/12/00, 7/10/00, 4/9/01, 3/11/02, 5/10/04, 6/11/07

## **F.C.S.C SEARCH POLICY**

### **LOCKERS & LOCKER INSPECTIONS**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms and art classrooms, are the property of the School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an education function, or which are forbidden by State Law or School Rules. A student may not expect to have privacy in a locker or its contents.

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

The School provides lockers as a convenience to students. Combinations are changed when a new student is assigned to a locker, and it is the student's responsibility to keep the combination to himself and the locker locked at all times. The School cannot accept responsibility for any items missing from a student's locker.

### **Family Educational Rights and Privacy Act (FERPA)**

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

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

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

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

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

If you do not want Franklin Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23<sup>rd</sup>, 2017. Franklin Community Schools has designated the following information as directory information:

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| <ul style="list-style-type: none"> <li>-Student's name</li> <li>-Address recognized activities and sports</li> <li>-Telephone listing</li> <li>-Electronic mail address athletic teams</li> <li>-Photograph</li> <li>-Date and place of birth received</li> <li>-Major field of study</li> <li>-Dates of institution attended</li> <li>-Grade level</li> </ul> | <ul style="list-style-type: none"> <li>-Participation in officially</li> <li>-Weight and height of members of</li> <li>-Degrees, honors, and awards</li> <li>-The most recent educational agency or</li> <li>-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)</li> </ul> |
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FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those

programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

## **INDIVIDUALS WITH DISABILITIES STATEMENT**

The practice of Franklin Community Middle School is that no person with a disability should be excluded from participation, access to, or benefits of any program or activity sponsored by Franklin Community Middle School by reason of his/her disability. Inquiries regarding this policy should be directed to the school's principal, assistant principal, or guidance counselor. All activity sites are fully accessible. Any person requiring further accommodations should contact the Superintendent at the corporation's central office.

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

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

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

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

For more information please contact Bill Doty, FCSC Facility Manager, at 346-8741 or by email at dotyw@franklinschools.org

## **Annual AHERA Notification**

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

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

1. No removal projects are planned for the 2017-18 school year.
2. Cost estimates have been acquired for the removal of all remaining asbestos containing materials. FCS will plan future budgets to complete abatement projects.

### **Operations & Maintenance:**

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

**A look ahead:** FCSC will continue diligent efforts to manage and control existing asbestos containing materials. If further information is needed, contact Jeff Sewell, Director of Operations. sewellj@franklinschools.org