

Needham Elementary School

a part of the

Franklin Community Schools

1399 Upper Shelbyville Road

Franklin, Indiana 46131

(317) 738-5780

<http://www.franklinschools.org/needham>



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Needham Elementary Staff Members

Mrs. Amy Baar	Kindergarten Room 17	baara@franklinschools.org
Mrs. Cookie Bullington	Kindergarten Room 16	bullingtond@franklinschools.org
Mrs. Vita Viviano	Kindergarten Room 15	vivianov@franklinschools.org
Mrs. Ashley Polcher	1 st Grade Room 19	polchera@franklinschools.org

Mrs. Alyssa Bontrager	1 st Grade Room 22	bontragera@franklinschools.org
Mrs. Cindy Cooper	1 st Grade Room 21	cooperla@franklinschools.org
Mrs. Jill Snyder	1 st Grade Room 20	snyderj@franklinschools.org
Miss Megan Burns	2 nd Grade Room 42	burnsm@franklinschools.org
Mrs. Kathy Wilson	2 nd Grade Room 41	wilsonk@franklinschools.org
Miss Cindy King	2 nd Grade Room 43	kingc@franklinschools.org
Mrs. Megan Knartzer	3 rd Grade Room 30	knartzerm@franklinschools.org
Mrs. Jessica Grismore	3 rd Grade Room 29	grismorej@franklinschools.org
Mrs. Amy Jepsen	3 rd Grade Room 36	jepsena@franklinschools.org
Mrs. Annie Stillabower	4 th Grade Room 33	stillabowera@franklinschools.org
Mrs. Dianna Bennis	4 th Grade Room 34	bennisd@franklinschools.org
Mrs. Melissa Moore	4 th Grade Room 31	moorem@franklinschools.org Eliza beth Whiteg

Mrs. Jeanie Perry	Librarian	perryje@franklinschools.org
Ms. Deb Stubberman	Art Room 46	stubbermand@franklinschools.org
Mrs. Dale Ludwig	Music Room 39	ludwigd@franklinschools.org
Mrs. Linzie Spaulding	PE Gym	spauldingl@franklinschools.org
Mrs. Melissa Henderson	Literacy Coach/Title 1 Room 40	hendersonm@franklinschools.org
Mrs. Susie Whitworth	Literacy Coach/Title 1 Room 40	whitworths@franklinschools.org
Mrs. Kim Moreno	Special Education/Speech	morenok@franklinschools.org
Mrs. Veneita Taylor	Special Education	taylorv@franklinschools.org
Mrs. Elizabeth White	School Psychologist	whitee@franklinschools.org
Mrs. Brooke Buckner	Adult and Child	bucknerb@franklinschools.org
Mrs. Crystal May	School Counselor	crystalm@franklinschools.org
Mr. Dylan Purlee	Principal	purleed@franklinschools.org
Mrs. Deborah Medsker	Secretary	medskerd@franklinschools.org
Mrs. Margie Buchanan	Secretary	buchananm@franklinschools.org
Mrs. Damesia	Nurse	treibicd@franklinschools.org

Treibic		
Ms. Justina Smith	Head Custodian	smithj@franklinschools.org
Mrs. Beth Benbow	Cafeteria Manager	benbowb@franklinschools.org

Needham Information

ABOUT US

Needham Elementary is home of the Bulldogs! Our school colors are purple and white. We have approximately 400 students and service Kindergarten through 4th grade. Needham is one of five elementary schools in Franklin Community Schools. Needham has a rich community history going all the way back to the Needham Township K-8 School. We are connected to the city of Franklin by the Dollen's one-room schoolhouse and the Franklin Greenway Trail.

ENROLLMENT

We want every student's first day to be great! In order to give the classroom teacher and the school time to prepare we use a 24 hour guideline. If your student is enrolled before noon, they will generally be able to start the next day. If your student enrolls after noon, they will generally start in two days. This provides the school time to set up of all the materials and notifications needed to ensure students have a great first day.

CUB CARE.

After-school daycare is available for Needham students through Cub Care. What is Cub Care? Cub care is the before and after school childcare program in the Franklin Community School Corporation for Elementary Schools K-4 and CBIS. Registration fee: Yearly one time fee of \$20.00 PER FAMILY sent with your registration form. This will guarantee a spot for your child/children any time before or after school care is needed. Weekly fees can be paid weekly or bi-weekly. Needham's before school : 6:00 am to 7:20 am and after school program runs from 2:25 PM to 6:00 PM. For further information please contact : Sandra Brown Cub Care @ 317-346-8200 or email @ browns@franklinschools.org

NEEDHAM AFTER SCHOOL HOURS

Office hours are from 7:15 – 3:15. School doors are locked and the gate to the classrooms is lowered each night. Students trying to enter the building after hours must be accompanied by an adult. Classrooms are locked each day after school.

STUDENTS LEAVING SCHOOL EARLY

Please notify the teacher or the office if your child will be leaving school during the day. If your child is picked up by someone other than the name of the parent/guardian on the enrollment form, you must notify the office. For the safety of your child, all persons picking up students

must report to the office and show ID to sign-out the student. Your student will be called at that time. If you are running late, please plan accordingly. Each time your child is absent from the classroom, they are **missing academic instruction**. Please make every effort to schedule appointments during non-school hours.

TELEPHONE CALLS

Telephone calls between parents and students are only for emergencies. The office staff will deliver the message. Students are permitted use of the telephone in an emergency by permission of his or her teacher. If you call and no one answers, please call back in a couple minutes. The office is always covered, however; office staff may be on another line. Please notify the office by 2:00 PM of any student transportation changes.

NEEDHAM SCHOOL COUNSELING

The school counselor serves as a link between school and home. Student groups are offered at our school. Examples include divorce, study skills, anger management, and friendship. The school counselor also provides individual and crisis counseling. Bullying prevention lessons are also taught at each grade level. The collaborates with local social service agencies, counseling agencies, and law enforcement officials when necessary to promote the social and emotional health and well-being of the school community. Please feel free to contact our school counselor: [Mrs. Crystal May , 317-738-8360 or mayc@franklinschools.org](mailto:mayc@franklinschools.org).

Dylan Purlee
Principal
317-738-5780 (Phone)
317-738-5787(Fax)

Needham Elementary School
1399 Upper Shelbyville Road
Franklin, IN 46131
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August 2016

Dear Parents,

Needham Elementary School is continuing an important school-wide initiative called Positive Behavior Support (PBS). It is a process for creating a positive learning environment in a safe and effective school. Staff members have formed a PBS committee to research and plan a behavior support system specifically designed for Needham. This school year our plan will be fully implemented as we adopt the unified set of school expectations including being respectful, being responsible, and being ready to learn. These expectations will be posted and reinforced in all classrooms and non-classroom areas around our building.

Our theme is **I can be a STARRR!** The three R's stand for: Respectful, Responsible, and Ready to Learn. We are excited to get our STARRR plan underway. This plan will allow us to acknowledge positive behavior and advance student achievement. Teachers and all staff members throughout the building will actively seek students who are setting a STARRR example. These students will receive verbal recognition from the staff member along with a Bulldog STARRR ticket. Students will have various reward opportunities throughout the year based on the number of tickets they earn. We are excited about acknowledging the good behavior occurring at Needham in all grade levels.

Please take a few minutes to discuss with your child some ways to display STARRR behavior: Be Respectful, Be Responsible, and Be Ready to Learn. Attached you will find the chart that will aid in this discussion.

If you have questions about Positive Behavior Supports, please feel free to contact your child's teacher. We look forward to teaching your STAR this school year!

Sincerely,
Needham PBS Committee

	All Settings	Classroom	Hallway	Restroom
I am Respectful	<p>Follow directions first time given</p> <p>Accept consequences without arguing or complaining</p> <p>Keep hands and feet to self</p>	<p>Keep hands, feet and objects to yourself</p> <p>Use kind and positive words</p> <p>Work together by accepting and including everyone</p>	<p>Walk quietly</p> <p>Stay in line, facing forward</p>	<p>Use restroom properly</p> <p>Respect privacy</p>
I am Responsible	<p>Use kind words</p> <p>Use manners</p> <p>Report problems</p>	<p>Listen, look, think, follow directions.</p> <p>Stop and think, make good choices</p>	<p>Keep hallway clean</p> <p>Raise hand if you need assistance.</p>	<p>Flush when finished</p> <p>Wash hands with soap and water</p> <p>Throw paper towel in the trash can</p>

		Report problems to teacher		
I am Ready to Learn	<p>Do your best</p> <p>Use materials appropriately</p> <p>Come prepared</p>	<p>Participate in class activities. Complete class work.</p> <p>Be prepared with all materials. Clean up.</p> <p>Set goals. Do your personal best.</p>	<p>Keep hands, feet and objects to yourself</p> <p>Go directly to your destination</p>	<p>Wait patiently for others</p> <p>Return to hall or class promptly</p>

		Recess	Bus	Assembly
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	Cafeteria			
I am Respectful	<p>Use an inside voice</p> <p>Use good table manners</p> <p>Keep tables and floor clean</p>	<p>Share and use equipment properly</p> <p>Use kind words be a good sport</p> <p>Resolve conflicts peacefully</p>	<p>Use kind words</p> <p>Use an inside voice</p> <p>Waiting patiently to get on and off the bus</p>	<p>Participate appropriately</p> <p>Clap at the end of program</p> <p>Raise your hand if you need assistance</p>
I am Responsible	<p>Get utensils, food, and all extras before sitting down</p> <p>Stay in your seat</p> <p>Raise your hand if you need assistance</p>	<p>Clean-up equipment when done</p> <p>Be alert and play safely</p> <p>Be prepared for the weather</p>	<p>Sit back to back, bottom to bottom, feet on floor</p> <p>Be a good role model</p> <p>Report problems to bus driver</p>	<p>Keep hands and feet quiet</p> <p>Use designated aisles</p> <p>Wait your turn patiently</p>
I am Ready to Learn	<p>Walk quietly and line up when asked</p>	<p>Line up immediately when the whistle blows.</p>	<p>Listen & follow directions of the bus driver</p>	<p>Listen</p> <p>Watch</p> <p>Learn</p>

	<p>Keep hands, feet and objects to yourself</p> <p>Lights off means voices off</p>	<p>Face forward in line</p> <p>Report injuries or problems you cannot solve to the adult on duty</p>	<p>Take all belongings with you</p> <p>Walk promptly to your class or bus</p>	
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General Information

PARENT VOLUNTEERS

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

Book Fees:

Kindergarten \$77.74

1st Grade: \$125.12 HA \$138.81

2nd Grade: \$110.59 HA \$146.25

3rd Grade: \$107.05 HA \$102.64

4th Grade: \$99.42 HA \$80.18

These fees are due to the school office as soon as possible. Please let the office know if there are any questions concerning book rental fees. If your child is eligible for free or reduced lunches/school fees, please fill-out a new form for the 2016-17 school year. All students on free

or reduced lunches will receive free textbook rental if the box on application is checked and signed.

PARENT/TEACHER CONFERENCING

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

NO SMOKING POLICY

Franklin Community Schools are committed to the health of its students and employees. In order to provide a healthy learning and working environment and to fulfill the responsibility as an educational facility, the Board of School Trustees has adopted the following policy, revised 7/06
SMOKING WILL NOT BE PERMITTED ON ANY PROPERTY OF THE FRANKLIN COMMUNITY SCHOOLS

EMERGENCY CLOSING INFORMATION

All of the schools in the Franklin Community Schools will be open on all regularly scheduled days unless closed by the Superintendent of Schools because of an emergency. When the schools are confronted with an emergency, such as extreme road conditions, mechanical failures, energy shortages, or other unforeseen difficulties which may necessitate the closing of school for an entire day, an announcement will be given to radio and television stations prior to 6:45 AM and repeated at regular intervals thereafter. Also, the school corporation will utilize its AlertNow system, Facebook, website, Twitter, and the mobile app for the iPhone and Android to rapidly contact families. Please make sure your contact information is up-to-date with your child's school so that you receive this information.

HOMEWORK POLICY

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

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

As a general rule, teachers will allow one day to make up work for every day a student is absent. Of course, there are always exceptions to the rule, especially if you make special arrangements

with the teacher. If your child's absence is unexcused, we take the position that no additional time will be allowed for make-up purposes.

District Grading Scale

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

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

HONOR ROLL

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

PARTY INVITATIONS AT SCHOOL

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

VISITORS AT RECESS

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

ELECTRONICS AT SCHOOL

Electronics such as mobile phones, portable video games, iPods, etc. are at risk of being stolen or broken and it is recommended that these devices be left at home. In the case that a device must be brought to school, it must be turned-off and stored in the student's backpack and not accessed during the school day. However, as the Franklin Community Schools moves to implement Bring Your Own Device (BYOD) policies at each elementary school, secure and monitored WiFi access is available to students for educational purposes only. If a classroom or school begins to allow students to bring their own devices and access our WiFi network, families will be notified of this change and the school district's Acceptable Use Policy is in effect.

PETS AT SCHOOL

Due to allergies, health issues, and liability, no pets are allowed at school. The only outside animals allowed in the classrooms are service animals such as a seeing-eye dog or therapy dog.

EMERGENCY DRILLS

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

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

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

PROMOTION AND RETENTION

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

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

Attendance Policy

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

ACCEPTABLE REASONS FOR ABSENCE

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

- Professional Appointments (i.e. doctor, dentist, therapist)

Proper documentation as outlined in this policy will be required.

- Required Court Attendance
- Death in the Immediate Family
- Observation of a Bona Fide Religious Holiday
- Personal Illness
- Out-of-school suspension

- Such other good cause as determined by law

UNACCEPTABLE REASONS FOR ABSENCE

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

Elementary:

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

TARDINESS

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

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

PROFESSIONAL APPOINTMENT REQUIREMENTS

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

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

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

PRE-ARRANGED ABSENCES

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

HABITUAL TRUANCY

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

CERTIFICATE OF INCAPACITY

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

APPOINTMENTS DURING THE SCHOOL DAY

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

PARENT NEEDING TO SPEAK WITH STUDENTS DURING THE SCHOOL DAY

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

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

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

ATTENDANCE AWARDS

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

Student Health and Clinic Information

Health Clinic Guidelines for School Exclusion

1. Oral temperature of 100.0° F or more

Students with a temperature of 100° F or more will be sent home. If the fever persists for 2 days, even without other symptoms, a physician should be consulted.

2. Conjunctivitis (pink eye)

If pink eye is suspected, students should be examined by a health care provider and approved for readmission to school, or remain home until the affected eye is clear and free of purulent drainage. With bacterial conjunctivitis, exclusion is recommended until 24 hours after starting topical antibiotic therapy.

3. Impetigo

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

4. Scabies

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

5. Head Lice (Pediculosis)

Students will be excluded from school until after treatment and removal of nits from the hair. Upon returning to school, students must report to the school nurse and be cleared before returning to the classroom. If nits remain in the hair, students will be monitored by the school nurse until it is determined that they are nit free.

6. Active Vomiting or Diarrhea

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

7. Undiagnosed rash, if fever is present

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

8. Chicken Pox (Varicella)

Students must be excluded from school for 5 days, or until all vesicles have formed scabs or crusts.

9. Shingles

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

10. Strep Throat

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

11. Pertussis (Whooping Cough)

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

12. MRSA

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

USE OF MEDICATIONS

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

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

All medications that are listed as a controlled substance must be brought to the school nurse's office by a parent or guardian. Only prescription medication in its original container; labeled with the student's name, date, and exact dosage will be administered. Parents may administer

medication to their child in the presence of Health Services personnel or designee once the above criteria are met. Parents must give written authorization for medication to be administered to their child by Health Services personnel or designee during school hours.

According to Senate Bill 376, any student in grades K-8 may not take any medications home from school. Parents must pick up medications from school. Parents can authorize, in writing, that someone 18 years or older may pick up the medication. Students will not be allowed to transport medications to or from school for any reason, as per Indiana Law and FCS guidelines.

INFORMATION ON MENINGOCOCCAL DISEASE

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

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

IMMUNIZATIONS

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

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

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

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

MEDICAL SCREENINGS

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

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

Vision Screening: Students in Kindergarten, 1st, & 3rd grades, plus new students and referrals, will be given vision screening during the school year by the school nurse.

Discipline Policies

The superintendent, principal, any administrative personnel, or teacher of the school corporation shall be authorized to take any action in connection with students behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent interference therewith, such action including such matter as:

- 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 to do additional school work for counseling; or
- Restriction of extracurricular activity

GROUND FORS SUSPENSION AND/OR EXPULSION

Public Law states that a student may be expelled for failure to comply with school rules, policies, and conduct detrimental to the smooth operation of the school.

FIREARMS AT SCHOOL

The state of Indiana has law concerning the possession of firearms on school property that requires that students identified as bringing a firearm 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.

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.

REPORTING FALSE EMERGENCIES

Reporting or causing false emergencies is a serious matter. Students who cause a false fire signal, bomb threat, or any similar false emergency will be recommended for expulsion and a possible fine.

ZERO TOLERANCE BEHAVIORS

The responsibility for good behavior in our school is shared by the students, parents, and staff. Working together we can provide an environment that is safe, orderly, and conducive 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 “Zero Tolerance Behaviors” and will result in a significant consequence from the school. Some examples of zero tolerance behaviors include:

1. Harassment or intimidation
2. Threatening behavior – either verbal or physical
3. Fighting
4. Disrespect to school personnel
5. Disruption of the educational process
6. Truancy
7. Possession of, or use of, tobacco products, matches, or lighters
8. Possession of, or use of, illegal drugs, or look a likes whether prescription or sold over the counter (without prescription), rolling papers, drug paraphernalia, or any substance represented to be illegal drugs
9. Possession of, or use of, alcohol
10. Possession of, or use of, fireworks
11. Possession of, or use of, laser pointers
12. Possession of firearms, knives, similar weapons, or items that look like weapons
13. Causing a false fire alarm, bomb threat, or similar false emergency
14. Destruction or damage to property
15. Theft or possession of stolen items
16. Any gang activity

BULLYING

The Indiana Department of Education defines bullying as: “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 shall be prohibited on school grounds, on a school bus, or at any school-sponsored activity.”

The staff is diligent in promoting positive peer relationships and we work hard at squelching any type of bullying behavior. There is no room for bullying in our school, and reported incidents will be dealt with swiftly and seriously. Please talk with your child about the negative effects of bullying and being bullied. If your child reports bullying to you, please notify his/her teacher, the school counselor, or the principal.

STUDENT DRESS CODE

Good common sense should prevail when it comes to considering what types and styles of clothing should be worn to school. Your child’s attire and appearance at school must not cause a distraction in the learning environment. All of our elementary schools are climate controlled, so this plays a part in proper student dress. We ask that swimsuits, halter tops, spaghetti straps, short shorts, and outfits that expose bare midriffs not be worn to school. Any articles of clothing that have profane, obscene, lewd, vulgar, and/or gang related designs or meanings are not permitted. Tobacco and/or alcohol slogans, designs, or meanings are not permitted. Hats, caps, and bandanas may not be worn in the building. It is recommended that all children wear safe shoes for recess activities, such as running, climbing, etc. Sandals with straps and tennis shoes without wheels are recommended for safety purposes.

STUDENT SEARCHES

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

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

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

reasonably possible, but prior notification to and consent by the parent or guardian is not required prior to conducting a search based upon reasonable suspicion.

Transportation Discipline

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

Expectations

To enhance student safety it is expected that all students:

- Will sit in a forward facing position with legs, arms, feet, and head inside the bus and out of the aisle while the bus is in motion.
- Will not stand, swing, climb, or jump on the bus seat. Also, students are not to switch seats while the bus is in motion.
- Will not open bus windows more than half way.
- Will not sit in the driver's seat or operate any of the school bus controls.
- Will not engage in eating, drinking, or chewing gum while on the bus.
- Will enter and exit only by the front door (unless otherwise instructed by the driver)
- Will not brush their hair or use hygiene products such as hair spray, perfume, nail polish, lip stick, make-up, etc. while on the bus.
- Will not bring glass containers on the bus such as glass jars, pop bottles, etc.
- Will not bring skate boards, animals, insects, or plants on the bus.
- Will keep personal items such as books, pencils, toys, etc. in their book bag.
- Will make sure that cell phones are on vibrate while riding on the school bus.
- Transportation of Large Articles – The size of item should be such that it can be carried on the student's lap or on the floor of the bus under the seat in front of the student's seat. In either case, it will not extend beyond or above the height of the seat in front of the student (approximately 39").

Bus Rules and Procedures

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

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

1. Students will not leave the bus without the driver's permission.
2. Students must board and leave the bus at the student's regular bus stop location unless given prior permission by the transportation director. Transportation director will direct the school to issue a bus pass when permission is granted.
3. The student will obey the driver's instructions when crossing the road, boarding, during transport, or leaving the bus.

4. The student will not leave the bus without driver's approval after a breakdown or accident.
5. The student 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.

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

School Lunch Information

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

	DAY		
Regular Breakfast	\$1.30		
Reduced Breakfast	\$.30		
Regular Lunch	\$2.50		
Reduced Lunch	\$.40	Extra Milk	\$.40
Adult Lunch	\$3.10		

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

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

Elementary students meal accounts are now tracked by a computerized cash register system that records all student deposits and sales. Students, Parents, or Guardians may request meal histories from the food service manager, or may create an account at the sendmoneytoschool.com website to review the student's account balance and/or monitor the account transactions. If there is a question on the account balance, please contact the building food service manager. Student lunch money account balances are carried over from school year to school year and between Franklin schools when a student transfers. Parents must request refunds (preferably in writing) at the end of the year, or when a student transfers out of the Corporation. Lunch loans

and bad checks for lunches must be paid in full when a child withdraws from Franklin Community Schools.

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

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

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

No child will be denied a meal, however, if a child has a negative balance – that is, has “charged” three (3) meals, the student will be given an alternative meal of a peanut butter sandwich, fruit, and milk. A child may charge up to \$6.45. No extras may be charged at any time. Low balance notices will be sent home 2 times a week informing parents when their child's account has a balance of \$6.45 or less. Negative balance notices will be sent home each day, that is, all accounts with a balance of less than \$0.00. Most low balance and negative balance notices are sent through an e-mail notification. Please notify your school if your e-mail address changes during the school year. If a student has a negative balance, once funds are deposited, the negative balance will be deducted first from the deposit. A positive balance must be maintained in order for the student to receive the regular meal.

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

If your child was on free or reduced price meals for the 2016-2017 school year, he/she will continue as such until September 27th. You must complete a new application each school year. You may complete an on-line application at the www.lunchapp.com site or your child can bring home a new form the first week of school. These forms MUST be completed and returned to the office as soon as possible in order for your child to remain on free or reduced price meals for the 2016-2017 school year.

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

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

EATING LUNCH WITH YOUR STUDENT

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

CLASSROOM FOOD POLICY

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

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

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

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

Elementary Food Service Managers:

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

Connect Your Child to Our Community

Franklin Parks and Recreation Department

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

Franklin Boys and Girls Club

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

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

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

Girls Inc.

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

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

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

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

4-H Clubs, Purdue Cooperative Extension Service

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

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

Johnson County Public Library-Franklin

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

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

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

Johnson County Parks and Recreation Department

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

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

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

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

Rules and Codes of Ethics Relating to School Computer Users

Available Franklin Community School Corporation website: <http://www.franklinschools.org>
Acceptable Use Policy

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

This policy is established not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. This policy is issued to students annually in the student handbook. Students of appropriate age are required to sign that they have read the student handbook. In addition, the AUP is available in every building in the district, on the network and on the FCS web site. A copy of the AUP will be provided to all new employees. The provisions of this policy are subordinate to local, state and federal law. Students who do not abide by the AUP may suffer disciplinary action. Employees who do not abide by the AUP may also suffer disciplinary action, including, but not limited to, termination of their employment.

Acceptable Use Policy Guidelines

Telecommunications

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

Children's Internet Protection Act (CIPA)

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

Terms and Conditions

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

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

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

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

1. Account Use:

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

- A. Users are responsible for their accounts and should take appropriate measures to prevent unauthorized access to their account(s) and equipment.
- B. Use of another user's account(s) is prohibited.
- C. Account passwords are to be distributed only to the individual account user.
- D. Copying, changing, reading or using files of another user without their consent is prohibited.
- E. Unauthorized access to system programs or computer equipment is prohibited.
- F. A student must have permission to use computer equipment and software.
- G. Students are not to use adult workstations without prior permission.
- H. Upon parent request, students will be provided alternative activities that do not require Internet use.
- I. Mass storage devices (CD, DVD, USB, etc.) may be used for personal and professional purposes. However, they are never to be used for storage, transfer, or use of materials that are

inappropriate, illegal or in violation of copyright laws. The users creating or in possession of mass storage devices containing such material will be responsible for it.

2. Privileges:

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

3. Acceptable Use:

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

4. Software Policies:

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

A. Software Programs:

1. ISD must be notified and grant permission prior to the loading of programs onto school owned computers. FCS is not responsible for programs not approved by ISD or any problems caused by or related to such programs. ISD reserves the right to delete any programs or files.

2. Unless otherwise stated in the software's license agreement, users cannot legally load software on more than one computer or onto the network.

3. Users may not load software on any FCS computer. The building TR/RA will install any software on any FCS computer. The software documentation must be accessible to the TR/RA at any time.

B. Purchasing Policies:

1. ISD must be informed of and approve all potential software purchases intended for any FCS workstation or network installation.

2. Corporation wide software is purchased with corporation funds via ISD and in most cases will be networked or Internet accessible.

5. Web Page Policies:

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

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

A. Educate:

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

B. Inform:

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

C. Communicate:

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

D. Group Pictures:

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

E. Student and Employee Information:

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

6. Network Etiquette:

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

A. Any speech transmitted by the use of a school computer does not constitute speech in a "Public Forum" and is subject to regulation by the administration.

B. Students and employees must use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, violence, threats or hate. All communications (i.e. list serves, e-mail, instant messaging, etc.) containing any material listed above are prohibited.

C. Students are prohibited from broadcasting, instant messaging or chatting with other users inside or outside of the FCS network unless given explicit permission by an appropriate staff member.

D. It is prohibited to access, upload, download or distribute violent, threatening, pornographic, obscene, sexually explicit or inappropriate materials. Circumventing the CIPA filter by use of a proxy or other means is strictly prohibited.

E. Students shall not reveal personal information about themselves or others. If it is deemed necessary for employees or students to reveal student personal information, written permission from the student's parent or guardian must be obtained.

F. Employees may provide personal information about themselves at their own discretion. Employees are not to provide protected information about other employees without permission from that employee. Public information about employees that may be provided by other employees includes name, position, grade or subject taught, e-mail address, phone number of school/building,/office/classroom, extra curricular responsibilities and verification of employment.

G. E-mail is not private and can be examined by the System Administrator when necessary. E-mail relating to or in support of illegal activities shall be reported to the authorities. The forwarding of chain letters is prohibited without the consent of the recipient(s).

E-mail is accessible to students on a limited basis under teacher supervision, with exception of high school students,. High school students shall not mass email without the approval of high school administration. Mass email is defined as any unsolicited mailing in which the message is sent to a subset of Franklin Community School Corporation addresses.

H. The network shall not be used in such a way as to disrupt its use by others. Outside of ISD personnel , installing any technology onto the network is forbidden. Communications and information accessible via the network is the property of FCS and is not the private property of any individual.

I. Copying, downloading, etc., without the implied or direct permission of the provider or in violation of any state or federal law, including copyright laws, is prohibited and may result in disciplinary action.

J. Although users are encouraged to use shared drives established by ISD (i.e. "Q") for cooperative work, the process of enabling file sharing via the network is prohibited. This includes web-based software such as Imesh, Napster or the like.

7. Warranties and Responsibilities:

FCS makes no warranties of any kind, whether expressed or implied, for the services it provides. FCS will not be responsible for any damages suffered for any reason, including loss of data for any

reason. Use of any information obtained via the network is at the users own risk. FCS is not responsible for the accuracy or quality of information obtained through this service.

8. Vandalism:

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

9. Unsolicited On-Line Contact:

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

10. Commercial Use by Students:

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

11. Indemnification:

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

12. Consequences:

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

FCS Board approved 6/12/95, 1/16/96, 3/11/96, 6/12/00, 7/10/00, 4/9/01, 3/11/02, 5/10/04, 5/14/07

Title 1 School Parent Involvement Policy

2016-2017

Introduction:

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

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

Part 1: School Expectation Requirements

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

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

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

School will:

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

- Title 1 requirements
- How to monitor their child's progress

Activities:

1. Building level workshops
 2. Student Progress Reports
 3. District Student Report Cards
 4. Title 1 newsletter information
 5. Parent Teacher conferences
 6. Annual Title I meeting
 7. Reading specialist conferences, updates, and progress reports
 8. Phone conferences
- b. The School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and technology use through:
1. Building level workshops
 2. Title 1 newsletter information
 3. Elementary Family Nights
 4. Parent Teacher conferences
 5. Extended learning opportunities through parent involvement take-home activities and books.
- 5) It is The School's policy that information related to all school and parent programs, meetings, and other activities will be sent to the parents of participating children in a format and language the parents can understand. We will also honor requests for alternate formats, to the extent appropriate, in a language the parents can understand.

Part 3: Additional School Responsibilities Policy Components

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

Part 4: Agreement

This Title 1 Parent Involvement Policy for the school will be approved and adopted in the fall of 2017. A copy of this policy will be distributed to all parents of participating Title 1, Part A children upon its approval.

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

PART I: DISTRICT EXPECTATIONS

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

- Franklin Community School Corporation will provide activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

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

PART II: REQUIRED COMPONENTS

1. Franklin Community School Corporation will take the following actions to involve parents in the joint development of its district parental involvement plan:
 - Request input, suggestions and comments regarding the district parental involvement policy during the Annual Community Meeting
 - Request input, suggestions and comments regarding the district parental involvement policy during the each Title I building's Annual Parent Involvement Meeting
 - Survey parents to request input, suggestions and comments regarding the district parental involvement policy
2. Franklin Community School Corporation will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - Title I Coordinator will meet monthly with Title I Principals to provide the necessary coordination, technical assistance, and other support to assist in planning and implementing effective parent involvement activities to improve student academic achievement and school performance

- Title I Coordinator will meet quarterly with Title I Employees to provide the necessary coordination, technical assistance, and other support to assist in planning and implementing effective parent involvement activities to improve student academic achievement and school performance

- Title I Coordinator will review surveys and information received from parents regarding the parental involvement policies and school-parent compacts

- Title I Coordinator will attend Title I annual parental involvement meetings to provide appropriate assistance and guidance.

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

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

- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Title I,
- how to monitor their child's progress, and
- how to work with educators

1. Title I buildings will provide learning sessions at a convenient time and location that focus on the state's academic content standards, as well as the Title I curriculum and program.

2. Title I buildings will provide a variety of opportunities for parents to meet with regular classroom teachers, as well as Title I Literacy Specialists to discuss and explain the state and local academic assessments including alternate assessments. These meetings will also provide information to parents regarding their child's progress

3. Regular letters and documentation will be provided to parents regarding the academic progress of their child.

4. Title I buildings will provide information in monthly newsletters surrounding the Title I program, as well as the assessments used with children to ensure increased student achievement.

5. Parents will be invited to volunteer and participate in workshops surrounding the curriculum and assessments used in the Title I program.

6. Title I Literacy Specialists, administrators and classroom teachers will provide parents with email addresses, phone numbers, and room numbers so that parents are comfortable contacting their teachers.

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

1. Title I buildings will provide learning sessions that focus on the state's academic content standards, as well as the Title I programs.

2. Title I buildings will provide a variety of opportunities for parents to meet with regular classroom teachers, as well as Title I Literacy Specialists to discuss and explain the state and local academic assessments including alternate assessments. These meetings will also provide information to parents regarding their child's progress

3. Title I Literacy Specialists, administrators and classroom teachers will provide parents with email addresses, phone numbers, and room numbers so that parents are comfortable contacting their teachers.

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

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

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

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

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

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

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

1. The evaluation will be conducted at each Title I building during the second semester.

2. Parents who serve on the School Improvement Plan, Parent-Teacher Organizations, and identified Title I parents will be asked to participate in the evaluation.

3. Results of the evaluation will be used to determine any changes or additional resources needed to increase the effectiveness of the parental involvement policy.

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

1. Parents will be invited to participate in the Annual Parent Involvement meeting at their respective meeting where policies, compacts, and general parent involvement activities will be discussed.

2. Parents will be invited to the Annual Community Meeting to offer suggestions, recommendations or comments regarding parent involvement in buildings.

3. Parents will be surveyed anonymously to provide feedback regarding building parent involvement activities.

4. Parents will participate in the writing of the SIP, as well as the Parent Teacher Organizations in their building.

PART III: DISCRETIONARY COMPONENTS

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

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

PART IV. STATUS

This policy was enacted by the **Franklin Community School Corporation** on **August 2016** and will be in effect for the period of **08/2016 - 08/2017**. The school district will distribute this policy to all parents of participating Title I children on or before **December 1, 2016**.

Dr. David Clendening
Superintendent

Mrs. Deb Brown-Nally
Executive Director of
Curriculum & Instruction

Mr. Jeff Mercer
Executive Director of
Finance

Mr. Matt Sprout
Director of Technology

Mr. Bill Doty
Director of Operations

August 2016

Dear Parents and Guardians:

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

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

Franklin Community School Corporation strives to provide the most qualified professionals in the classroom. Currently, all Title I employees are qualified professionals. Any paraprofessional

working with your child is in compliance with the regulations set forth by the No Child Left Behind Act. While it is highly unlikely, if at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact me at 317-738-5800.

Sincerely,

Mrs. Cheryl Moran

Mrs. Cheryl Moran
Title I Coordinator
Franklin Community Schools

Pesticide Use at Schools Rule – 357 IAC 1-16

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

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

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

For more information please contact Bill Doty, Director of Operations, at 317-346-8741 or 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 2016-2017 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 Bill Doty, Director of Operations.
dotyw@franklinschools.org

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of

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

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

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

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

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

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

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- School publications or promotions, both in print and online
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

If you do not want Franklin Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 23rd, 2013. Franklin Community Schools has designated the following information as directory information:

- | | |
|--|--|
| <ul style="list-style-type: none"> -Student's name -Address -Telephone listing -Electronic mail address -Photograph -Date and place of birth -Major field of study agency or -Dates of attendance -Grade level | <ul style="list-style-type: none"> -Participation in officially recognized activities and sports -Weight and height of members of athletic teams -Degrees, honors, and awards received -The most recent educational institution attended -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) |
|--|--|

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

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

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

Protection of Pupil Rights Amendment (PPRA)

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

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

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

Franklin Community School Corporation will/has develop[ed] and adopt[ed]] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Franklin Community School Corporation** will directly notify parents of these policies at least annually at

the start of each school year and after any substantive changes. **Franklin Community School Corporation** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Franklin Community School Corporation** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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