

FRANKLIN COMMUNITY MIDDLE SCHOOL

STUDENT HANDBOOK 2017-18

625 Grizzly Cub Drive
Franklin, IN 46131
Telephone 346-8400 Fax 346-8411
www.franklinschools.org

ADMINISTRATION AND STAFF

Principal	Rita Holman
Assistant Principal	Ben Carroll
Dean of Students	Walt Raines
Guidance Counselors	Monica Anderson / Tina Tracy
Athletic Director	Walt Raines
Athletic Secretary	Melissa Cochrane
Administrative Assistants	Jennifer Hinton / Margie Buchanan
Guidance Administrative Asst.	Kim Heiney
Treasurer	Jennifer Coleman
School Nurse	Lisa Neathery

Franklin Community Schools

Administrative Office 738-5800

Dr. David Clendening	Superintendent
Mrs. Deb Brown-Nally	Executive Director of Curriculum & Instruction
Mr. Jeffrey Mercer	Executive Director of Finance
Mr. Matt Sprout	Director of Technology
Mr. Bill Doty	Director of Operations

Board of School Trustees

Mrs. Kristi Ott	President
Mr. Danny Vaught	Vice President
Mr. Darren Thompson	Secretary
Mr. Bryan Wertz	Member
Mr. Andy Lamm	Member

FCS Mission Statement: *Together, we empower greatness in all learners through collaboration, dynamic partnerships, and rich experiences that develop a world-class learning environment.*

FCS Vision: *Franklin Community Schools - where education is student-centered and innovative, and learners are inspired to become great!*

FCS Beliefs: *In a safe and nurturing environment, students: Learn at different rates / Learn more effectively while actively engaged /Develop positive relationships with adults and peers.*

TABLE OF CONTENTS

WELCOME

3

GENERAL INFORMATION

3 - 8

ACADEMICS & ACCOUNTABILITY

8 - 10

STUDENT ATTENDANCE

10 - 12

ATHLETIC POLICY

12 - 13

STUDENT RESPONSIBILITIES & BEHAVIOR CODE

13 - 20

F.C.S.C. COMPUTER USE POLICY (AUP)

20 - 23

SEARCH POLICY

23 - 24



WELCOME TO FRANKLIN COMMUNITY MIDDLE SCHOOL

FCMS PHILOSOPHY

The staff of Franklin Community Middle School views each student as a unique individual. The curriculum, therefore, is designed to meet the needs of the emerging adolescent by providing varied learning experiences to encourage academic achievement, exploration of the arts, and development of life skills. The staff strives to help the student achieve maximum growth potential in these areas by providing activities on various levels of instruction that reflect a concern for the whole child. In cooperation with home and the community, our school attempts to create an environment in which the student is encouraged to assume responsibility for the learning process. The staff facilitates the development of a sense of personal worth, responsibility, self-discipline, and consideration for fellow man--which is the basis for productive life in a democratic society.

“Franklin Community Middle School pursues, attains, and celebrates personal and academic excellence!”

EQUAL OPPORTUNITY

The Franklin Community School Corporation practices equal opportunity in education and employment. It does not discriminate on the basis of age, race, color, religion, sex, national origin, or disability. Educational services, programs, courses, instruction, and facilities will not be denied to anyone in the Franklin Community School Corporation because of his or her age, race, color, religion, sex, national origin, or disability.

GENERAL INFORMATION



DAILY SCHEDULE

Students may enter the building at 7:30 A.M. and may go to the cafeteria or gymnasium until dismissed to go to their locker. Classes start at 8:05 a.m. and are dismissed at 3:13 p.m. Students not involved in a planned, scheduled activity supervised by a school official are not allowed in the building or on school grounds after dismissal.

VISITORS

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

Parents are always welcome to visit school and are encouraged to do so. If parents want to talk to a teacher, they are asked to call the teacher's voice mail, send an email to the teacher asking for an appointment or call the counselors' office to schedule a conference. Only parents, guardians, or other appropriate adults will be allowed to visit school. Students are not allowed to bring friends from out-of-town or other schools to visit classes or attend school dances or school activities.

STUDENT COUNCIL

The members of the Student Council are positively involved in a number of school activities during the school year. The Student Council receives and considers suggestions from students and faculty members for ways to make FCMS programs better. Students are able to join Student Council in the fall of each year.

LOST AND FOUND

Lost and found items are located in the school counseling office. Students are responsible for their own textbooks, library books, Chromebooks, personal devices and other personal belongings. **DO NOT LEAVE MONEY OR ITEMS OF VALUE UNATTENDED.** Students are advised to put their names in books, coats, gym clothing, and other personal items..

SCHOOL SPONSORED DANCES

Only FCMS students may attend school dances.

All dances are chaperoned by staff members. Students are expected to arrive on time for the dance and to remain inside the school until the end of the event. If a student needs to leave early, we ask that the parent come inside to meet their child.



Dress Guidelines at Dances: Our goal is to make every dance an enjoyable experience for all students, free from financial stress and personal pressures associated with a formal event. **Dress must be consistent with the school dress guidelines.** Dances are semi-casual. **No formal prom attire, no spaghetti straps, low cut or backless dresses, etc...** Students who are assigned Alternative Supervised Instruction, Out-of-School Suspension, Alternative to Suspension or Friday School on the day of the dance may not attend. School dress guidelines apply to all dances.

SCHOOL PICTURE DAY

Students will have individual pictures taken at the beginning of the school year. In addition to the opportunity to purchase packages of pictures, students will have their pictures taken for use in the yearbook, student ID's, and attendance taking purposes.

SCHOOL BUS PASSES

Permission to ride a school bus other than the student's regularly assigned bus will *NOT* be granted unless a parent calls in a request to the main office. NO WRITTEN NOTICES WILL BE ACCEPTED. Parents must contact the main office to make arrangements by 2:00pm.

EMERGENCY POSTPONEMENTS, EARLY DISMISSAL AND CANCELLATION OF SCHOOL

Inclement weather, hazardous road conditions, mechanical failure, or other unforeseen difficulty may force a postponement, an early dismissal or cancellation of school. Students and parents are advised NOT to call the school offices or the homes of principals or bus drivers, so that the lines of communication will remain open. Franklin Community Schools will send out an alert phone message to all active parent phone numbers listed in our alert messaging system. Whenever it is necessary to dismiss school, all school functions or extra-curricular activities shall be canceled on the day that school is not in session unless specifically authorized by the Superintendent of Schools. You may also find information about school closings, delays and other school or corporation news on the Franklin Community School Corporation home page at franklinschools.org, and by following us on Twitter and Facebook.



PARENTS TEACHER ORGANIZATION

Our P.T.O. has been formed to help assist with many of the fun activities we put on each year for our students and staff. We welcome any parent who would want to donate time and energy towards providing fun events for FCMS. Watch the calendar for meeting dates and events. Some of the events our P.T.O. participates in include:

1. Talent Show
2. Teacher Grants for School Projects
3. Staff vs Students Basketball Game
4. Staff Appreciation Events
5. Annual Walk-A-Thon & Fundraisers

All parents are encouraged to come and be a part of their child's middle school experience.

Fun, Food and Prizes Celebration

An end of year celebration is held in May for students with **no more than one detention** during the entire school year. Students are also ineligible if they received an ASI (Alternative Supervised Instruction), Friday School, Alternative to Suspension, or OSS (Out of School Suspension) at any time during the year. Historically, over 90% of our students have been eligible each year.

COUNSELING / GUIDANCE SERVICE

FCMS offers full-time guidance services. The door is open to all students and parents. Students should feel free to talk with one of the counselors. Any conversations that students have with the counselors are private and confidential. The services are delivered through individual and group experiences.

INSTRUCTIONAL MEDIA CENTER

The IMC offers current, popular and classic reading books and magazines for student use. Also, computers are available for student use before and during school hours. All students may check out library materials from the library – maximum of two items. Books may be checked out for two weeks and magazines for one week. It is the responsibility of the student to return or renew any item they have checked out before or by the due date. Library research is not limited to school hours as it is also accessible through the Library Resource Web page on the franklinschools.org website.



HEALTH SERVICES

The school health program is a cooperative one involving the entire school staff and the parents. A school nurse is assigned to our building. The clinic provides first aid service and emergency care for the sick and injured.

EMERGENCIES

The nurse will see a student if he or she becomes ill during the school day. If the illness is so severe that the student must leave school before the completion of the school day, a parent or guardian (or their designee) will be the only person who can take the student home. Injuries resulting from accidents at school shall be given first aid treatment only. If necessary, the parents will be contacted. It is the responsibility of the student to report any injury to the teacher in charge. If it is impossible to reach a parent, an administrator may request additional aid for the student.



DISPENSING MEDICINE

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

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

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

If there are questions, please see the school nurse.

IMMUNIZATION

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

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

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 in accordance with Indiana state law.

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 346-4368, or speak with your healthcare provider.

Health Clinic Guidelines for School Exclusion

1. Students with a temperature of 100°F or more will be sent home. The student must be fever free and fever reducing medicine free for 24 hours. If the fever persists for 2 days, even without other symptoms, a physician should be consulted.
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 hrs 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. Students found with head lice will need to be picked up immediately from school. After treatment and upon returning to school, the student will be examined by the school nurse. If no live lice are found students may return to school.
6. Active Vomiting or Diarrhea - Students should be symptom free for 24 hrs. before returning to school.
7. Undiagnosed rash, if fever is present Diagnosis and treatment from a physician is recommended. Student should be symptom free for 24 hrs before returning to school.
8. Chicken Pox (Varicella) - Students must be excluded from school until all vesicles become dry or lesions have faded..
9. Shingles - Students may remain at school only if the site of outbreak can be kept covered and dry.
10. Strep throat - If a strep culture is positive, the student may return to school 24hrs 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.

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

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, 2017. Franklin Community Schools has designated the following information as directory information:

-Student's name	-Participation in officially
-Address recognized activities and sports	-Weight and height of members of
-Telephone listing	-Degrees, honors, and awards
-Electronic mail address athletic teams	-The most recent educational agency or
-Photograph	-Student ID number, user ID, or other unique personal identifier used
-Date and place of birth received	to communicate in electronic systems that cannot be used to
-Major field of study	access education records without a PIN, password, etc. (A
-Dates of institution attended	student's SSN, in whole or in part, cannot be used for this
-Grade level	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 post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

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

INDIVIDUALS WITH DISABILITIES STATEMENT

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

WORK PERMITS

Work Permits are issued during the school year to students who are 14 years of age or older. Requirements for receiving a work permit include:

1. Student submits a completed Intention to Employ /A1 card obtained from the guidance office.
2. Student must have earned no more than two F's for the prior grading period.
3. Student must not have been absent more than 10 days (excluding doctor's notes).
4. Student must present a copy of his/her birth certificate verifying age, or the school must have a record of age previously verified by a birth certificate.

Summer work permits may be obtained at the end of the school year by presenting the Intention to Employ Card and age verification to the counselor. Requirements for grades / attendance do not apply to summer employment.

Pesticide Use at Schools Rule – 357 IAC 1-16

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

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

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

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

Annual AHERA Notification

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

Notification of Asbestos Removal Projects:

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

Operations & Maintenance:

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

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

ACADEMICS AND ACCOUNTABILITY

COURSE OFFERINGS

The curriculum is designed to provide students with a good background in the areas of language arts, math, science, and social studies. Technology education, art, STEM, foreign language, health, and physical education will be explored as part of the curriculum. Students are also given the opportunity to participate in choir or band.

CHROMEBOOK INFORMATION

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

General Rules:

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

TEXTBOOK RENTAL

Student Chromebooks as well as any textbooks or workbooks are issued on a rental-fee basis. This fee will be announced each year.

When a device or book is checked in at the end of the year, the same device or book that was issued must be returned. Any damage or marks found will be considered destruction and will have to be paid for by the student.

Students will be responsible for paying for lost or damaged devices or books. If a device or book is lost, stolen, or damaged, it must be paid for in the office. Students will pay the full replacement price for lost devices or books. When a student pays for a device or book and the lost item is found and returned in good condition, the money will be refunded.

GRADING SCALE

FCMS is on a semester grading system. All awards and recognitions are based off of grades taken over the course of an entire semester of work. Grade checks are taken at various points in a semester for athletic eligibility, Beta Club, and other extracurricular purposes but grades are not complete until the semester is finished. The following grading scale is used at FCMS.

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



HOMEWORK REQUEST

With the implementation of Chromebooks at FCMS homework is posted daily on Google Classroom. Each teacher has a Google Classroom site where daily assignments and other information are posted. Parents are encouraged to keep and use their student's login and password to check homework. Parents are also encouraged to use the login and password to consistently monitor Google Classrooms to stay up to date with class activities. Chromebooks are educational devices that parents should monitor in coordination with students to track progress in the classroom.

Parents and students are encouraged to communicate with teachers to collect missing work for planned absences.

ParentAccess

ParentAccess is a computer program designed to link parents and schools together via the Internet. It enables parents to access their children's school records including such information as grades, discipline, and current progress as frequently as the parent wishes.

How to Register

Go to the FCSC home page <http://franklinschools.org> and click the ParentAccess pencil. Click the register button and complete the registration form. You will receive by mail, your login ID and password within 7 school days. You may also call 738-5815 and ask for assistance in registering. We are striving for 100% participation with **ParentAccess**. Access to this program is available in the Parent Resource room.

REPORT CARDS

Report cards will not be distributed at the end of each semester grading period. A notification will be sent out through our automated phone system and emails at the end of each semester informing parents when semester grades are finalized. Check the yearly calendar for specific dates. Parents / students should check daily or weekly for grades on ParentAccess. Please contact a student's teacher or call the FCMS office if you have questions concerning a grade or need your ParentAccess password.

S.A.G.E AWARD

This program recognizes students whose efforts, cooperation, and personal achievements have set them apart from their peers as outstanding students. These students Set A Good Example each day they are in school. Students are selected each quarter based on the following criteria: leadership, grades, behavior, attitude, and attendance.



HONOR ROLL & BETA CLUB

Academic recognitions are designed to honor students who excel in their classes. The criterion for selection is as follows: To qualify for the AB Honor Roll, a student may not receive any grade lower than a B- for a semester. A student qualifying for Straight A Honor Roll may not receive any grade lower than an A- for a semester. To qualify for Beta Club a student must have all A's for a minimum of three 9-week grade checks. Leadership and service requirements are also included in Beta Club membership.

STUDENT ATTENDANCE

The Franklin Community School Board requires all students enrolled in the schools 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:

1. **Professional appointments** (doctor, dentist, therapist)
Proper documentation, as described later on this page, is required.
2. **Required court attendance**
3. **Death in the immediate family**
4. **Observation of a bona fide religious holiday**
5. **Personal illness**
Proper documentation from the doctor is required after the allowable number of absences (9) is reached.
6. **Out of school suspension**
7. **Such other good cause as determined by law**
(20-8.1-3-18)

UNACCEPTABLE REASONS FOR ABSENCE

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

REPORTING ABSENCES

1. When a student is absent from school, a parent must call **346-8405** by **9:00 a.m.** on each day of absence. The absence phone line is operable 24 hours a day.
2. Upon returning from an absence, students have the same number of days to complete missed work as they were absent.
3. If a parent does not verify the absence by calling the absence line, the absence may be considered truancy, and appropriate disciplinary actions will be assigned.

LATE TO SCHOOL

Students who are late to school must report to the office for an admit slip. Being late to school is just as serious as being late to class. It results in lost educational time and is a disruption to the learning environment of other students. **Any student arriving at school after 8:07 a.m. is considered late to school. After 5 instances of arriving late, student will be assigned the same consequences as outlined below in our tardy policy.**



TARDY POLICY

As recorded by each classroom teacher:

Students are responsible for meeting individual teacher expectations for ontime arrival. If a student does not meet those expectations he/she will be considered tardy. Multiple tardies to a single class will result in disciplinary action taken as outlined by the following model:

- 3rd Tardy Written Warning or Contact Home/Info Log.
- 4th Tardy Office Referral

Tardies reset each semester. Habitually tardy students will be subject to additional disciplinary action as deemed appropriate by an administrator.

EXCESSIVE ABSENCES

1. Upon the seventh (7th) absence without a doctor's note, a letter is sent home explaining the corporation's policy on excessive absences.
2. Upon the tenth (10th) absence without a physician's note, a doctor's note with proper documentation must be provided in a timely manner for all further absences. A certified letter is sent to the parents reviewing the student's attendance record, and indicating that if absences continue, referral will be made to the Johnson County Juvenile authorities and the Office of Family and Children for further action.
3. Upon the fifteenth (15th) absence without a proper doctor's note, a notice is sent to the Johnson County Juvenile authorities and the Office of Family and Children for further action.
Additional absences may be considered truanancies.

PROFESSIONAL APPOINTMENT REQUIREMENTS

(Doctor Note Requirements)

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

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

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

DOCTOR OR DENTIST APPOINTMENTS DURING THE SCHOOL DAY

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



TRUANCY

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

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

Severe Consequences For Being Truant

1. First Truancy: Students found to be truant for the first time shall be assigned 3 days in Alternative Supervised Instruction (ASI). Information will be turned over to county Juvenile Authorities for action.
2. Second Truancy: Student is assigned 5 days of ASI; a parent conference is required; and a legal notice will be sent indicating that a third instance of truancy will involve charges being placed with Circuit Court. Information will be turned over to county Juvenile Authorities for action.
3. Third truancy: Information will be turned over to county Juvenile Authorities for action. Additional consequences may be assigned to the student.

PERFECT ATTENDANCE

A student is considered to have perfect attendance if he/she has been in attendance during every period of every school day. Outstanding attendance is defined as those students who have been in attendance every school day, but have missed a class period(s) due to an outside appointment. Class periods missed can not total more than 4 to be considered Outstanding Attendance.

ATHLETIC POLICY

PHILOSOPHY

The Franklin Community Middle School Athletic Director and Administrative Staff are the governing body for all athletic activities. FCMS athletes are representing the school at all times and are expected to conduct themselves as ladies and gentlemen. Athletes are expected to contribute his/her all in regard to effort, time, training, and cooperation for the good of the team and school. Athletes are expected to obey all team, school, and corporation rules.

OBJECTIVES

Each athlete will have the opportunity to:

1. Develop an appreciation for sportsmanship, competition, and enjoyment of a team sport.
2. Learn the basic fundamentals of a particular sport.
3. Develop an understanding of his/her role as a member of an athletic team.
4. Develop a knowledge of game/meet strategies.
5. Develop an appreciation for the importance of high social, academic, and moral standards.

INTERSCHOLASTIC SPORTS

FCMS offers a variety of competitive sports in which athletes may participate. Competitive sports played between schools include: tennis, football, cross country, volleyball, basketball, swimming & diving, wrestling, golf, track & field, and cheerleading.

MID-STATE CONFERENCE

The schools in the Mid State Conference are proud to exhibit the characteristics of outstanding sportsmanship. Our student athletes exemplify the commitment to the value of sport, academic and social achievement, diversity, drug free participation, ethical conduct, and nonviolence in extracurricular competition. Together, we expect our fans to lead the way by participating with a feeling of pride and enthusiasm while avoiding ridicule and sarcasm. Built on a tradition of athletic and academic participation, the schools in the Mid State Conference will remain committed to competing with respect and integrity today and into the future. Please do your part to "Be a Good Sport"

REQUIREMENTS

Athletes must:

1. Have a physical by a certified M.D., as well as concussion and SCA (Sudden Cardiac Arrest) forms, to participate each year. Physicals must be filed with the athletic director before the first tryout, practice, or summer conditioning.
2. Maintain passing grades as required by the county, conference, and local guidelines.
3. Be in compliance with the rules of the coach and school.
4. Show proper attitude and work habits.
5. Show good sportsmanship towards teammates, opponents, and officials.

ELIGIBILITY

Participation in athletics is a privilege earned by meeting appropriate academic expectations. Grades will be checked 4 times per semester (every 4½ weeks) to determine eligibility. A student, who receives only one “F” or “U” on his/her report card at grade check, may continue to participate in extra-curricular activities, but needs to focus on his/her academic progress. A student who receives two or more “F” or “U”, or a combination of “F” and “U” grades will be ineligible. The student, who is determined to be ineligible, may not participate in a contest but is allowed to practice, until the next grade check. Incomplete grades are considered an “F” unless the incomplete is for an extended excused absence from school. If tryouts for another sport occur when an athlete is ineligible, he/she may not participate in contest until the next grade check but is allowed to practice and be a productive member of the team. Each student athlete will begin each school year with a clean slate.

ATHLETIC ACHIEVEMENT AWARDS

Athletes who have actively participated in the athletic program and maintained their eligibility will receive an award certificate during their team awards program. Additionally, athletes are eligible for specific awards, bronze, silver or gold, determined by the number of sports in which they have participated at the end of their eighth grade year.

ATTENDANCE OF ATHLETES

1. Athletes absent from school cannot participate or practice on the same day they are absent. Athletes must be at school by 9:30 A.M. to participate in contests that day.
2. Athletes serving after school detention, ASI, OSS or Friday School may not participate in practice or any athletic contest that day.

STUDENT RESPONSIBILITIES AND BEHAVIOR CODE

DUE PROCESS

Students have a constitutional right to a public education. Franklin Community Middle School will afford due process rights to each student when disciplinary action against the student is contemplated. The Student Due Process law mandates and prescribes certain procedures to guarantee that students in the schools of Indiana receive fair play in disciplinary matters at the hands of school officials. The law requires that all students be fully informed of school rules in writing.

Public Law 218 clarifies the position of many school employees in relationship to the students. Student teachers, teacher assistants, bus drivers, and other school corporation employees have the same authority as teachers to those under their supervision. The law defines and provides for several types of disciplinary options including suspension or expulsion. Suspension refers to the prohibition of attendance for ten school days or less. Expulsion refers to the prohibition of school attendance for more than ten days, for the balance of a semester or a year, or any action that prevents a student from completing their program of studies in a normal period of time.

ALL-SCHOOL GUIDELINES

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

- 1) Students must respect the rights of all adults and students by being courteous and showing appropriate behavior and language at all times. Students must follow instructions of school personnel.

- 2) Students may not have food or drinks at FCMS unless the items are brought from home for lunch to be eaten in the cafeteria or the items are provided by the teacher and are eaten in a designated area.
- 3) Students should not bring items to school that could interfere with learning. This includes, but is not limited to, such items as electronic games, balls, lasers, and skateboards.
- 4) There is to be no handholding, kissing, or other types of similar body contact during school hours or at extra-curricular activities.
- 5) Pushing, name-calling and horseplay are prohibited.
- 6) Encouraging students to fight either on or off school grounds is prohibited. Spreading rumors is prohibited.
- 7) Cheating and lying are strictly prohibited.
- 8) When staying after school for any reason, students are to remain with their supervisor at all times.
- 9) Students may not receive flower /balloon deliveries at school.
- 10) Electronic devices such as Kindles, MP3s, IPODs, Digital Cameras, phones, and similar devices can only be used during designated times and in designated areas during the school day.
- 11) The wearing of gang-related clothing or jewelry is strictly prohibited; the possession of, writing of, or use of gang-related symbols/signs is prohibited.
- 12) Students who see or hear of weapons, drugs, alcohol, or other illegal items at school; hear about a student threatening to bring a weapon, or threatening to inflict life threatening injuries are required to report this information to a teacher or administrator.
- 13) Use of another student's ID card or lunch/library account numbers will be considered theft.
- 14) Students shall not be in the halls without a hall pass or assignment notebook pass.

DRESS CODE

Dress and grooming shall be within the limits of generally accepted good taste. Students shall pay attention to personal cleanliness and neatness. The ways in which students dress can have a negative influence on other students, and this type of influence will not be tolerated. Student dress and/or appearance shall be such that it does not distract from the educational environment.



The following guidelines are to be used by students in terms of dress at school:

1. Shorts and dresses/skirts must be no more than three inches for the top of the knee.
2. Overly tight tops, tank tops or low cut shirts are not allowed. All tops must have a sleeve. Bare midriffs are not permitted.
3. Clothing or accessories with profane, obscene, or suggestive slogans/designs are not acceptable. Clothing with slogans/designs that may be interpreted as advertising or advocating the use of illegal drugs, alcoholic beverages or tobacco, is not allowed. Heavy chains, spiked necklaces or bracelets are not to be worn.
4. Heavy coats and hats are to be stored in lockers and may not be worn in the building or taken to class.
5. Students may not wear pants with holes above the knees unless there is a patch covering the hole. Students may not wear baggy pants that ride low on the hips.
6. Appropriate footwear must be worn at all times. House slippers are not permitted.
7. Dress, unless it is associated with a school purpose, cannot distinguish a person as a member of a distinct group. Bandanas are not permitted.

Students who have questions about particular types or items of dress should talk to a counselor or principal before wearing it to school. Additional dress guidelines may be distributed at the beginning of the school year.

CELL PHONE/ELECTRONIC DEVICE USE DURING THE SCHOOL DAY

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

1. When the student is in the cafeteria during the student's lunch time or in the hallway during passing periods.
2. Student cell phones are expected to be OFF, not in use for any reason, and out of sight when in the classroom. Use in the classroom is ONLY approved when given direct permission by a faculty member.

Students may NOT use their cell phone or electronic device:

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

Use of electronic devices is a privilege and can be revoked at any time.

Disciplinary Consequences for Violation of Cell Phone/Electronic Device Policy

- 1st Violation: Phone taken to office Info Log entered Student picks phone up at end of day.
- 2nd Violation: Phone taken to office After School Detention Student picks phone up at end of day.
- 3rd Violation: Phone taken to office After School Detention Parent picks phone up at end of day.
- 4th Violation: Phone taken to office Friday School Assigned Parent picks phone up at end of day.
- 5th Violation: Phone taken to office 3 Days ASI Student loses right to have phone at school. Parent picks up phone at end of day.

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

HARASSMENT AND INTIMIDATION OF OTHERS

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

WEAPONS AT SCHOOL

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

REPORTING FALSE EMERGENCIES

Students, who cause a false fire signal, bomb threat, or any similar false emergency could be recommended for expulsion.

BICYCLE REGULATIONS

1. All traffic laws will be observed.
2. Bicycles are to be parked in the area provided and shall be locked at all times. The bicycle is not to be moved during the school day.
3. The school will not be responsible for stolen or damaged bicycles.
4. Students are not to ride "double" on a bicycle.
5. Students are not to ride "mopeds" to and from school.

CAFETERIA GUIDELINES

1. Student standard lunches will be \$2.70 per day..
2. Students are not allowed to have fast food items (sandwiches, pizza, ice cream) delivered or brought to them for lunch.

Students violating these rules are subject to disciplinary consequences.

BAND/CHOIR DROP/ADD PROCEDURES

Band and choir are considered full year classes, however, there may be special circumstances that require the student to change mid-year. If a student needs to drop band or choir class at mid-year, the student must pick up a change slip from the band or choir director, have it signed by a parent, and returned to the band or choir director before the last day of the

semester. The same procedure should be followed at the end of the year if the student chooses not to continue in band for the following year. If these steps are not followed, the student will remain in the band or choir class for the following semester.

SERIOUS BEHAVIORS

Students, parents and staff share the responsibility for good behavior in our school. Working together we can provide an environment that is safe, orderly and 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 “Serious Behaviors” and will result in a significant consequence from the school. Some examples of these behaviors include:

1. Harassment, intimidation, or bullying, threatening behavior – either verbal or physical, fighting / battery / assault. Any threat to cause harm to the school, or any individual in the school. Video recording, encouraging or intentionally causing students to fight either on or off school grounds.
2. Disrespect to school personnel. Disruption of the educational process.
3. Truancy
4. Possession of, selling, purchasing, or use of, tobacco products, smokeless or dissolvable tobacco, matches, or lighters, illegal drugs, or look-alikes, whether prescription or sold over the counter (without prescription), rolling papers, drug paraphernalia, or any substance represented to be illegal drugs, alcohol or intoxicant of any kind, fireworks, or any other type of explosive, firearms, knives, similar weapons, or items that look like weapons.
5. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form including any type of e-cigarette
6. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
7. Causing a false fire alarm, bomb threat, or similar false emergency
8. Any illegal activities on or off school grounds including gang activity, vandalism, theft or destruction of property.
9. Failure to report any knowledge of weapons at school - Failure to report any knowledge of someone planning to bring weapons to school - Failure to report any knowledge of someone threatening to inflict serious or life threatening injuries.
10. Failure to report any knowledge of drugs, alcohol, other illegal substances, or look alike items at school.
11. Improper use of cell phones or other devices including but not limited to harassment, sexting, intimidation and academic dishonesty/fraud.

FRANKLIN COMMUNITY BUS CONDUCT

Transportation Guidelines

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

BUS RULES

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

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

SCHOOL BUS VIDEO RECORDING AND VIEWING

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

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

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

DISCIPLINE OPTIONS

The superintendent, principal, any administrative personnel, or teacher of the school corporation shall be authorized to take any action in connection with student behavior, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with school purposes. Examples of these actions include, but are not limited to, the following:

1. Counseling with a student or a group of students
2. Conferences with a parent or group of parents
3. Assigning students additional work
4. Rearranging class schedules
5. Requiring a student to remain in school after regular school hours to do additional assignments
6. Restricting extracurricular activities.

It is the student's *responsibility* to dress appropriately, comply with school rules, attend class regularly and punctually, show respect for public and private property, and respect the rights of others. If a student cannot adhere to requests made of him/her, it will be necessary to use one of the discipline options that include, but are not limited to, the following:

DISCIPLINE NOTICE - When a student has done something wrong, a discipline notice is sent home as a way of communicating with parents. The parent is asked to read the offense and the consequence, discuss the situation with their child, sign the notice, and send it back to the assigning teacher with the student.

AFTER-SCHOOL DETENTION - Teachers, as well as administrators, may assign after school detentions from 3:15p.m. until 4:15p.m. Detentions are normally assigned for the day following a discipline incident. (No detentions are assigned on Fridays or the day just prior to a holiday or vacation). *DETENTION WILL TAKE PRECEDENCE OVER ALL OTHER SCHOOL ACTIVITIES*. Students who are late to detention or who misbehave while serving a detention will be instructed to leave, and the time lost will not be counted toward serving the detention. Students are required to work on assigned materials during the detention hour. Students *MUST* present the discipline slip, signed by the parent, to enter detention.

ALTERNATIVE SUPERVISED INSTRUCTION - ASI is yet another consequence. Students who serve ASI time will be expected to complete all classroom assignments from their regular classes. Students who receive an in-school restriction may not attend any school-sponsored activities on the day or days of the restriction.

OUT-OF-SCHOOL SUSPENSION - OSS provides a means for building administrators to prevent any student from disrupting the learning environment of other students. OSS will be assigned for such behaviors as: academic refusal, insubordination, belligerence, attempting to injure another individual, and other serious offenses. Students who are suspended out of school may not attend any school-sponsored activities on the day or days of the suspension.

FRIDAY SCHOOL - Friday School has been developed as another consequence to reinforce positive student behavior. It meets from 3:15 P.M. until 6:30 P.M. on a regular basis throughout the school year. Students are assigned to Friday School for not serving detentions and other offenses as deemed appropriate by the building administrators. Parents will be notified of a Friday School assignment. Rules regarding Friday School will be explained orally to the student and given to both the student and parent prior to the session the student is required to attend. Students assigned a Friday school may not attend any school sponsored extra-curricular activities that day. A 'no-show' at Friday School will result in a more serious consequence

EXPULSION - Students who are expelled may not attend any school-sponsored activity or be on school premises without the permission of the administration of FCMS during the period of the expulsion. See section entitled Grounds for Expulsion.

GROUND FORS SUSPENSION AND/OR EXPULSION

Public Law 162 (IC 20-8.1-5-4) 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.

Random Testing & Education Policy for Alcohol, Tobacco, and Other Drugs

STATEMENT OF NEED AND PURPOSE

PURPOSES OF THE PROGRAM

A. All Franklin Community School Corporation students in grades 7-12 may participate in the random drug, tobacco and alcohol testing program. In addition, students who park vehicles at school or drive on school property, those who plan to be involved in any extra-curricular/co-curricular activities, and those involved in clubs or other student groups recognized by the school administration are required to participate in the random drug testing program in order to be eligible to participate in these activities. Note: Grade 6 students who participate on middle school athletic teams will also be included in this policy. No other 6th grade students will be included in this policy.

B. It is a privilege for students who meet both the scholastic and physical conditions of eligibility to participate in any of these activities. All

of these activities require that students be at their best and chemical-free in order to provide a safe environment for themselves and

other students who potentially could be affected.

C. Franklin Community School Corporation administrators have designed this program to:

1. Direct students away from substance abuse,
2. Protect students who park their vehicles at school or drive on school property, and those who participate in any extra-curricular/co-curricular activities,
3. Educate participants and parents about the serious physical, mental, and emotional harm caused by substance abuse,
4. Assist participants, who might be tempted to use illegal substances,

5. Prevent injury, illness, and harm as a result of substance abuse,
6. Maintain extra-curricular/co-curricular program environment free of drug, tobacco, alcohol, and intoxicants,
7. Expose and educate participants about a procedure frequently and increasingly used in society.

D. It is recognized that serious attention is being given to substance-abuse problems in private business and industry, government, school, and colleges throughout the country. Results of studies throughout the United States reveal an increasing substance-abuse problem, and indicate that more than education alone is necessary to encourage students to choose a lifestyle free of substance abuse. This policy is consistent with Franklin Community School Corporation rules and regulations concerning the use and abuse of drugs, alcohol, and intoxicants. The Franklin Community School Corporation has a strong commitment to the health, safety, and welfare of its students.

INTRODUCTION

The effective date of this program is July 29, 2011. This program does not affect the current policies, practices, or rights of Franklin Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Franklin Community School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

CONSENT

Each student who participates in extracurricular activities or drives to or from school designate, by signing off on receipt of the student handbook, that they are aware they are bound by this policy that is located in our student handbook. Failure to comply will result in non-participation and/or denial of a student driving permit to school.

At the beginning of each selection date, school year, sport season, or when a student moves into the district and/or joins an extracurricular or co-curricular activity, all students wishing to participate in that school year's activities will be subject to random testing for illicit or banned substances. Any student who refuses to submit to random drug testing will not be allowed to practice or participate in designated Franklin Community School Corporation activities or drive to and from school activities for 365 days from the date of the refusal.

Students who do not participate in extra-curricular activities or drive to school can still be voluntary enrolled in the random drug testing group by their legal guardian. These students and parents shall be provided with a consent form, a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Franklin Community School Corporation.

Students who participate in this program voluntarily agree to be subject to its terms for their entire school career. Students who wish to be removed from the random drug testing pool can complete the appropriate form, also signed by the parent or legal guardian, to be removed. A student removed from the random drug testing pool will not be permitted to participate in any extra-curricular activity, co-curricular activity, or drive on any school campus for 365 days from the date the removal form is submitted in its entirety. The form is to be submitted to the principal's office.

This random drug testing policy in no way supersedes the student code of conduct (handbook) and its contents. It is still the responsibility of faculty, staff, and administration to maintain a safe and orderly educational environment. In situations where this policy and the student code of conduct may appear to conflict the administration will make the determination as to which policy is best applicable in this scenario including any consequences assigned to the student.

NON-PUNITIVE NATURE OF POLICY

No student, who is randomly drug tested, will be penalized academically for testing positive for illegal drugs or banned substances under this policy. The results of drug tests pursuant to this policy will not be placed in a student's permanent record. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Franklin Community School Corporation Board of School Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by Franklin Community School Corporation Board of School Trustees, to the extent permitted by such subpoena or legal process. Any student under an alternative to expulsion contract will held be accountable to the stipulations set forth in that contract.

TESTING PROCEDURES

1. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. The principal/designee will use an independent laboratory/agency to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.

2. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences. The collection of samples will be done in a non-offensive manner, which ensures the integrity of the sample.

3. Upon being selected for a drug screen under this policy, a student will be required to provide a fresh sample according to the quality control standards and policy of the laboratory conducting the analysis.

4. All students will remain under school supervision until they have produced an adequate sample. If the student is unable to produce a sample by the end of the school day, the student will be suspended from activities included in this policy.

5. All samples will meet the requirements set forth by the testing company. If the sample does not meet the required specifications the student will be required to produce another sample. If it is determined, by reasonable suspicion, that tampering or cheating has occurred during the collection, any students involved will become ineligible for all activities included in this policy for 365 days. This will be reported to the parent/guardian. Any attempt or effort by any student to alter a sample that has been submitted for drug testing, or that is being submitted

for drug testing, will be considered a severe disruption. This includes possession of chemicals identified as agents known to invalidate such tests. The student who produces the sample and/or the person(s) who attempted to alter the sample will be subject to suspension and/or a recommendation for expulsion.

6. Immediately after the sample is taken, the student may return to class with an admittance slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.

7. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also performance enhancing drugs such as steroids may be tested. If the test is determined invalid, after leaving the student's possession, the student will be tested again as soon as possible and will also remain eligible until further testing is completed.

8. The laboratory selected must follow the standards set by the Department of Health and Human Services.

REFUSING TO TAKE A DRUG SCREEN

If a student is randomly selected and refuses to take a drug screen, he/she will be ineligible for athletics and for a parking permit for 365 days. The student must also submit to a drug screen before privileges are reinstated.

COLLECTION OF SPECIMEN, CHAIN OF CUSTODY

The principal will establish guidelines to set up the collection environment, guarantee the validity of samples, and supervise the chain of custody.

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities and restrict him/her from driving to or from school.

2. The principal/designee will be notified of a student testing positive (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal/designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained.

3. If the test is verified positive, the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Handbook and the Student Handbook. A student involved in non-athletic extracurricular activities who tests positive will be subject to the disciplinary consequences outlined in the Student Handbook. A student driver who tests positive will be subject to the disciplinary consequences outlined in the Student Handbook.

Students who are only drivers will not have their driving privileges suspended if testing positive for tobacco if they are of legal age to consume tobacco products. However the student will still be suspended from all other extra-curricular activities.

Franklin Community School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested positive and did not make satisfactory explanation.

4. Drug testing results sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/designee has access to.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of Franklin Community School Corporation Board of School Trustees. However, the lab will provide the building principal with a quarterly report showing the number of tests performed, the rate of positive and negative tests, and what substances were found in the positive random specimens.

Under this drug testing program, any staff coach or sponsor of Franklin Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore Franklin Community School Corporation commitment to confidentiality with regards to this program.

FINANCIAL RESPONSIBILITY

1. Under this policy, Franklin Community School Corporation will pay for all initial random drug tests and all initial reasonable suspicion drug tests.

2. A mandatory drug test for a student who initially indicated they would not participate in any extra-curricular activity for the remainder of the school year is the financial responsibility of the student or his/her parent/guardian.

3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

4. The parent/guardian will be responsible for the cost of any drug test given as the result of a parent/guardian request that a student be tested outside of the random testing pool.

5. In order to return to participation the student will be required to test ATOD free. The parent/guardian will be responsible for the cost of this drug test.

OTHER RULES

Apart from this drug testing program, Franklin Community School Corporation coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

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 web site: <http://franklinschools.org>**

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

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

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

Acceptable Use Policy Administrative Guidelines

Telecommunications

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

Children's Internet Protection Act (CIPA)

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

Terms and Conditions

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

ISD has the responsibility to monitor and maintain security on all technology. All computers, telephone systems, electronic systems and voicemail systems are the property of FCSC. FCSC retains the right to access and review all components of these systems. Students and employees should have no expectation that any information contained on or in any of these systems is confidential or private. Information may be reviewed with or without student or employee knowledge or permission. The use of passwords does not guarantee confidentiality and FCSC retains the right to access information in spite of the existence of a password. When accessing the Internet via a FCSC networked computer, every site visited and the duration of time spent at each site is logged and tracked based on the user's login and the computer that is being used.

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

1. Account Use:

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

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

2. Privileges:

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

3. Acceptable Use:

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

4. Software Policies:

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

A. Software Programs:

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

B. Purchasing Policies:

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

5. Web Page Policies:

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

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

A. Educate:

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

B. Inform:

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

C. Communicate:

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

provide financial gains for any individual. Web pages should reflect an understanding that both internal and external audiences will view the information.

D. Group Pictures:

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

E. Student and Employee Information:

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

6. Network Etiquette:

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

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

7. Warranties and Responsibilities:

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

8. Vandalism:

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

9. Unsolicited On-Line Contact:

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

10. Commercial Use by Students:

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

11. Indemnification:

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

12. Consequences:

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

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

F.C.S.C SEARCH POLICY

LOCKERS & LOCKER INSPECTIONS

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

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

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

SEARCHES

The following policies apply to searches:

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of all lockers may be conducted by school authorities for any reason, at any time, without notice and/or student consent.

Except in the case of a general inspection of all lockers, searches of an individual student’s locker must be based upon reasonable suspicion of the principal or designee that the locker is being used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or that the locker contains items which are forbidden by State Law or School Rules. If practical, the student assigned to the locker being searched upon reasonable suspicion should be present during the search. Searches shall be conducted by the principal or a member of the administrative staff designated in writing by the principal and acting at the direction of the principal.

PERSONAL SEARCH

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.

VEHICLE SEARCH

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle upon reasonable suspicion of the principal that the vehicle may contain items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or that the vehicle contains items which are forbidden by State Law or School Rules. Refusal of the student, parent or guardian, or owner of the motor vehicle, to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal and acting at the direction of the principal may conduct the search.

Anything found in the course of a search conducted in accordance with this section which could cause, or could reasonably be foreseen to cause, an interference with school purposes or an educational function, or which is a thing which is forbidden by State Law or School Rules, may be:

- seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee until it is presented at the hearing,
- returned to the parent or guardian of the student from whom it was seized,
- destroyed if it has no significant value, or,
- turned over to any law enforcement officer in accordance with this policy.

ASSISTANCE OF LAW ENFORCEMENT

The principal or a member of the administrative staff designated in writing by the principal may request the assistance of a law enforcement officer to search any area of the school premises, any student, or any motor vehicle on school premises, if the principal or another member of the administrative staff designated in writing by the principal, has reasonable suspicion to believe that the person or area to be searched possesses or contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by State Law or School Rules. Where the law enforcement officers respond to such request, no school employee shall assist or otherwise participate in any search conducted.