

**CBIS**

**Rules, Practices  
and Procedures**

**2016-17**

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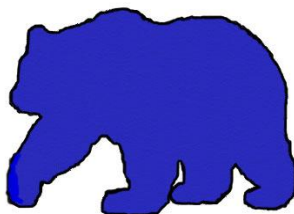
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## WELCOME TO CUSTER BAKER INTERMEDIATE SCHOOL

### **CUSTER BAKER (1899-1976)**

Custer Baker's entire life was spent as an educator in Johnson County. He attended the one-room Fairview Elementary School for eight years and graduated from Union Township High School in 1918. During his professional career, which spanned forty-six years, he taught and coached for eleven years at Union and Center Grove High Schools, served four years as principal of Union Township High School, and in 1933 was appointed Superintendent of Johnson County Schools, a position he served for thirty-one years until his retirement in 1965.

An active participant in the life of the community, he believed in the potential of young people and worked closely with community groups and teachers in the development and delivery of positive academic and character education. A man of humble beginnings, Mr. Baker influenced many lives by the embodiment of those personal values of integrity, individual thinking, commitment of purpose, fulfillment of responsibility, and the aspiration toward high ideals that have been so much a part of our nation's development.

### **MISSION STATEMENT**

Our mission, in partnership with parents and our community, is to educate and empower learners and foster personal responsibility in an atmosphere of mutual respect and trust. Each individual is challenged to actively participate in the academic and social learning process in an environment that develops character, encourages responsible behavior and inspires the love of learning.

### **VISITORS**

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

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

### **PARENT VOLUNTEERS**

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

### **IMPORTANT PHONE NUMBERS**

School .....346-8600  
School Fax .....346-8611

Attendance Line ..... 346-8601  
Transportation Center..... 346-8770

# GENERAL INFORMATION

## DAILY SCHEDULE

Students may enter the building at 7:30 a.m. and are to wait quietly in designated areas until dismissed to go to their locker. Classes start at 7:55 a.m. and are dismissed at 2:55 p.m. Students not involved in a planned, scheduled activity supervised by a school official are not allowed in the building or on school grounds after dismissal.

## EMERGENCY EARLY DISMISSAL AND CANCELLATION OF SCHOOL

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

The decision to institute an adjusted schedule will be made and announced through the news media not later than 6:00 a.m. Following the decision to implement an adjusted schedule, weather conditions occasionally worsen to the point that it is necessary to close the schools. This announcement will be made no later than 1:00 p.m.

Radio and TV Stations announcing school delays/closings:

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

## SCHOOL BUS PASSES

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

## LOST AND FOUND

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

## COUNSELING / GUIDANCE SERVICE

CBIS 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. Counselors are available before, during, and after school by appointment. Any conversations that students have with the counselors are private and confidential.

## TEXTBOOK RENTAL

All textbooks and workbooks are issued on a rental-fee basis. This fee will be announced each year.

When books are checked in at the end of the year, the same book that was issued must be returned. The student's name is written in ink in the inside cover for identification purposes. All other marks found in textbooks will be considered destruction and will have to be paid for by the student.

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

## INSTRUCTIONAL MEDIA CENTER

The IMC is not just a great place to check out books but it is also a hub of activities, book clubs, reviews, contests, and fun for the entire school. During weekly class visits, students are able to check out two books and renew every two weeks. Students who have books overdue for more than one month will not be able to check out books until they are returned. Students must have a pass to visit the IMC.

## CORPORATION WEBSITE

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

# HEALTH and EMERGENCIES

*Additional information regarding Health Services is located on page 18.*

The school health program is a cooperative one involving the entire school staff and the parents. A school nurse is assigned to CBIS most of the time. The clinic provides first aid service and emergency care for the sick and injured. The school nurse may also do screening of students in the following areas: vision, scoliosis, and other health problems. Parents will be notified in advance about screening dates.

## EMERGENCIES

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

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

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

## HEAD LICE (Pediculosis)

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

## DISPENSING MEDICINE

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

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

1. For prescription medications, the ordering physician's written instructions shall accompany the medication.
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 the school nurse.
4. Only the principal and/or that person's designee(s) may dispense medication at school.

## VISION SCREENING

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

## IMMUNIZATION

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

1. Documentation that the child is fully immunized.
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.



# ACADEMICS AND ACCOUNTABILITY

## ParentAccess

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

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

## COURSE OFFERINGS

The curriculum is designed to provide students with a good background in the areas of language arts, math, science, and social studies. Exploratory classes, such as art, foreign culture, health and physical education, are part of the curriculum. Students will rotate through these exploratory classes.

## HOMEWORK

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

## HOMEWORK AND MAKE-UP WORK FOR ABSENCES

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

## REPORT CARDS

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

## GRADING SCALE

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

## HONOR ROLL QUALIFICATIONS

Academic recognition is designed to recognize students who excel in their classes. The criterion for selection is as follows:

- To qualify for the *A Honor Roll*, a student may not receive any grade lower than an "A-" during the semester.
- To qualify for the *A/B Honor Roll*, a student may not receive any grade lower than "B-" during the semester.



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

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

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

## REPORTING ABSENCES

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

### Proper Documentation Requirements (Doctor Notes)

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

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

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

## EXCESSIVE ABSENCES

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

## TARDY TO SCHOOL

Students who are late to school must report to the office for an admit slip. Parents must bring the student into the office and sign them in. Tardiness to school is just as serious as tardiness to class. It results in lost educational time and is a disruption to the learning environment of other students. Any student arriving at school after 7:55 a.m. on five (5) occasions, may be given a consequence.

## DOCTOR OR DENTIST APPOINTMENTS DURING THE SCHOOL DAY

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

## TRUANCIES

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

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

### Severe Consequences For Being Truant

First Truancy: Students found to be truant for the first time may be assigned 3 days of In-School Suspension (ISS).

Second Truancy: Student may be assigned 5 days of ISS; 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.

Third Truancy: Information will be turned over to the Johnson County Juvenile Authorities for action. Additional consequences may be assigned to the student.

## PERFECT & OUTSTANDING ATTENDANCE

CBIS has an award incentive program for students that have perfect attendance or outstanding attendance each grading period. 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 due to an outside appointment.



## STUDENT RESPONSIBILITIES AND BEHAVIOR CODE

### ALL-SCHOOL GUIDELINES

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

1. Students must respect the rights of all adults and students by being courteous and showing appropriate behavior and language at all times.
2. Students must follow instructions of school personnel.
3. Students may not have food or drinks at CBIS unless the items are brought from home as a sack lunch to be eaten in the cafeteria or the items are provided by the teacher and are eaten in a designated area. Soda /soft drinks are not allowed.
4. Students may not carry book bags to their classes.
5. Students should not bring items to school that could interfere with learning. This includes such items as electronic games, ball cards, cameras, lasers, or skateboards.
6. There is to be no handholding, kissing, or other types of similar body contact.
7. Pushing, name-calling and horseplay are prohibited.
8. Cheating and lying are strictly prohibited.
9. Students are not to run, push, or shout in the halls.
10. Students shall not be in the halls without a hall pass or assignment notebook pass.
11. When staying after school for any reason, students are to remain with their supervisor at all times.
12. Students may not receive flower /balloon deliveries at school.



13. 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.
14. Students, who see weapons at school, hear about a student threatening to bring a weapon, or threatening to inflict life threatening injuries are required to report this information to a teacher or administrator.
15. Use of another student's ID card or lunch/library account numbers will be considered theft.
16. Encouraging students to fight either on or off school grounds is prohibited.
17. Students must make legitimate efforts to complete school work.
18. Gum chewing is prohibited.

## **ELECTRONICS AT SCHOOL**

Electronics such as CD players, portable video games, iPods, etc. are at risk of being stolen or broken and it is recommended that these devices be left at home. If a device must be brought to school, it must be turned-off and stored in the student's locker and not accessed during the school day. Franklin Community Schools have implemented policies for Bring Your Own Device (BYOD) that will allow students to use their own personal device to access secure and monitored WiFi for educational purposes only. Appropriate electronic devices will be allowed for that purpose. See page 22 for BYOD rules. The Acceptable Use Policy is also in effect.

## **DRESS CODE**

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

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

## **STUDENT WALKERS AND BICYCLE REGULATIONS**

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

## **CAFETERIA GUIDELINES**

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

## **LOCKER RULES AND POLICIES**

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

Students violating these rules are subject to disciplinary consequences.

## **SCHOOL CORPORATION BUS RULES (See page 15)**

## SERIOUS BEHAVIORS

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

### Some of these behaviors include:

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

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

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

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

### HARASSMENT AND INTIMIDATION OF OTHERS

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

### WEAPONS AT SCHOOL

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

### REPORTING FALSE EMERGENCIES

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

## DISCIPLINE OPTIONS

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

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

### ADDITIONAL DISCIPLINARY OPTIONS

- DISCIPLINE NOTICE - When a student has done something wrong, a discipline notice is sent home as a way of communicating with parents. The parent is asked to read the offense and the consequence, discuss the situation with their child, sign the notice, and send it back to the assigning teacher with the student.
- AFTER-SCHOOL DETENTION – Staff members may assign after school detentions from 3:00 p.m. until 4:00 p.m. Detentions are normally assigned for the day following a discipline incident. (No detentions are assigned on 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.
- TEAM INTERVENTION (TI) – Program individually designed by the teaching team to correct specific behaviors.
- FRIDAY SCHOOL – Students will remain at school until 6:00 p.m. on the day of the assigned Friday School. Students who do not serve the entire time or misbehave during the assignment may receive additional consequences.
- OUT-OF-SCHOOL SUSPENSION (OSS) - OSS will be assigned for such behaviors as: academic refusal, insubordination, belligerence, attempting to injure another individual, repeatedly not following rules and other serious offenses. Students who are suspended out of school may not attend any school-sponsored activities on the day or days of the suspension.
- EXPULSION - Students who are expelled may not attend any school-sponsored activity or be on school premises without the permission of the administration of CBIS during the period of the expulsion. See section entitled Grounds for Expulsion.

## GROUND FOR 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.

## DUE PROCESS

Custer Baker Intermediate 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.

# LOCKER AND OTHER SEARCHES

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 any of the contents in the locker.

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 herself/ himself and the locker locked at all times. The School cannot accept responsibility for any items missing from a student's locker.

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**

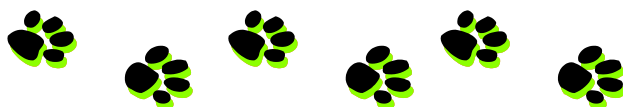
The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during any school activity if the principal has reasonable suspicion to believe that the student has on or about his or 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 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 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.

## **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.



# ATHLETICS

The Custer Baker Intermediate School Athletic Council is the governing body for all athletic activities. CBIS athletes are representing the school at all times and are expected to conduct themselves as ladies and gentlemen. Athletes are expected to contribute their 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.

Each athlete will have the opportunity to:

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

## INTERSCHOLASTIC SPORTS

CBIS offers a variety of competitive sports for sixth grade athletes. Competitive sports played between schools include: tennis, cross country, basketball, swimming & diving, wrestling, golf, track & field, and cheerleading.

## REQUIREMENTS FOR ATHLETES

1. Before a student athlete can begin official practice in a sport, a signed current athletic physical must be on file. The physical examination must occur between April 1 and the student's first day of practice. They may also be required to sign a concussion awareness form.
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.
6. Sign a statement stating that they have received a copy of the athletic code of conduct prior to their first contest.

## ELIGIBILITY REQUIREMENTS

A student who receives two or more "F" grades on his/her report card for a grading period will be ineligible for the entire next grading period. The student may not play, practice, or participate in any way. If try-outs for another sport occur during the time that the athlete is ineligible, the athlete will be prohibited from try-outs for that sport. A student, who received only one "F" on his/her report card for a grading period, may continue to participate in extra-curricular activities. Eligibility is determined when teachers submit grades.

A student who is, or shall be, 13 in the 5<sup>th</sup> grade or 14 in the 6<sup>th</sup> grade prior to, or on the scheduled date of, the last contest in a sport shall be ineligible for athletic competition in that sport.

## ATTENDANCE OF ATHLETES

- Athletes absent from school cannot participate or practice on the same day they are absent.
- Athletes must be at school by their regularly scheduled lunch time to participate that evening.
- Athletes serving detention, OSS or ATS may not participate in any athletic contest or practice that day.

## RANDOM DRUG TESTING & Education Policy

### PURPOSE OF THE PROGRAM

- A. All students who participate on school-sponsored athletic teams are required to participate in the random drug testing program in order to be eligible for these activities.
- 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. Educate participants and parents about the serious physical, mental, and emotional harm caused by substance abuse,
  3. Assist participants, who might be tempted to use illegal substances,
  4. Prevent injury, illness, and harm as a result of substance abuse,
  5. Maintain extra-curricular/co-curricular program environment free of drug, tobacco, alcohol, and intoxicants,
  6. 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 a school-sponsored athletic team 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.

At the beginning of each selection date, school year, sport season, or when a student moves into the district and/or joins a school-sponsored athletic team, 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 for 365 days from the date of the refusal.

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**

**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.**

1. 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. The individual designated to supervise the sample collection will not physically observe the giving of the sample, which will take place in a secured enclosure.
2. 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.
3. All students will remain under school supervision until they have produced an adequate sample. If unable to produce a sample, the student will be given up to 24 ounces of fluid. If still unable to produce a sample by the end of the school day, the student will be suspended from activities included in this policy.
4. 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 urine 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.
5. 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.
6. 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.
7. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

## **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 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. 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.

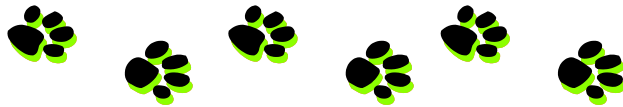
Under this drug testing program, any staff coach or sponsor of Franklin Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made 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 Transportation Center**

750 East State Road 44 Franklin, IN 46131 317-346-8770  
Doug Dickinson, Supervisor

### **Transportation Discipline**

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

#### **EXPECTATIONS**

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

1. Will sit in a forward facing position with legs, arms, feet, and head inside the bus and out of the aisle while the bus is in motion.
2. The students will sit in the seat assigned to them by the driver. The driver reserves the right to change or adjust the student's assigned seat as he/she deems appropriate.
3. Profane language, obscene gestures or loud and boisterous language is prohibited.
4. Will not stand, swing, climb, or jump on the bus seat. Also, students are not to switch seats while the bus is in motion.
5. Will not open bus windows more than half way.
6. Will not sit in the driver's seat or operate any of the school bus controls.

7. Will not engage in eating, drinking, or chewing 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, 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 bag.
13. Will make sure that cell phones are on vibrate while riding on the school bus.
14. Students are not allowed to leave the bus without the driver's permission at any time.
15. The students will obey the driver's instructions when crossing the road, boarding, during transport, or leaving the bus.
16. Students must board and leave the bus at the student's regular bus stop location unless given 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 is 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 of the student's seat. In either case, it will not extend beyond or above the height of the seat in front of the student (approximately 39").
20. Students should arrive at their bus stop 5 minutes prior to the scheduled pick up time.

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

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

### ***Activity Trips***

Only students, sponsors and chaperones will be transported on school buses used for activity trips. All adults must first pass a background check processed by the school corporation. If students are transported from an FCSC site in privately owned vehicles for school activities, the driver/owner of the private vehicle will be responsible/liable for the safety of students being transferred.

In the event students are to be transported in private vehicles, the following criteria will be used:

1. The FCSC sponsor of the event must secure a signed release from parents/authorizing the student to participate in the activity and to ride in a privately owned vehicle.
2. Documentation must be presented to the sponsor that the driver/owner has the state minimum requirements for insurance (25/50/25).
3. Proof that the driver has a valid driver's license/van certification must be presented to the sponsor.
4. The driver/owner's insurance is prime\* in the event of injury to the students.
5. All transportation of students to school sponsored student activities (e.g., field trips, athletic events, musical concerts, etc.) will be, when practicable, in school-bus-type vehicles. Private vehicles with a rated seating capacity of nine or fewer may be used for activity trips provided the vehicle meets all Federal Motor Vehicle Safety Standards requirements for its category. However, it is recommended that school buses be used any time the school sponsored activity involves transporting more than nine students or would require using more than one private vehicle to transport students.

\*Prime – the insurance policy of the privately owned vehicle will be first when paying for injury cost or settling claims for injury.

### ***Delivery of Students Receiving Special Needs Services***

Transportation will refer to the student's Confidential Emergency Information form when delivering a student receiving modified transportation services if a parent/guardian is not present to receive the student.

1. If, on the transportation form, the parent/guardian has authorized that the student can be left unattended, the local transportation provider may leave the student at the delivery location.
2. If the parent/guardian has not authorized that the student can be left unattended, the local transportation provider will not leave the student unattended.
  - a. The Transportation Department will attempt to contact the student's parent or guardian at work or at other phone numbers provided, or call emergency contacts listed on the form.
  - b. While attempting to make contact with the student's parents/guardians or the emergency contacts listed on the form, the driver may proceed on the designated route to deliver any other passengers onboard to their destinations and then return to the student's delivery location.
  - c. If the Transportation Department is still unable to make contact with the parents/guardians or with emergency contacts listed on the form, the provider will make an effort to transport the student back to the school. Staff will accept the student and continue to attempt to contact the parents/guardian or the emergency contacts.



3. If APS staff is unable to contact the parents/guardians or the emergency contacts, the student may be referred to the appropriate personnel for child protective services.

The parents/guardians of students who have been approved for Special Needs Transportation services will:

1. Cooperate in the completion of the Confidential Emergency Information (CEI) Transportation form by providing emergency phone numbers and addresses of responsible persons to be contacted in case of an emergency such as illness, injury, or abbreviated school day due to inclement weather or a crisis situation.
2. Allow at least three to five working days to implement any changes in pick-up and/or drop-off locations. The driver is not allowed to change or modify a bus route without prior notification from the Transportation Center.
3. Have the student ready to board the bus at the assigned pick-up time.
4. Cooperate by ensuring students have clean diapers if they are not toilet trained and that colostomy bags are not filled to capacity before boarding the bus. Transportation will not provide admittance on the bus for students who are soiled or have full bags before boarding the bus.
5. Transport their child(ren) when exceptional situations arise which call for a deviation from established bus service (e.g., the student needs to be dropped off at a different address temporarily).
6. Transport their student in the event of a bus suspension.
7. Make arrangements to have a responsible person meet the bus when it is indicated on the CEI modified transportation form that a student cannot be left unattended.
8. Notify the Transportation Department Center in advance (one full school day, if possible) or on the day of transportation in the event the student does not plan to attend school on a specific day.

Special Needs Transportation services should begin three to five school days after the Transportation department has received a completed Request for Transportation form from the Special Education Department. All affected parties will be informed if route reconfiguration will exceed five days.

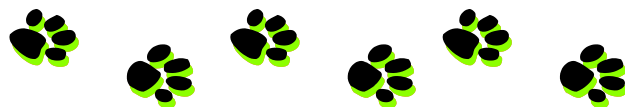
### ***Bus Stops and Routes***

All routes and bus stops are established and assigned by the Transportation Supervisor. Drivers shall run routes and stop at all designated sites developed by the Transportation Department.

1. Notes from parents/guardians or principals/designees authorizing the bus driver to drop off a student at a point other than his/her regular stop will only be permitted in proven emergency situations (bus passes require pre-approval from the transportation department) Please call 738-5813 for approval.
2. Students will not be required to walk a greater distance to a bus stop than the walk distance as specified by State Statue (1/2 mile).
3. All mid-day kindergarten routes will use established a.m. and p.m. elementary school bus stops.
4. The Transportation Supervisor will address complaints regarding route schedules or school bus stops. The principal will address complaints regarding discipline on board school buses.
5. Drivers will not transport any persons who are not students or approved school personnel assigned to their bus (unless pre-approved adults are acting as sponsors or volunteers for school sponsored events).
6. Drivers will not give permission to anyone other than assigned students and/or approved school, transportation, emergency, pre-approved event sponsor or volunteer, or law enforcement personnel to board the bus.
7. In the p.m. the bus driver will not be required to wait more than seven minutes after the dismissal bell has rung or the bus is to leave an area. The driver and/or monitor will not be allowed to leave the bus to search for unaccounted students. Once the bus departs, the driver will not stop in the loading zone or be expected to return to the school for students who are late for the bus.
8. The driver has the authority to assign students to seats.
9. In consideration of student safety, live animals, unless specified in a student's IEP or 504 Accommodation Plan, will not be transported. Toys, items in glass containers, or other dangerous objects, as well as large articles, which might block the aisle, the emergency door, or the service doors of a school bus, will not be permitted.

### ***Evacuation Drills***

Student emergency evacuation drills or an emergency evacuation demonstration will be conducted twice each school year for each route assigned to a school bus.



# Franklin Community School Corporation Food Services Department

998 Grizzly Cub Dr. Building 2, Franklin, IN 46131 317-346-8720  
Jill Overton, Supervisor

## ***Student Responsibilities***

For a healthy breakfast and/or lunch experience:

1. Students are asked to process through the cafeteria serving line(s) in an orderly manner.
2. Students will not take a food item and then decide to return the item. If a student handles a food item, it must remain on their tray and they will be charged for the item.
3. Students will obey the instructions from cafeteria monitors, including the assistance of Food Service employees.
4. Students shall be informed by their parent/guardian of any food restrictions pertaining to them and follow those restrictions.
5. Students eating breakfast must do so in a timely manner and report to class as soon as possible.

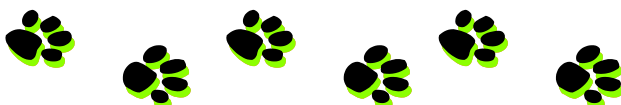
## ***Nutrition Guidelines***

No foods or beverages, other than those associated with the Corporation's food-service program, are to be sold during food-service hours.

## ***Parent(s)/Guardian(s) Responsibilities***

For a healthy breakfast/lunch for their child, parents/guardians' responsibilities include the following:

1. Are expected to encourage their children to learn and obey the cafeteria rules and to exhibit appropriate student conduct as described in district documents and handbooks.
2. Are responsible for instructing their children about their food selection choices. Please refer to LunchDeposit.com to view your child's food selections and to place restrictions on what your child may purchase.
3. Are responsible to make sure your child/children have adequate lunch money by utilizing either the Point of Serve program (sending money to school with student) or LunchDeposit.com (on-line deposit of lunch money).
4. Are responsible to complete Free/Reduced application on a yearly basis if eligible for the services.
5. Are responsible to inform child's school of any food restrictions such as those associated with allergic reactions.
6. Students and parents/guardians will be held responsible for malicious destruction to items in the cafeteria areas
7. Classroom snacks must meet the Wellness Plan Wellness Treats Guidelines (contact your building Food Service Manager for details and/or assistance for provided approved snacks).



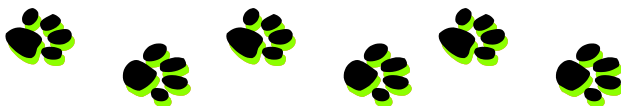
# Franklin Community School Corporation Health Services Department

101 W. State Road 44 Franklin, IN 46131 317-346-8600  
Beth Arkanoff, Supervisor

## ***Health Clinic Guidelines for School Exclusion***

1. Oral temperature of 100.0\* or more  
Students with a temperature of 100°F or more will be sent home. The student should be fever free and fever reducing medicine free for 24 hours. If the fever persists for 2 days, even without other symptoms, a physician should be consulted.
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. Head Lice (Pediculosis)  
Students found with head lice will need to be picked up immediately from school. After treatment and upon returning to school, the student will be examined by the school nurse. If no live lice are found, students may return to school.

6. Active Vomiting or Diarrhea  
Students should be symptom free for 24 hrs. before returning to school.
7. Undiagnosed rash, if fever is present  
Diagnosis and treatment from a physician is recommended. Student should be symptom free for 24 hrs before returning to school.
8. Chicken Pox (Varicella)  
Students must be excluded from school for 5 days, or until all vesicles have formed scabs or crusts.
9. Shingles  
Students may remain at school only if the site of outbreak can be kept covered and dry.
10. Strep throat  
If a strep culture is positive, the student may return to school 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.



## 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://fcsc.k12.in.us>

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.

### **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:**

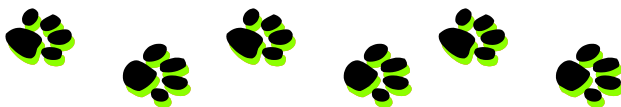
Goods and services purchased by students via the Internet could result in unwanted financial obligations for which students and their parents or guardians may be liable.

### **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:**

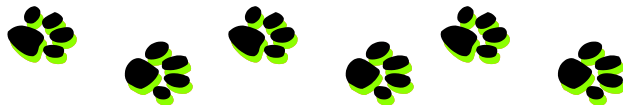
Violations of this policy may result in disciplinary action by FCSC. It is a criminal act under Indiana law to access a computer system and/or damage or alter a computer program, data, or hardware without the consent of the computer owner. Indiana Code § 35-43-1-4 defines computer tampering, a Class 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.



# Bring Your Own Device (BYOD) Rules

BYOD is an opportunity for students and staff to use their privately owned electronic devices while at FCS. The use of this technology at FCS is not a necessity but a privilege. It is expected that BYOD will benefit the learning environment as a whole. In addition to the guidelines below and the expectations of digital citizenship, users must adhere to the FCS Acceptable Use Policy at all times.

- All personally owned electronic devices must be in silent mode while on school campuses and while riding school buses or school vehicles.
- Personal earbuds are to be one set per device and can only be used by the owner of the privately owned electronic device.
- Voice, video, and image capture applications may only be used with prior teacher permission and for specific instructional purpose(s).
- Teachers will inform students when privately owned electronic devices can be used during classroom instruction. It is to be used to enhance instructional activities currently occurring in the classroom environment. Only the person that owns the privately owned electronically device is allowed to use it.
- Privately owned electronic devices cannot be used to establish ad-hoc, peer-to-peer, or wireless hotspot networks.
- While on FCS campuses users must access the Internet via the wireless network provided by FCS versus a private data subscription (i.e. 3G network, 4G network).
- **No privately owned electronic device should ever be connected by cable to the FCS network.**
- Privately owned electronic devices may be searched by a school administrator or designee if there is reasonable suspicion that the item has caused or can reasonably foresee to cause, an interference with school purposes or an educational function.
- **Devices are brought to school at the user's own risk. In the unlikely event that a privately owned device is lost, stolen or damaged, FCS is not responsible for any financial or data loss. Device owners are encouraged to insure and protect their personal devices.**
- **Users are encouraged to record the serial number and model of the privately owned electronic device prior to bringing it to school.**



# OTHER INFORMATION

## 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.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day the Franklin Community Schools ("School") receives a request for access.  
Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office / U.S. Department of Education / 400 Maryland Avenue, SW / Washington, DC 20202

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

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

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

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

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
  - Dates of attendance
  - Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)



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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

## **INDIVIDUALS WITH DISABILITIES STATEMENT**

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

## **PESTICIDE USE AT SCHOOLS RULE – 357 IAC 1-16**

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

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

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

For more information please contact Bill Doty, FCSC Facility Manager, at 346-8741 or by email at [dotyw@franklinschools.org](mailto: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 2013-14 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.
  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](mailto:dotyw@franklinschools.org)