



## **Custer Baker Intermediate School STUDENT HANDBOOK 2025-2026**

101 W. SR 44; Franklin, IN 46131  
Telephone 346-8600; Fax 346-8611  
www.franklinschools.org

### **Administration & Front Office Staff**

Principal	Cheryl Moran
Assistant Principal	Laura Mattox (5th Grade)
Assistant Principal	Tammy Schneider (6th Grade)
Counselors	Melissa Bryant, Jason Dockery and Tricia Bender
Mental Health Support	Brooke Buckner
Counseling Secretary	Chris Cannon
Office Secretaries	Ashley Sargent and Devin Baird
Treasurer	Nermina Hurtic
School Nurse	Ellen Dukate

### **Franklin Community Schools**

Administrative Office 738-5800

Dr. David Clendening	Superintendent
Dr. Brooke Worland	Assistant Superintendent
Mr. Steve Ahaus	Chief Financial Officer
Mr. Doug Kirby	Executive Director of Technology
Mr. Benji Betts	Director of Operations
Mrs. Jennifer Scott	Executive Director of Student Support and Accessibility
Mr. Joe Hougland	Director of Transportation

### **Board of School Trustees**

Mrs. Debbie Gill	President
Mr. David Yount	Vice President
Ms. Jennifer Mann	Secretary
Mr. Brett Jones	Member
Mr. Becky Nelson	Member

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

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

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

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# GENERAL INFORMATION

## INFORMATION

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

## 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.

## TITLE IX - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The School Board of the Franklin Community School Corporation (hereinafter referred to as “the Board” or “the Corporation”) does not discriminate or tolerate harassment on the basis of sex in its education programs or activities which it operates or the employment therein or admission thereto, as required by Title IX of the Education Amendments of 1972 and its implementing regulations. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment. When the Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the Corporation Community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in Sexual Harassment also are subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment supportive measures/ongoing remedies as reasonably necessary to restore or preserve access to the Corporation’s education programs and activities.

(full Title IX policy on pages 32-39 of this handbook)

# TITLE IX (STUDENT) SEXUAL HARASSMENT ALLEGATION PROCEDURE

## General Policy Statement and Scope

Complaints that fall under this section are sexual harassment complaints in which a student is either the Complainant (alleged victim) or Respondent (alleged harasser).

The term “sexual harassment” as used in this procedure shall mean conduct on the basis of sex, including, but not limited to failure to conform to stereotypical notions of masculine or feminine traits such as:

- A. a Corporation employee conditioning the provision of an aid, benefit, or service of the Corporation on an individual’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment);
- B. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Corporation’s education program or activity; or
- C. “sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), or “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

1. “Sexual assault” means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

- a. *Rape* is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where

the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.

- b. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- c. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
- d. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- e. *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
- f. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by State law.
- g. *Consent* refers to words, actions, inactions, or any other conduct that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
- h. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a. a current or former spouse or intimate partner of the victim;
- b. a person with whom the victim shares a child in common;
- c. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
- e. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

The term "consent" as applicable to this procedure shall mean an individual voluntarily agreeing, by words or actions, to the proposal of another individual. An individual may be incapable of consent due to mental or physical incapacitation. The vast majority of Corporation students are incapable of giving consent to sexual contact, because Indiana law generally establishes the age of consent as 16.

The Corporation is committed to promptly responding to reports of sexual harassment. All reference to "days" within these procedures shall mean instructional days. The procedures described below may be subject to temporary delays based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, translation or accommodation needs) with written notice to both parties explaining the reason for the delay.

**Title IX Coordinator(s)** The Board designates and authorizes the following individual(s) to oversee and coordinate the Corporation's Title IX compliance. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator.

Title IX Coordinator  
998 Grizzly Cub Drive, Franklin, IN 46131  
317-346-8700  
[titleix@franklinschools.org](mailto:titleix@franklinschools.org)

The Title IX Coordinator is responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The Title IX Coordinator shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board of School Trustees. Questions about this policy should be directed to the Title IX Coordinator.

### **Grievance Process**

. The Corporation's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent. All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will receive training regarding topics related to this process, including: the definition of sexual harassment, the scope of the Corporation's education program and activity, and how to conduct these grievance procedures.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution will objectively evaluate all relevant evidence – both inculpatory and exculpatory. Further, no credibility determination will be based on a person's status as a Complainant, Respondent, or witness.

Consistent with the law, the Corporation will presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. **The Corporation will utilize the preponderance of the evidence standard when determining responsibility.** The Corporation will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Further, questions or evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than Respondent committed the conduct alleged by the Complainant or to prove consent.

### **Report of Sexual Discrimination/Harassment**

Anyone who believes that a student or staff member has possibly been the target of sexual harassment should immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or the Title IX Coordinator. Any person may report sex discrimination, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator. **Any employee who has reason to believe that a student or staff member has been the target of sexual harassment must report the behavior to their building level leader, such as a principal.** If a Corporation employee fails to report an incident of Sexual Harassment of which the Corporation employee is aware, the Corporation employee may be subject to disciplinary action, up to and including termination.

The Corporation accepts anonymous reports submitted using the [STOPit](#) website. However, anonymous reports may hamper the Corporation's ability to respond to allegations of sexual harassment.

The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given Third-Party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any Third Party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee/Administrator Handbook.

Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies and/or administrative guidelines, the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

### **Response to a Report and Supportive Measures**

Upon receipt of a report, the Title IX Coordinator must promptly, usually within two (2) days, contact the Complainant to discuss the availability of supportive measures.

Supportive measures are non-disciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. Such measures are designed to restore or preserve equal access to the Corporation's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Corporation's educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence in the case of employees, increased security and monitoring of certain areas of the campus, and other similar measures.

In addition to discussing the availability of supportive measures, the Title IX Coordinator will also consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator will make contact with the Complainant in person, via phone, or via a virtual meeting in order for the Complainant to ask questions. If the Complainant is a student under the age of eighteen, the student's parent will be contacted simultaneously.

A "formal complaint" is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the Corporation investigate the allegation(s) of sexual harassment.

Even in instances where a Complainant chooses not to file a formal complaint, supportive measures may continue at the discretion of the Title IX Coordinator.

The Title IX Coordinator may decide to sign a formal complaint to investigate the allegation(s) of sexual harassment against the wishes of the Complainant where moving forward without an investigation would be unreasonable. Such circumstances may include, but are not limited to, reports that indicate multiple Respondents, the involvement of a Corporation employee, and/or continued sexual harassment of the Complainant and others.

While there is on deadline by which a Complainant must file a formal complaint, the Corporation encourages Complainants to submit a formal complaint within ten (10) days of meeting with the Title IX Coordinator. In instances where enough time has passed that the Corporation cannot gather evidence, the Corporation may not be able to investigate.

The Corporation will offer supportive measures to a Complainant who is the subject of an anonymous report. However, should a Complainant desire to initiate the grievance process, the Complainant cannot remain anonymous or prevent the Complainant's identity from being disclosed to the Respondent.

### **Emergency Removal**

Subject to limitations and/or procedures imposed by State and/or Federal law, the Corporation may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purpose of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any individual (including self) before or at any time during the proceedings described herein, that justifies removal. If the Corporation determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy Policy 5605 – Suspension and Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion of Students, Policy 5611 – Due Process Rights, and Policy 5620 – Court Assisted Resolution of Suspension and Expulsion.

An emergency removal does not affect or modify any rights a student receiving special education may have under the IDEA, Section 504, or the ADA.

If the Respondent is a non-student employee, the Corporation may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the Corporation Community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

## **Notice**

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties (to the extent known) containing the following information:

- A. notice of the Board's grievance process, including any informal resolution processes;
- B. notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include: the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:
  - 1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - 2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence;
  - 3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, additional allegations are uncovered and therefore investigated, the Corporation will provide a supplemental notice of the additional allegations to the parties whose identities are known.

### **Dismissal and Consolidation**

In certain instances, the Corporation may dismiss or consolidate formal complaints. Such instances of dismissal include, but are not limited to, when the alleged conduct, even if true, would not constitute sexual harassment, when the Respondent is a non-student or non-employee of the Corporation, or when a Complainant notifies the Title IX Coordinator they would like to withdraw the formal complaint. A dismissal does not preclude the Corporation from taking action under another provision of the applicable code of conduct, board policy, and/or employee handbook. If a formal complaint is dismissed, the Corporation will promptly inform the parties of the reason for dismissal and the right to appeal.

Further, the Corporation may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Informal Resolution Process**

Upon receipt of a formal complaint and after providing sufficient notice to the parties, the Corporation may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the allegations. The Corporation may not require the parties to participate in the informal process, but instead must obtain the parties' voluntary, written consent to participate.

The informal process is not available to resolve allegations that an employee sexually harassed a student. Further, at any time during the informal process any of the parties may end the informal process and initiate the investigation and determination process.

### **Investigation of a Formal Complaint of Sexual Harassment**

Unless the Corporation dismisses a formal complaint or the parties resolve a formal complaint through the informal process, the Corporation will investigate the allegations of sexual harassment and make a determination regarding responsibility.

The burden of proof and collection of evidence rests with the Corporation. To that end, the Title IX Coordinator, in conjunction with a designated building-level leader, will conduct an investigation.

The means of investigating a formal complaint include, but are not limited to, Complainant, Respondent, and witness interviews and review of documentation. The parties shall have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Corporation will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Evidence or information related to the allegations under investigation may not be discussed by the parties, except with their chosen advisors. The parties may not substantially disrupt the educational environment. Absent extenuating circumstances, the collection of evidence for an investigation should conclude within thirty (30) days.

The parties may be accompanied to any meeting or proceeding related to the investigation by an advisor of their choice, who may be, but is not required to be an attorney. Apart from a union representative accompanying an employee who is a party, employees are discouraged from serving as advisors to students.

Advisors may not be present on behalf of the party they accompany and should request or wait for a break in the meeting if they wish to interact with the Title IX Coordinator or building level leader. Advisors may confer quietly with parties as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the party and their advisors should ask for a break or step out of the meeting. An advisor who disrupts the process will receive one warning, after which if continued disruption occurs the advisor will be removed from the meeting/proceeding. In such an event, the parties will be given the opportunity to reschedule and be accompanied by another advisor.

When the Title IX Coordinator and building level leader have completed their collection of evidence, they will provide both parties with an equal opportunity to inspect and review any evidence obtained that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

The parties and any advisors must execute the provided non-disclosure agreement before they may receive the evidence for review. Following execution of the non-disclosure agreement, the Title IX Coordinator and/or building level leader will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) calendar days to submit a written response, which the Title IX Coordinator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the Title IX Coordinator and building level leader shall create an investigative report that fairly summarizes relevant evidence. At least ten (10) days prior to the time of determination, the Title IX Coordinator and building level leader will send the report in an electronic format or a hard copy to each party and the party's advisor, if any, for their review and written response.

### **Determination of Responsibility**

Generally, the [SCHOOL OFFICIAL TITLE] shall serve as the decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigative report has been sent to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, each party will be afforded the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The process of written questions and follow-up questions should generally take thirty (30) days or less. Within a reasonable time period following the written questions, the decision-maker will issue a written determination regarding responsibility applying the preponderance of evidence standard.

The written determination will include the following content:

- A. identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;
- B. a description of the procedural steps taken;
- C. findings of fact supporting the determination;
- D. conclusions regarding the application of the applicable code of conduct to the facts;
- E. a statement of, and rationale for, the result as to each allegation, and
- F. the procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The decision-maker will provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies.

### **Remedies**

Where, following the formal or informal process, the Corporation determines a Respondent responsible for sexual harassment, the Corporation shall provide remedies designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include supportive measures and/or discipline up to and including expulsion. The Corporation's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent (or the Title IX Officer if the Superintendent is the Respondent) may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

## **Appeal**

Following the decision-maker's determination regarding responsibility, either party may appeal to the designated governing body representative. An appeal should be submitted in writing within ten (10) days of the party's receipt of the determination. Note, appeals will only be considered if based on one of the following:

- A. procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or
- C. the Title IX Officer, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.  
and

Both parties shall have five (5) days after the submission of an appeal to submit a written statement in support of, or challenging the decision-maker's determination. The governing body representative will issue a written decision describing the result of the appeal and the rationale for the result within forty-five (45) days. The governing body representative's decision will be provided simultaneously to the parties.

Nothing herein shall prevent the Superintendent (or the Board when the Superintendent is the Respondent) from imposing any remedy, including disciplinary sanction, while the appeal is pending.

## **Retaliation**

The Corporation prohibits retaliation against persons who report, testify, assist, or participate or refuse to participate in any manner in an investigation, proceeding, or hearing. Retaliation includes intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX..

Complaints alleging retaliation may be filed according to the grievance process set forth above.

## **Confidentiality**

The Corporation will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA's regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the Corporation's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

## **Application of the First Amendment**

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

## **Record-keeping**

The Corporation will maintain records from an investigation, determination, appeal, and informal resolution for seven (7) years.

## **Reports otherwise required by Law**

These procedures do not affect or alleviate mandatory reporting required by state or federal law- for example, reporting of suspected child abuse or neglect to law enforcement or Department of Child Services.

### **Legal**

I.C. 31-33-5-1

I.C. 20-33-8

20 U.S.C. 1092(F)(6)(A)(v)

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Act of 2004 (IDEA), as amended

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)

34 C.F.R. Part 106

34 U.S.C. 12291(a)(10)  
34 U.S.C. 12291(a)(8)  
34 U.S.C. 12291(a)(30)  
42 U.S.C. 1983  
42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964  
42 U.S.C. 2000d et seq.  
42 U.S.C. 2000e et seq.  
OCR's Revised Sexual Harassment Guidance (2001)

## **IMPORTANT PHONE NUMBERS**

School: (317) 346-8600    School Fax (317) 346-8611    Transportation (317) 346-8770    Attendance Line (317) 346-8601

## **DAILY SCHEDULE**

Students may enter the building at 8:05 A.M. The school day begins at 8:20 a.m. and ends at 3:00 p.m. (Monday, Tuesday, Thursday and Friday.) Wednesday dismissal will be at 2:20. Students not involved in a planned, scheduled activity supervised by a school official are not allowed on school grounds without parent supervision.

## **VISITORS**

ALL VISITORS MUST REPORT TO THE OFFICE BEFORE GOING TO ANY AREA IN THE BUILDING. Each time a person visits a school for a reason that has the person proceed past the main office and into the school, it is necessary to provide a driver's license or valid state identification to follow our check-in procedures and background check procedures in our main offices. Some school business can be accomplished by leaving items in our secure vestibules for us to pick-up later as well. The school offices will determine how and when to admit guests into our schools' offices and into our schools.

## **PARENT VOLUNTEERS**

In Franklin Community Schools we love having parents and guardians volunteer at school, chaperone on field trips, or visit for lunch. Any person who wishes to chaperone a field trip must follow the classroom teacher's process for signing up to chaperone and paying for the entrance fee (if there is one) to the field trip, and complete a criminal history background check. Background checks must be completed online no later than two weeks prior to the event in which you plan to participate. If you are selected as a volunteer candidate, the school will provide instructions for completing the background check. Chaperones for field trips may NOT bring younger siblings/children on field trips. Not every field trip will require parent chaperones, and often we need to limit the number of chaperones based on the type of field trip.

## **LOST AND FOUND**

Students are responsible for their own textbooks, library books, Chromebooks, personal devices and other personal belongings. STUDENTS ARE NOT TO LEAVE MONEY OR ITEMS OF VALUE UNATTENDED. Students are advised to put their names in books, coats, gym clothing, and other personal items. There is a LOST AND FOUND location in the building. All unclaimed items will be donated at the end of each semester.

## **PARENT SQUARE**

Franklin Community Schools uses ParentSquare for school communication, primarily with email, text, and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified. ParentSquare is located under the ParentsSquare tab at <http://franklinschools.org>.

## **PARENT/TEACHER CONFERENCING**

We encourage parent involvement and communication with our school. If you need to conference with your child's teacher, please call ahead to schedule a time that is best for both of you. The teacher should be the first point of contact. Student led conferences will be held in the fall each school year.

## **PARENT TEACHER ORGANIZATION**

Our P.T.O. has been formed to help assist with many of the fun activities we put on each year for our students and staff. We welcome any parent who would want to donate time and energy toward providing fun events for CBIS. Watch the calendar for meeting dates and events. All parents are encouraged to come and be a part of their child's middle school experience.

## **BEFORE AND AFTER SCHOOL CARE**

Franklin Community Schools, in partnership with The Boys and Girls Clubs of Johnson County, also offers an affordable before and after school care option for parents called Cub Care. This program is offered at all five elementary schools and for CBIS students. Cub Care is available from 6 AM until school starts, and also from school dismissal until 6:00 PM each school day. For more information on this program, you can contact Cub Care at 317-739-7546 or via email at [ssahm@bgcf.net](mailto:ssahm@bgcf.net)

## **FRANKLIN COMMUNITY SCHOOLS CUB ACADEMY PRESCHOOL**

Franklin Community Schools offers a paid preschool program at Franklin Cub Academy located at 1049 Sloan Drive. Our preschool program is called Franklin Cub Academy and offers a full day option with daycare. Please visit [www.franklinschools.org](http://www.franklinschools.org) or call Mrs. Katie Smith at 317-346-8880 for more information. You can also email Mrs. Smith at [smithk@franklinschools.org](mailto:smithk@franklinschools.org).

## **SCHOOL COUNSELING SERVICES**

CBIS offers full-time school counseling services. The door is open to all students and parents. Students should feel free to talk with one of the school counselors. Any conversations that students have with the school counselors are private and confidential. Human Skills services are delivered through individual, group experiences and classroom lessons.

## **STUDENT CLUBS AND ORGANIZATIONS**

We encourage students to find a way to “plug in” during their time at CBIS - clubs are a great way to do that! Opportunities for students change from year to year based on student interest and club sponsorship.

## **NO SMOKING POLICY**

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

## **CONFEDERATE FLAG**

In keeping with the Franklin Community Schools Guiding Principles, the Confederate flag is prohibited in and around all school buildings and grounds. Approved by the FCS School Board of Trustees on August 10, 2020

## **CLASSROOM PARTY OR BIRTHDAY TREATS**

Parents should check with the classroom teacher ahead of time to organize any snacks or classroom parties. The classroom teacher will decide if and how to have a snack daily, as well as how and when to have classroom parties such as birthday parties. For classroom parties or snacks, all food should be store-purchased and still be sealed when provided to the classroom teacher, and all ingredients need to be listed on the package. We do not accept deliveries such as balloons and/or flowers to students during school hours. These items are not permitted on the bus.

**OUTDOOR RECESS POLICY** It is always best for our students to enjoy as much physical activity during the school day as possible. Following our weather guidelines, students will spend time outside daily. Our schools use the following guidelines to make a determination about going outside to recess during the winter months: If the weather “feels like” 25 degrees and above (considers wind chill factor), then we will have outdoor recess. Students should wear appropriate winter coats, gloves/mittens, hats, and/or scarves will be expected. Medical conditions must have appropriate documentation from the doctor to deviate from the normal recess plan. Also, rain, lightning, slick conditions, or other outdoor hazards could cancel outdoor recess as well.

## **PETS AT SCHOOL**

Due to allergies, health issues, and liability, no pets are allowed at school. Individual classrooms may have classroom pets as approved by the principal. The only outside animals allowed in the classrooms are service animals such as a seeing-eye dog, therapy dog, or police K9. The school board policy on this issue will be followed.

## **EMERGENCY DRILLS**

Fire drills: Once a month, in accordance with Indiana Code, our elementary schools will hold a fire drill. We do this to practice and remind ourselves of the proper procedures that must be followed in the event of a real fire. These procedures are in place to assure for the maximum amount of safety. The teachers will go over specifics of the procedures, but two rules are for everyone: walk at all times and no talking. Disaster drills: at least 4 times during the school year we will be practicing tornado and earthquake drills. Both can be a fact of life here in the Midwest. We have not had an earthquake in many years, but we will be prepared in the event of one. Severe

weather is always a threat, especially in the spring. Again, the teachers will go over the specifics, but the same two rules apply. Lockdown drills: we will have lockdown drills at least twice during the school year.

## **ACADEMICS AND ACCOUNTABILITY**

### **COURSE OFFERINGS**

The curriculum is designed to provide students with a good background in the areas of language arts, math, science, and social studies. Additionally, students are provided numerous elective courses during their time at CBIS including: Band, Choir, General Music, Art, STEM, World Cultures and Physical Education.

### **CHROMEBOOK INFORMATION**

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

#### General Rules:

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

## **ELECTRONICS AT SCHOOL**

Personal electronic devices can only be utilized by the following directives:

1. Medical Necessity
2. Teacher-Directed
3. IEP
4. Emergency

# FRANKLIN COMMUNITY SCHOOL CORPORATION

## ACCEPTABLE USE POLICY (AUP) AND GUIDELINES

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

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

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

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

### Acceptable Use Policy Administrative Guidelines

#### Telecommunications

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

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

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

#### Terms and Conditions

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

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

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

#### 1. Account Use:

Each technology user in FCSC will be provided all necessary accounts. Accounts will be maintained and monitored by ISD. A. Users are responsible for their accounts and should take appropriate measures to prevent unauthorized access to their account(s) and equipment.

B. Use of another user's account(s) is prohibited.

C. Account passwords are to be distributed only to the individual account user.

D. Copying, changing, reading or using files of another user without their consent is prohibited.

E. Unauthorized access to system programs or computer equipment is prohibited.

F. A student must have permission to use computer equipment and software.

G. Students are not to use adult workstations without prior permission.

H. Mass storage devices (CD, DVD, USB, etc.) may be used for personal and professional purposes. However, they are never to be used for storage, transfer, or use of materials that are inappropriate, illegal or in violation of copyright laws. The users creating or in possession of mass storage devices containing such material will be responsible for it.

## **2. Privileges:**

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

## **3. Acceptable Use:**

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

## **4. Software Policies:**

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

### **A. Software Programs:**

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

### **B. Purchasing Policies:**

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

## **5. Web Page Policies:**

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

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.

### **A. Educate:**

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

### **B. Inform:**

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

### **C. Communicate:**

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

### **D. Group Pictures:**

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

### **E. Student and Employee Information:**

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

## **6. Network Etiquette:**

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

- A. Any speech transmitted by the use of a school computer does not constitute speech in a "Public Forum" and is subject to regulation by the administration.
- B. Students and employees must use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism,

violence, threats or hate. All communications (i.e. list serves, e-mail, instant messaging, etc.) containing any material listed above is prohibited.

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

#### **7. Warranties and Responsibilities:**

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

#### **8. Vandalism:**

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

#### **9. Unsolicited On-Line Contact:**

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

#### **10. Commercial Use by Students:**

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

#### **11. Indemnification:**

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

#### **12. Consequences:**

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

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

# **FCSC SEARCH POLICY**

## **LOCKERS & LOCKER INSPECTIONS**

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

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

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

## **SEARCHES**

The following policies apply to searches:

### **LOCKER SEARCHES**

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

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

### **PERSONAL SEARCH**

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

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

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

### **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.

## 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 to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

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

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

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

- |   |   |
|---|---|
| -Student’s name                           | -Participation in officially  |
| -Address recognized activities and sports |   |
| -Telephone listing                        | -Weight and height of members of  |
| -Electronic mail address athletic teams   |   |
| -Photograph                               | -Degrees, honors, and awards  |
| -Date and place of birth received         |   |
| -Major field of study                     | -The most recent educational agency or  |
| -Dates of institution attended            |   |
| -Grade level                              | -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 post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

## 2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

### **Introduction**

The School Board of the Franklin Community School Corporation (hereinafter referred to as "the Board" or "the Corporation") does not discriminate or tolerate harassment on the basis of sex in its education programs or activities which it operates or the employment therein or admission thereto, as required by Title IX of the Education Amendments of 1972 and its implementing regulations.. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment. When the Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the Corporation Community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in Sexual Harassment also are subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment supportive measures/ongoing remedies as reasonably necessary to restore or preserve access to the Corporation's education programs and activities.

### **Coverage**

This policy applies to all Corporation operations, programs, and activities.. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at any other off-campus locations, such as school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

Except as provided above, this policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the Corporation's education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws, and/or Employee/Administrator Handbook(s) if committed by a Corporation employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the Corporation's education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student or by Board policies and administrative

guidelines, applicable State and/or Federal laws, and/or Employee/Administrator Handbook(s) if committed by a Corporation employee.

## INDIVIDUALS WITH DISABILITIES STATEMENT

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

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

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

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

FCSC is committed to the safety of all students and staff. As part of the rule, FCSC must provide 48 hours advance notice before applying pesticides. FCSC will notify all registered parents, guardians, and staff members of these applications. To request notification you must register in the office at your school building. The registry will ask for your name, phone number, and email address. You may request to be added to the registry at any time during the year. For more information please contact Bill Doty, FCSC Facility Manager, at 346-8741 or by email at [dotyw@franklinschools.org](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 2017-18 school year.
2. Cost estimates have been acquired for the removal of all remaining asbestos containing materials. FCS will plan future budgets to complete abatement projects.

### Operations & Maintenance:

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

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

## TEXTBOOK/CHROMEBOOK FEES

Student Chromebooks as well as any textbooks or workbooks are issued on a rental-free basis. Any damage or marks found will be considered destruction and will have to be paid for by the student. Students will be responsible for paying for lost or damaged devices or books. If a device or book is lost, stolen, or damaged, it must be paid for in the office. Students will pay the full replacement price for lost devices or books. When a student pays for a device or book and the lost item is found and returned in good condition, the money will be refunded.

Chromebooks are expected to be transported in the provided case.

## BAND/CHOIR DROP/ADD PROCEDURE

Band and choir are considered full year classes, however, there may be special circumstances that require the student to change mid-year. If a student needs to drop their band or choir class, the student must pick up a change slip from the band or choir director. They must then have the slip signed by a parent and their band/choir teacher. Finally, the slip must be given to the counseling office before the last day of the semester. If these steps are not followed, the student will remain in the band or choir class for the following semester.

## GRADING SCALE

A+	100%
A	92%-99%
A-	90-91%
B+	88-89%

B	82-87%
B-	80-81%
C+	78-79%
C	72-77%
C-	70-77%
D+	68-69%
D	62-67%
D-	60-61%
F	0-59

## **ASSIGNMENTS & HOMEWORK**

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, or at home. Homework is one of the criteria used for student assessment. It is the student's responsibility to return all work completed to the teacher by the date requested. If there is concern regarding homework, please communicate this concern to your child's teacher.

Most teachers have a Google Classroom site where daily assignments and other information are posted. Parents are encouraged to keep and use their student's login and password to check homework. Parents are also encouraged to use the login and password to consistently monitor Google Classrooms to stay up to date with class activities. Chromebooks are educational devices that parents should monitor in coordination with students to track progress in the classroom. It is expected that ALL students fill out their assignment notebook on a daily basis.

All assignments, quizzes, tests, papers, and other graded work are to be the product of the individual student being evaluated unless the teacher has specifically stated otherwise. If in the judgment of the instructor, a student uses artificial intelligence (AI) and/or another person's work and presents it as the student's own, the student will be given a failing grade for the specific assignment. Similarly, students who allow another student to copy their work for purposes of deception will be given a failing grade for the work."

### **PowerSchool**

PowerSchool is a computer program designed to link parents and schools together via the Internet. It enables parents to access their children's school records including such information as grades and attendance.

How to Register

Go to <http://franklinschools.org>. Under the parent tab, you will find a "PowerSchool Parent Account Creation" link providing detailed instructions. We are striving for 100% participation with **PowerSchool**.

## **REPORT CARDS & MIDTERMS**

Midterm reports will be sent home with those students at mid-semester (9 weeks) to those students earning D's and F's. Report cards will not be distributed at the end of each 9 weeks. Parents/students should check daily or weekly for grades on PowerSchool. Please contact a student's teacher or call the CBIS counseling office if you have questions concerning a grade or need your PowerSchool password.

## **HONOR ROLL**

Academic recognitions are designed to honor students who excel in their classes. The criterion for selection is as follows: To qualify for the AB Honor Roll, a student may not receive any grade lower than a B- for a semester. A student qualifying for Straight A Honor Roll may not receive any grade lower than an A- for a semester. All A's for the entire year will be recognized at the end of year awards program. All A/B's for the year will also be recognized.

# STUDENT ATTENDANCE

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that presence in the classroom enables the student to participate in instruction, class discussions, peer interaction, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for students to excel. Parents/Guardians are required to ensure their child's regular attendance (I.C. 20-33-2-77).

## ARRIVAL TO SCHOOL

8:00 a.m. - Doors open for students to enter the building

8:20 a.m. - 1st Period Begins

## ARRIVING LATE TO SCHOOL

Students arriving to school after 8:20 a.m. will be considered tardy to school and must enter through the main office. Any students who is late to school will need to sign in with the attendance secretary and get a pass from the office in order to be admitted to 1st period.

## DEPARTURE FROM SCHOOL

Students are dismissed from last period at 3:00 p.m./2:20 p.m. on early release day. Once students have exited the building they are to immediately leave school property and head to their car, bus, or home if walking. No student should be at CBIS unsupervised after school hours. Parents need to have a contingency plan in the event their child misses the school bus home. Students may use the phone in the front office with permission from the secretary.

## EARLY DEPARTURE FROM SCHOOL/PROFESSIONAL APPOINTMENTS DURING THE SCHOOL DAY

When a student has an appointment during school hours, a parent/guardian should communicate with the front office the appointment time within 10-15 minutes upon pick-up of the student. Parents/Guardians must sign their student out using the chrome book located in the vestibule outside of the main office. For security purposes a photo I.D. may be required. If someone other than parent/legal guardian is signing out a student, the person's name must be listed on emergency contact information within PowerSchool. Any changes/updates to emergency contact information must be communicated to the office. Upon returning to school, the student should provide the secretaries with an excused note with the following information: name, date of appointment, expected return date to school, and any limitations the student has and the duration student has said limitations.

## EMERGENCY CLOSING INFORMATION

All of the schools in the Franklin Community Schools will be open on all regularly scheduled days unless closed by the Superintendent of Schools because of an emergency. When the schools are confronted with an emergency, such as extreme road conditions, mechanical failures, energy shortages, or other unforeseen difficulties which may necessitate the closing of school for an entire day, an announcement will be given to radio and television stations prior to 6:15 AM and repeated at regular intervals thereafter. Also, the school corporation will utilize its automated parent contact system, Facebook, website, and Twitter to rapidly contact families. Please make sure your contact information is up-to-date with your child's school so that you receive this information. Please also "like" your school's and the district's Facebook pages.

## ATTENDANCE

The Board requires all students enrolled in the schools and programs it offers to attend school regularly in accordance with the laws of the State. The Board's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Research shows that regular attendance correlates with high achievement; for this reason, FCS has determined that students

may incur no more than 10 absences (per class at FCHS). All absences, excused or unexcused, count toward this limit. Exempted absences are not included in this limit.

“Attendance” as used in this guideline shall mean to be physically present in a school or at another location where the Board’s educational program being offered at the times established by the Board and teacher is being conducted.

## **EXCUSABLE REASONS: MUST BE REPORTED WITHIN 24 HOURS**

The Corporation accepts only the following as excusable reasons for absence from school.

An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

**A. Professional Appointments (i.e. doctor, dentist, therapist)**

Proper documentation as outlined in this policy will be required.

**B. Personal Illness**

The principal may require a doctor's confirmation if s/he deems it advisable, such as after 2 consecutive absences.

**C. Out-of-School Suspension**

**D. Death in the Immediate Family**

**E. Required Court Attendance**

**F. Observance of a Bona-Fide Religious Holiday**

**G. Military connected families' absences related to deployment and return**

**H. Recovery from a documented accident**

**I. Maternity Leave**

**J. Such other good cause as determined by law (I.C. 20-8.1-3-18 and Policy #C175).**

## **PROFESSIONAL APPOINTMENT REQUIREMENTS**

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

**A. Name of Student**

**B. Date and Time of Appointment**

**C. Return date to School**

**D. Any limitations and their duration**

Failure to produce documentation within three (3) days may result in a violation of this policy. Absences that do **not** accumulate against this guideline include field trips and/or college visits.

## UNACCEPTABLE REASONS FOR ABSENCES

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

### Elementary (K-6)

- A. All absences must be reported to the school office. A parent/guardian must call the school to report the absence by 9:00 a.m.
- B. Upon the **fifth unexcused** absence within a 10-week period, a parent/guardian will receive an attendance letter informing him/her of the number of unexcused absences from school. Per Senate Bill 282, families are required to conference with school administrators within ten instructional days of the fifth unexcused absence. At this meeting, an attendance plan will be developed and should be followed. Schools will work with families to schedule the conference at a convenient time. A school administrator, teacher, counselor, and parent/guardian should attend the conference. The parent/guardian may bring a representative if notice is provided to the school at least 48 hours before the conference.
- C. Upon the **tenth** absence and thereafter, failure to provide documentation from a physician will be considered to be in violation of this policy. On the tenth absence, a letter is issued from the school as verification of the student's attendance at school. All absences, **excused or unexcused**, count toward this 10-day limit. Per Senate Bill 282, an affidavit will be filed with the prosecutor's office for students accumulating **10 unexcused** absences.
- D. Upon the **fifteenth** absence, **excused or unexcused**, the school will send a notice to Johnson County Community Corrections and DCS for further action. A letter will be sent to parents/guardians as well.

### TARDINESS

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

### PRE-ARRANGED ABSENCES

Pre-arranged absences may be considered an unacceptable absence and subject to the ten (10) day rule in all three (3) school levels. Prior to the absence, parents are expected to notify the school of the absence.

### TRUANCY

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location without parental knowledge. **Absence** is defined as non-present in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within thirty (30) minutes after the official start of the school day.

### REPORTING ABSENCES

When a student is absent, his/her parent or guardian must call the CBIS attendance line by 9:00 a.m. each day of the absence: 317-346-8601. For convenience it is available 24 hours a day.

### STUDENTS LEAVING DURING THE SCHOOL DAY

- A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building principal.

## **CERTIFICATE OF INCAPACITY**

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

## **MAKEUP WORK**

Students are expected to make up work missed during an absence. Upon returning from an absence, students will have the same number of days to complete missed work as they were absent (for example if the student missed 3 days, they will have 3 additional school days to complete the missing work). However, assignments, including tests, which have been made prior to the absence and that were due on or before the day the student returns, will be due on the date the student returns to school or as arranged by the teacher. It is the responsibility of the student to make arrangements with his/her teachers to make up missed work. Direct contact with the teacher via email is the best way for a student to receive instructions and directions when completing work missed during an absence. Parents/Students can also check the teachers' Google Classroom to find assignments. (Varies per team.)

## **HEALTH SERVICES**

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

### **EMERGENCIES**

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

### **DISPENSING MEDICINE**

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

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

All medications must be brought to the school nurse's office by a parent or guardian. Only prescription medication in its original container; labeled with the student's name, date, and exact dosage will be administered. Parents may administer medication to their child in the presence of Health Services personnel or designee once the above criteria are met. Parents must give written authorization for medication to be administered to their child by Health Services personnel or designee during school hours.

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication; or
3. The student, if the student's parent provides written permission for the student to receive the medication.

If there are questions, please see the school nurse.

### **IMMUNIZATION**

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

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

**Please be advised that your child cannot be permanently enrolled and may be denied the opportunity to attend school unless written information of the type listed above has been provided to the school on or before the first day of school in accordance with Indiana state law.**

## **INFORMATION ON MENINGOCOCCAL DISEASE**

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

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

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

1. Students with a temperature of 100.4°F or more will be sent home. The student must be fever free and fever reducing medicine free for 24 hours. If the fever persists for 2 days, even without other symptoms, a physician should be consulted.
2. Conjunctivitis (pink eye) - If pink eye is suspected, students should be examined by a health care provider and approved for readmission to school, or remain home until the affected eye is clear and free of purulent drainage. With bacterial conjunctivitis, exclusion is recommended until 24 hours after starting topical antibiotic therapy.
3. Impetigo – Impetigo is a bacterial skin infection characterized by pus filled red bumps that form on the face (particularly around the nose and mouth) or on the extremities. Diagnosis and treatment is required by a physician. Students should be kept home until 24 hrs after initiating antibiotic therapy. Draining lesions should be adequately covered at all times with a dry dressing.
4. Scabies - Diagnosis and treatment is required by a physician. Students may return the day after treatment.
5. Students found with head lice will need to be picked up immediately from school. After treatment and upon returning to school, the student will be examined by the school nurse. If no live lice are found students may return to school.
6. Active Vomiting or Diarrhea - Students should be symptom free for 24 hrs. before returning to school
7. Undiagnosed rash, if fever is present Diagnosis and treatment from a physician is recommended. Student should be symptom free for 24 hrs before returning to school.
8. Chicken Pox (Varicella) - Students must be excluded from school until all vesicles become dry or lesions have faded..
9. Shingles - Students may remain at school only if the site of outbreak can be kept covered and dry.
10. Strep throat - If a strep culture is positive, the student may return to school 24hrs after antibiotic therapy is initiated and is fever free.
11. Pertussis (Whooping Cough) - Diagnosis and treatment is required by a physician. Students may return to school after the first 5 days of antibiotic therapy have been completed.
12. MRSA - MRSA skin infections require diagnosis and treatment by a physician. Students with an abscess, boil, sore or skin lesion that is draining may remain at school only if the area can be kept covered and dry with a bandage. Any student with a draining skin eruption that cannot be contained and kept dry with a bandage will be excluded from school until cleared by a physician.

# STUDENT RESPONSIBILITIES AND BEHAVIOR CODE

## DUE PROCESS

Students have a constitutional right to a public education. Custer Baker Intermediate 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.

## DUTY TO INFORM

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

## REPORTING TO THE INDIANA DEPARTMENT OF CHILD SERVICES (DCS)

Indiana Code, and also our school board policy, dictates that all school employees are mandatory reporters of any suspected child abuse or neglect to the DCS hotline immediately, or be in violation of Indiana Code and school board policy. Indiana DCS will then follow their processes and procedures on each report. Should DCS choose to investigate the report, they may decide to talk with the child at school. We will follow our school board policy if that occurs, which includes offering to call parents and offering to stay in the room with the child. DCS can decide, using their process, if parents are notified first and if they would like a school representative in the room during the interview. All aspects of DCS's work are confidential and often the school does not learn of the outcome or findings of any DCS report.

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

All personal electronic devices including cellphones, connected smartwatches, or gaming divides must be powered off and kept securely inaccessible per Senate "Bell to Bell" Bill 78.

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

- Before or after school hours.

Students may NOT use any electronic device:

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

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

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

## STUDENT FOLDER AND/OR AGENDA

Each student will receive a student folder at the beginning of the year. This folder is considered an essential school supply.. The folder is expected to be used by each student on a daily basis. The agenda must be with students at all times.

## **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 and team communicates 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, respectful and showing appropriate behavior and language at all times. Students must follow instructions of school personnel.
2. Students should not use profane, vulgar or explicit language, nor any remarks defamatory in nature (racial, sexual, religious or otherwise) - regardless of their intent.
3. Earbuds should only be used during the school day for academic purposes. Earbuds are not to be worn in the hallway at any time.
4. Students may not have food or drinks at CBIS unless the items are brought from home for lunch to be eaten in the cafeteria or the items are provided by the teacher and are eaten in a designated area. Energy drinks and soft drinks are not permitted. Students are permitted to have a water bottle.
5. Students should not bring items to school that could interfere with learning. This includes, but is not limited to, such items as electronic games, lasers, and skateboards. All personal electronic devices shall be in the off position and stored out of site or in teacher designated location. This includes phones, smart watches used as a communication device and personal or school-issued computers. These devices can only be utilized by the following directives:
  1. Medical Necessity
  2. Teacher-Directed
  3. IEP
  4. Emergency
6. There is to be no hand holding, kissing, or other types of similar body contact during school hours or at extracurricular activities.
7. Students shall not bring aerosol cans, body sprays, or perfumes to school or on the bus.
8. Pushing, name-calling and horseplay are prohibited
9. Encouraging students to fight either on or off school grounds is prohibited. Photographing or videotaping students fighting is prohibited.
10. Spreading rumors is prohibited.
11. Cheating and lying are strictly prohibited.
12. When staying after school for any reason, students are to remain with their supervisor at all times.
13. Students may not receive flower /balloon deliveries at school.
14. Electronic devices such as Kindles, MP3s, IPODs, Digital Cameras, phones, Apple Watches and similar devices can only be used during designated times and in designated areas during the school day - this includes the use of earbuds, headphones and airpods.
15. The wearing of gang-related clothing or jewelry is strictly prohibited; the possession of, writing of, or use of gang-related symbols/signs is prohibited.
16. Students who see or hear of weapons, drugs, alcohol, or other illegal items at school; hear about a student threatening to bring a weapon, or threatening to inflict life threatening injuries are required to report this information to a teacher or administrator.
17. Use of another student's ID lunch/library account numbers will be considered theft.
18. Students shall not be in the halls without a hall pass.
19. Students must have their school designated folder with them at all times, with the exception of lunch.
20. Students must follow instruction of school personnel.
21. Students must not carry book bags to their classes if a locker is provided by the team.
22. Students may only use Chromebooks, computers, or other electronic devices for approved academic purposes.
23. Taking photographs, recording video or audio of other students or staff members is prohibited at school or on a bus.
24. Students must make a legitimate effort to complete work.

**CONTINUALLY AND HABITUALLY VIOLATING SCHOOL RULES AND DISRUPTING THE EDUCATIONAL ENVIRONMENT FOR THEMSELVES AND OTHERS IS CONSIDERED A SERIOUS BEHAVIOR AND MAY RESULT IN CONSEQUENCES UP TO AND INCLUDING SUSPENSION OR EXPULSION.**

## **DRESS CODE**

Due to varying clothing styles and fashion trends, it is not possible to create a comprehensive list of everything that is or is not appropriate for the school environment. CBIS administration will have the final authority to determine if a student's dress is appropriate for school. The following list is not considered comprehensive.

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

1. In keeping with the FCS Guiding principles and board policy, the Confederate flag is prohibited in and around all school buildings and grounds.
2. No bare skin showing torso to mid-thigh. Overly short dresses, skirts and shorts are not allowed.
3. Students may not wear pants with holes above mid-thigh unless there is a patch covering the hole.
4. Students may not wear baggy pants that ride low on the hips.
5. Students may not wear pajama pants.
6. Undergarments should not be exposed (sagging pants, bra straps, sheer shirts or sheer leggings).
7. Overly tight tops, tank tops, muscle shirts, low cut shirts, backless shirts and crop tops are not allowed.
8. Student dress must not distract from the educational environment.
9. 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.
10. Heavy coats and hats are to be stored in lockers and may not be worn in the building or taken to class. Blankets and pajamas are not permitted unless prior approval is given.
11. Face paint, makeup and/or accessories that are determined to be disruptive to the educational environment are not permitted. (Examples, but not limited to tails, headbands with animal ears, costume wear, etc.)
12. Students may not wear hats, hoods, or bandanas during the school day unless outlined as an accommodation in an IEP, school designated Spirit Day or other administration approval.
13. Appropriate footwear must be worn at all times. House slippers are not permitted. It is highly recommended that students wear tennis shoes for Health/Wellness and/or PE classes.
14. Dress, unless it is associated with a school purpose, cannot distinguish a person as a member of a distinct group.
15. Heavy chains, spiked necklaces or bracelets are not to be worn.

Students who have questions about particular types or items of dress should talk to a counselor or principal before wearing it to school. When questions regarding appropriate dress arise, the administrator's decision is final.

Dress Code violations will result in the student receiving an office referral, and the student being required to change into appropriate clothing. If alternative clothing is not available or refused, the student may be sent home.

## **STUDENTS WITH DISABILITIES**

All students, including those with disabilities, are expected to follow the rules, policies, and procedures outlined in this handbook, except where otherwise specified in an Individualized Education Program (IEP) or Section 504 Plan. The Corporation will comply with all applicable federal and state laws concerning students with disabilities and will engage in an interactive process with students and their families to identify and provide appropriate reasonable accommodations. Disciplinary actions involving special education students will be conducted in accordance with the requirements set forth in 20 U.S.C. § 1415 et seq. and 511 I.A.C. 7-1-1 et seq.

## **BICYCLE REGULATIONS**

1. Students are permitted to ride bicycles to school with prior parent and administration approval.
2. The school is not responsible for lost, stolen or damaged bicycles.
3. Bicycles are to be stored in the area provided and should be locked at all times.

## **GROUNDS 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.

## **STOPit REPORTING APP**

Students may report harassment, intimidation, bullying or other threatening or inappropriate behaviors directly to any school staff member or using the STOPit anonymous reporting app available on the Franklin Community Schools website.

# FRANKLIN COMMUNITY BUS CONDUCT

## TRANSPORTATION GUIDELINES

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

## BUS RULES AND PROCEDURES

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

1. Will sit in a forward facing position with legs, arms, and head inside the bus and out of the aisle while the bus is in motion.
2. The students will sit in the set assigned to them by the driver. The driver reserves the right to change or adjust the student's assigned seat as he/she deems appropriate.
3. Profane language, obscene gestures or loud and boisterous language are prohibited.
4. Will not stand, swing, climb or jump on the bus seat. Also, students are not to switch seats while the bus is in motion.
5. Will not open bus windows more than halfway at any time.
6. Will not sit in the driver's seat or operate any of the school bus controls.
7. Will not eat, drink, or chew gum while on the bus.
8. Will enter and Exit only by the front door (unless otherwise instructed by the driver).
9. Will not brush their hair or use hygiene products such as hair spray, perfume, nail polish, lip stick, make-up, etc. while on the bus.
10. Will not bring glass containers on the bus such as glass jars, pop bottles, etc.
11. Will not bring skateboards, animals, insects, or plants on the bus.
12. Will keep personal items such as books, pencils, toys, etc. in their book bags.
13. Will make sure that cellphones are on vibrate while riding on the school bus.
14. Students are not allowed to leave the bus without the driver's permission at any time.
15. The students will obey the driver's instructions when crossing the road, boarding, during transport, or leaving the bus.
16. Students must board and leave the bus at the student's regular bus stop location unless given permission by the Transportation Department. The Transportation Department will direct the school to issue a bus pass when permission is granted. This is for all grades K-12.
17. Possession or use of the following are prohibited: tobacco, knives or other dangerous weapons, alcohol, illegal drugs, explosives, fireworks, matches, cigarettes or lighters.
18. Intimidation or harassment of the Driver and/or students is prohibited.
19. Transportation of Large Articles-The size of items should be such that it can be carried on the student's lap or on the floor of the bus under the seat in front on the student's seat. In either case, it will not extend beyond or above the height of the seat in front of the student (approximately 39").
20. Will not record video or take pictures while on the school bus without driver permission. The student may use devices such as mobile phones or tablets as long as it is not a distraction to the driver or is being used in a way that is deemed inappropriate according to the FCS Acceptable Use Policy.
21. Students should arrive at their bus stop 5 minutes prior to the scheduled pick up time.

## SEATBELT USAGE

If the school bus that a child is riding on has seatbelts, it is an expectation that the student properly wear the seatbelt at all times without exception. Not wearing the seatbelt can result in an immediate bus situation.

**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.**

## **SCHOOL BUS PASSES**

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

## **SERIOUS BEHAVIORS**

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

Some of these behaviors include:

1. Harassment, intimidation, or bullying
2. Threatening behavior-either written, 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 of 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 school 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 students 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.

## **STUDENT DISCIPLINE**

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

### **DISCIPLINE OPTIONS**

The following is a brief summary of the disciplinary options that may be assigned to a student by a teacher and/or administrator.

**Detention/Lunch Detention/One Period In School Suspension** - If a student is a discipline problem in class, in the cafeteria or in the hallways, that student may receive a Discipline Notice from any CBIS staff member. If detention is assigned on the Discipline Notice, the staff member can assign the detention during lunch, during a class period, or before or after school. A teacher has the right to remove a student from his/her class activity for the balance of the teacher's supervision of the student that day. The student is assigned regular or additional work to be completed in another school setting. A removal by a teacher will be based upon a need to restore order to an atmosphere conducive to learning in the classroom or activity.

**In-School Suspension/Alternative Supervised Instruction** - In School Suspension (ISS)/Alternative Supervised Instruction, for 1-3 days, is assigned by the administration. Students who are assigned ISS are given assignments from their teachers. Students receive full credit for work completed. Students who do not cooperate in ISS/ASI may be assigned an Out of School Suspension, and may be assigned ISS/ASI in the future. ***Students are not permitted to attend or participate in extracurricular or school sponsored activities for the days assigned In-School Suspension/ASI. (Unless prior authorization is given.)***

**Out-of-School Suspension** - Out of School Suspension (OSS), 1-10 days, is assigned by the administration. Out-of-School Suspension shall be made only after the principal has made a thorough investigation and has then determined that such suspension is necessary to prevent interference with an educational function or school purposes. At the discretion of CBIS administration, students who are assigned to Out of School Suspension have the opportunity to complete school work they missed, either during the time of suspension or upon the student's return, and can receive full credit for complete work.

***Students are not permitted to attend or participate in extracurricular or school sponsored activities for the days assigned In-School Suspension.***

**Additional Options** - Other alternative options, not limited to the following which may be used when students misbehave include: counseling with a student or group of students, conferences with a parent or group of parents, assigning students additional work, rearranging class schedules, requiring a student to remain in school after regular school hours to do additional school work or for counseling, restricting his/her extracurricular activity, behavior contracts, or referral to law enforcement for unlawful acts.

**REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

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

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

**GROUND FORS SUSPENSION OR EXPULSION:**

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

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

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

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or another person to conduct or participate in an education function.

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

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

## B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student commits bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator or designee] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator or designee]. This report may be made anonymously.
5. The [school administrator or designee] shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The [school administrator] will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based

upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

### **STOPit Reporting App**

Students may report harassment, intimidation, bullying or other threatening or inappropriate behaviors directly to any school staff member or using the STOPit anonymous reporting app available on the Franklin Community Schools website.

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

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

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

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

4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

## **E. Unlawful Activity**

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

## **F. Legal Settlement**

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

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

## **SAMPLE SUSPENSION AND EXPULSION PROCEDURES**

### **SUSPENSION PROCEDURE**

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

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

### **EXPULSION PROCEDURE**

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

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

<b>Expectations</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Ready to Learn</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>● I will be an active listener</li> <li>● I will act and speak with kindness</li> <li>● I will keep hands, feet and objects to myself</li> </ul>	<ul style="list-style-type: none"> <li>● I will ask questions when I don't understand</li> <li>● I will complete assignments on time</li> <li>● I will follow teacher expectations</li> </ul>	<ul style="list-style-type: none"> <li>● I will bring all needed materials to class</li> <li>● I will be to class on time</li> <li>● I will be an active participant in class</li> <li>● I will give my personal best effort</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● I will talk at the appropriate level at my table</li> <li>● I will respect others' property, including their lunch</li> <li>● I will be silent when someone is on the microphone</li> <li>● I will act and speak with kindness</li> <li>● I will not touch others food or tray</li> <li>● I will not place food/items on any tray other than my own</li> </ul>	<ul style="list-style-type: none"> <li>● I will remain seated unless I have permission to leave my seat</li> <li>● I will purchase, eat only my own food</li> <li>● I will leave my table and area clean</li> <li>● I will use time wisely</li> <li>● I will always walk in the cafe</li> </ul>	<ul style="list-style-type: none"> <li>● I will line up quickly and quietly at dismissal</li> <li>● I will make healthy choices</li> </ul>
<b>Hallways/Stairs</b>	<ul style="list-style-type: none"> <li>● I will be quiet/silent when walking in the hallways</li> <li>● I will walk on the right side of the hallway and stairs/bleachers</li> </ul>	<ul style="list-style-type: none"> <li>● I will always WALK in the hallways</li> <li>● I will keep the hallways clean of trash</li> <li>● I will use caution when on the stairs, walk on the right side behind the person in front of me</li> </ul>	<ul style="list-style-type: none"> <li>● I will keep my locker organized and clean</li> <li>● I will get my materials out of my locker quickly and go immediately to class</li> <li>● I will not loiter in the hallways</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>● I will be at quiet/silent in restrooms</li> <li>● I will use restroom appropriately and for its intended use</li> <li>● I will keep my hands, feet and objects to myself</li> </ul>	<ul style="list-style-type: none"> <li>● I will keep the restrooms clean</li> <li>● I will report any restroom issues to a staff member immediately</li> <li>● I will wash my hands and throw away trash in trash can</li> <li>● I will value others privacy while in the restroom</li> </ul>	<ul style="list-style-type: none"> <li>● I will not loiter in the restroom</li> <li>● I will only use the restroom when needed</li> </ul>
<b>School office</b>	<ul style="list-style-type: none"> <li>● I will use a quiet voice while in the office</li> <li>● I will use manners with office staff</li> </ul>	<ul style="list-style-type: none"> <li>● I will come to the office only when sent by a staff member</li> </ul>	<ul style="list-style-type: none"> <li>● I will return to class promptly after leaving the office</li> </ul>
<b>Recess and on the school grounds</b>	<ul style="list-style-type: none"> <li>● I will keep hands, feet and other objects to myself</li> <li>● I will give other students their personal space to play</li> <li>● I will not tackle, push or rough play</li> <li>● I will ensure the safety of others by avoiding aggressive talk and behavior</li> </ul>	<ul style="list-style-type: none"> <li>● I will follow the directions of the supervisors</li> <li>● I will stay in the designated areas</li> <li>● I will report any recess issues immediately to a supervisor</li> <li>● I will take care of all recess equipment</li> </ul>	<ul style="list-style-type: none"> <li>● I will line up quickly when recess has ended</li> <li>● I will treat others' kindly and fairly</li> </ul>

## Minors

**These behaviors are handled by the classroom teacher OR the attending adult**

<ul style="list-style-type: none"><li>● Unprepared for class</li><li>● Incomplete homework</li><li>● Talking in class</li><li>● Lateness</li><li>● Pushing and or running in corridors</li><li>● Cell phones</li></ul>	<ul style="list-style-type: none"><li>● Inappropriate clothing</li><li>● Inappropriate footwear</li><li>● Eating or drinking in classroom/hallways</li><li>● Assembly behaviors</li><li>● Non compliance</li></ul>
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## Mids

**These behaviors are handled initially by the attending adult, but are referred to the administration if they become chronic**

<ul style="list-style-type: none"><li>● Inappropriate language</li><li>● Disrespecting teachers</li><li>● Disrespecting teachers personal spaces and property</li><li>● Inappropriate use of electronics (cell phones, social media, chromebooks)</li></ul> <p><i>*A teacher/staff member may complete a misbehavior notice and assign a consequence for this level of behavior.</i></p>	<ul style="list-style-type: none"><li>● Cheating on assignments, tests, quizzes</li><li>● Lying</li><li>● Teasing</li><li>● Not signing out properly</li><li>● Physical Aggression (horseplay, body-bumping, etc.)</li><li>● Unsubstantiated reports of threats, name calling and harassment</li></ul>
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## Majors

**These behaviors are immediately referred to the administration**

<ul style="list-style-type: none"><li>● All bus behaviors</li><li>● Fighting</li><li>● Weapons</li><li>● Substantiated racism and other forms of discrimination</li><li>● Vandalism</li><li>● Inappropriate use of internet/print material</li><li>● Theft (serious)</li><li>● Defiance</li><li>● Verbal aggression (substantiated spoken or written threats)</li><li>● Physical aggression (intent to harm)</li><li>● In school suspension or detention violation</li></ul>	<ul style="list-style-type: none"><li>● Inappropriate use of emergency equipment</li><li>● Leaving school grounds without permission</li><li>● Use of or under the influence of drugs alcohol, and tobacco</li><li>● Sexual behaviors</li><li>● Sexual harassment</li><li>● Smoking on school property</li><li>● Use of matches and lighters on school property</li><li>● Inappropriate representation of school (field trips, athletics, performances, etc.)</li><li>● Bullying (confirmed by administration)</li></ul>
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Name \_\_\_\_\_ Homeroom \_\_\_\_\_

**HONOR CARD/1st 9 weeks**

Step	Consequence/Misbehavior <i>Please provide a brief description of misbehavior</i>	10 Step Discipline Management Plan	Date	Teacher Name	Parent/Guardian Signature
#1	Verbal Warning	Teacher will contact the parent if the signature is not obtained. Date of Contact ____			
#2	Verbal Warning	Parent Contact/Teacher Signature Required			
#3	Verbal Warning	Phone Call or Email to Parent required			
#4	Team Conference w/ Student	Team teachers and counselor meet with student during Team Time/Counselor entry with plan in PowerSchool			
#5	Lunch Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#6	Meeting with Behavior Interventionist or TOR	Teacher Scheduled/BI or TOR document on electronic honor card			
#7	After School Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#8	Meeting with Grade Level Assistant Principal	Parent Contact/Teacher Signature Required			
#9	Meeting with Principal	Parent Contact/Teacher Signature Required			
#10	Online Student Misbehavior Notice Submitted to Office	Parent Contact/Teacher Signature Required			

# of Detentions: \_\_\_\_\_ # of Honor Card Entries: \_\_\_\_\_

End of 9 Weeks Parent Signature: \_\_\_\_\_

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

**HONOR CARD/2nd 9 weeks**

Step	Consequence/Misbehavior <i>Please provide a brief description of misbehavior</i>	10 Step Discipline Management Plan	Date	Teacher Name	Parent/Guardian Signature
#1	Verbal Warning	Teacher will contact the parent if the signature is not obtained. Date of Contact ____			
#2	Verbal Warning	Parent Contact/Teacher Signature Required			
#3	Verbal Warning	Phone Call or Email to Parent required			
#4	Team Conference w/ Student	Team teachers and counselor meet with student during Team Time/Counselor entry with plan in PowerSchool			
#5	Lunch Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#6	Meeting with Behavior Interventionist or TOR	Teacher Scheduled/BI or TOR document on electronic honor card			
#7	After School Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#8	Meeting with Grade Level Assistant Principal	Parent Contact/Teacher Signature Required			
#9	Meeting with Principal	Parent Contact/Teacher Signature Required			
#10	Online Student Misbehavior Notice Submitted to Office	Parent Contact/Teacher Signature Required			

# of Detentions: \_\_\_\_\_ # of Honor Card Entries: \_\_\_\_\_

End of 9 Weeks Parent Signature: \_\_\_\_\_

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

**HONOR CARD/3rd 9 weeks**

Step	Consequence/Misbehavior <i>Please provide a brief description of misbehavior</i>	10 Step Discipline Management Plan	Date	Teacher Name	Parent/Guardian Signature
#1	Verbal Warning	Teacher will contact the parent if the signature is not obtained. Date of Contact ____			
#2	Verbal Warning	Parent Contact/Teacher Signature Required			
#3	Verbal Warning	Phone Call or Email to Parent required			
#4	Team Conference w/ Student	Team teachers and counselor meet with student during Team Time/Counselor entry with plan in PowerSchool			
#5	Lunch Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#6	Meeting with Behavior Interventionist or TOR	Teacher Scheduled/BI or TOR document on electronic honor card			
#7	After School Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#8	Meeting with Grade Level Assistant Principal	Parent Contact/Teacher Signature Required			
#9	Meeting with Principal	Parent Contact/Teacher Signature Required			
#10	Online Student Misbehavior Notice Submitted to Office	Parent Contact/Teacher Signature Required			

# of Detentions: \_\_\_\_\_ # of Honor Card Entries: \_\_\_\_\_

End of 9 Weeks Parent Signature: \_\_\_\_\_

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

**HONOR CARD/4th 9 weeks**

Step	Consequence/Misbehavior <i>Please provide a brief description of misbehavior</i>	10 Step Discipline Management Plan	Date	Teacher Name	Parent/Guardian Signature
#1	Verbal Warning	Teacher will contact the parent if the signature is not obtained. Date of Contact ____			
#2	Verbal Warning	Parent Contact/Teacher Signature Required			
#3	Verbal Warning	Phone Call or Email to Parent required			
#4	Team Conference w/ Student	Team teachers and counselor meet with student during Team Time/Counselor entry with plan in PowerSchool			
#5	Lunch Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#6	Meeting with Behavior Interventionist or TOR	Teacher Scheduled/BI or TOR document on electronic honor card			
#7	After School Detention and Behavior Notice Submitted	Parent Contact/Teacher Signature Required			
#8	Meeting with Grade Level Assistant Principal	Parent Contact/Teacher Signature Required			
#9	Meeting with Principal	Parent Contact/Teacher Signature Required			
#10	Online Student Misbehavior Notice Submitted to Office	Parent Contact/Teacher Signature Required			

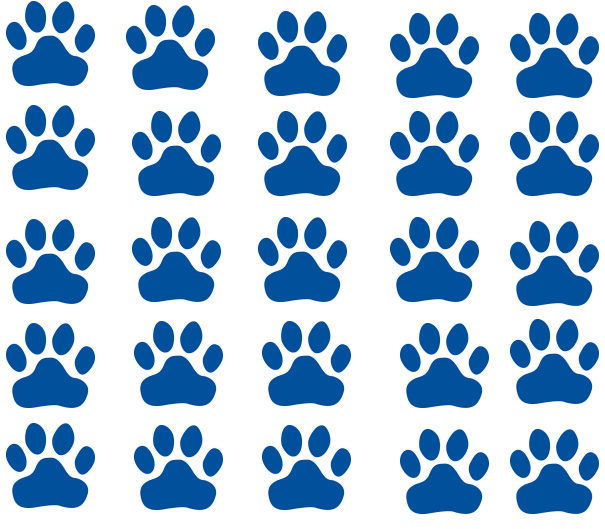
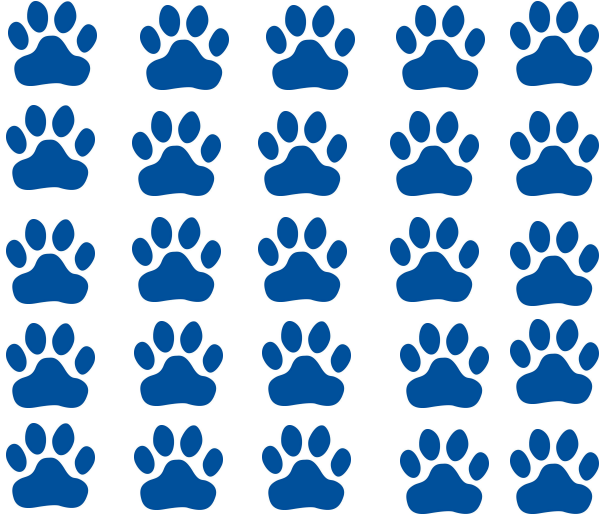
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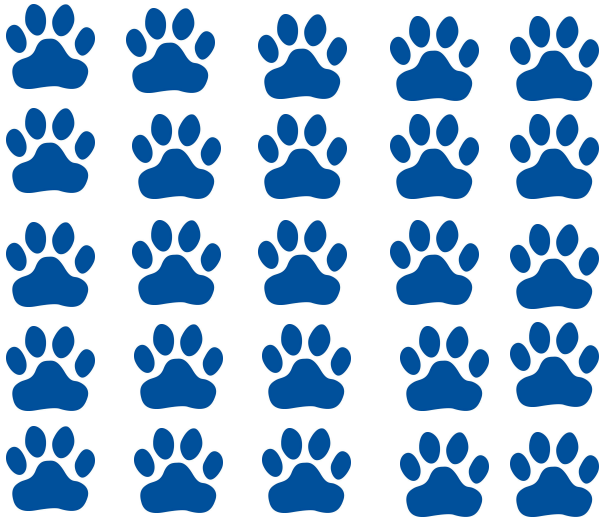
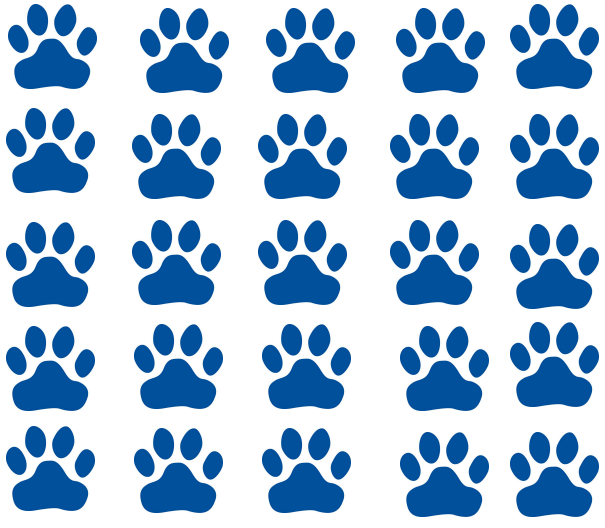
End of 9 Weeks Parent Signature: \_\_\_\_\_

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

### The PAW Card

Be Respectful Be Responsible Be Ready to Learn

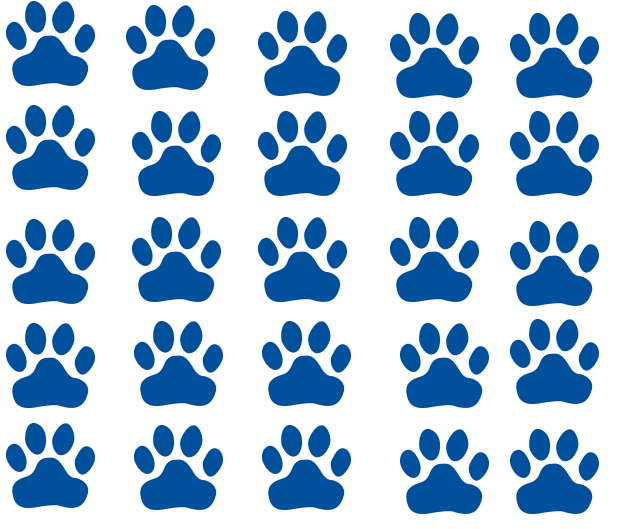
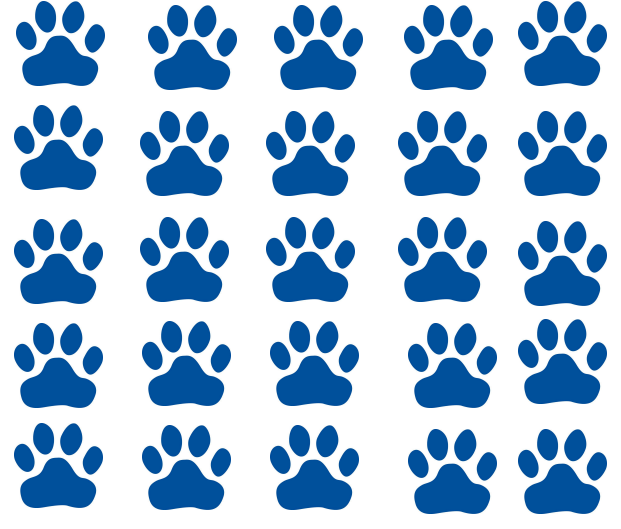
	
PRIZE TIME!	PRIZE TIME!

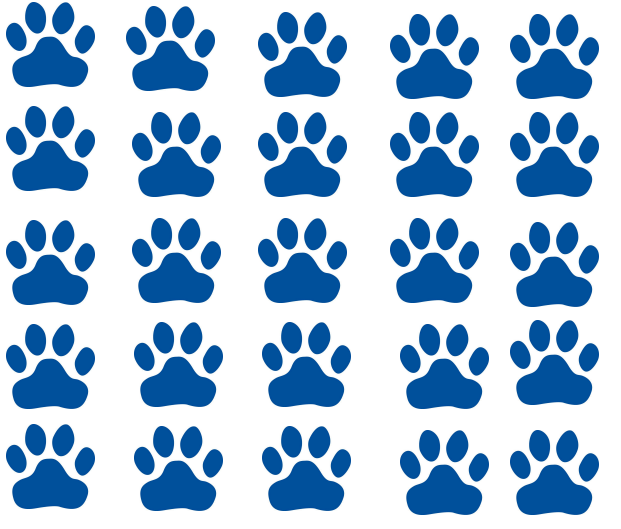
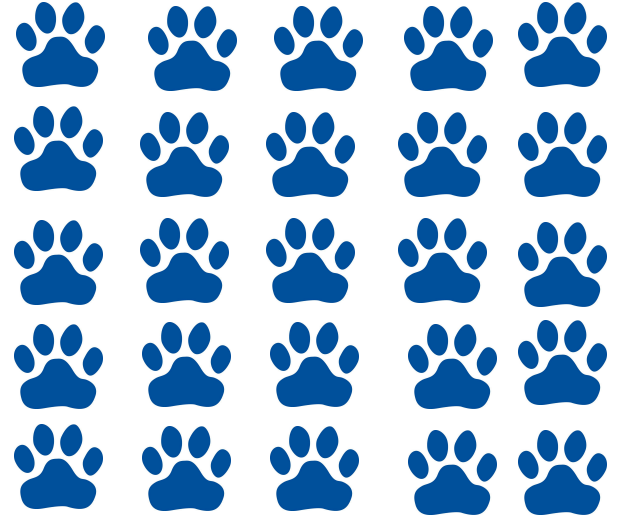
	
PRIZE TIME!	PRIZE TIME!

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

### The PAW Card

Be Respectful Be Responsible Be Ready to Learn

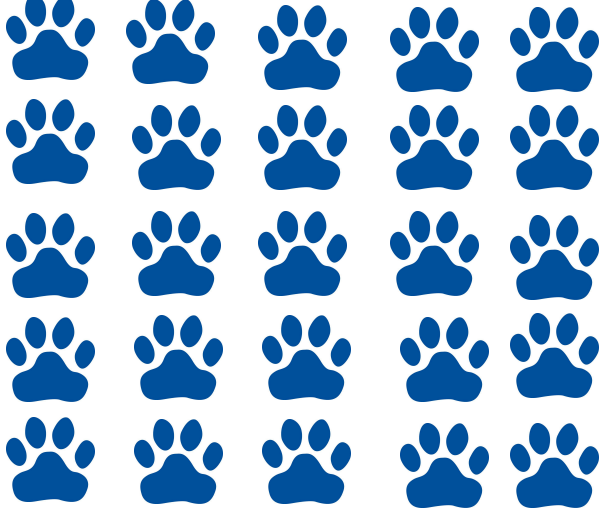

	
PRIZE TIME!	PRIZE TIME!



	
PRIZE TIME!	PRIZE TIME!

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

### The PAW Card

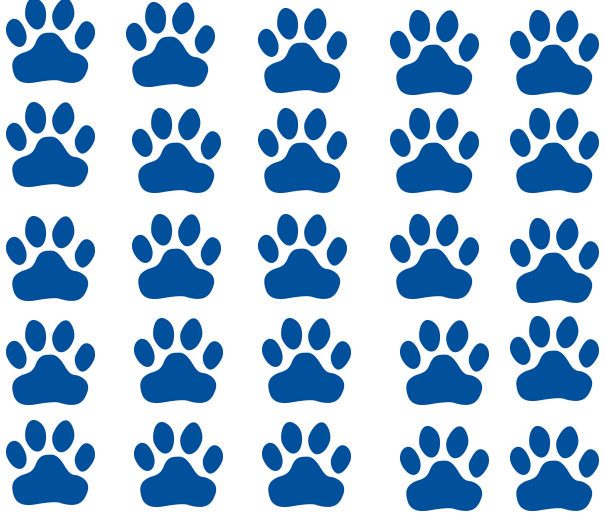
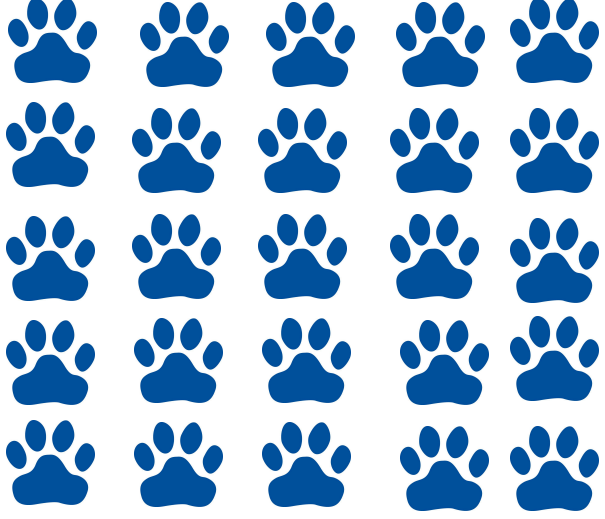
Be Respectful Be Responsible Be Ready to Learn



	
PRIZE TIME!	PRIZE TIME!

	
PRIZE TIME!	PRIZE TIME!

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

### The PAW Card

	
PRIZE TIME!	PRIZE TIME!

	
PRIZE TIME!	PRIZE TIME!



Name: \_\_\_\_\_

## ILEARN CHECKPOINT DATA

### Math

Checkpoint 1	Action Plan to Reach Proficiency
Checkpoint 2	Action Plan to Reach Proficiency
Checkpoint 3	Action Plan to Reach Proficiency
Summative	Action Plan to Reach Proficiency

### ELA

Checkpoint 1	Action Plan to Reach Proficiency
Checkpoint 2	Action Plan to Reach Proficiency
Checkpoint 3	Action Plan to Reach Proficiency
Summative	Action Plan to Reach Proficiency