

# Welcome

The administration and staff would like to take this opportunity to welcome you to the Franklin Township Community School Corporation (FTCSC). The information in this handbook has been compiled to help you succeed at school. The entire staff is here to assist you with your child's education.

## Franklin Township Community School Corporation's Mission Statement

The Franklin Township School Community's mission is to inspire and instill in every student a passion for lifelong learning and enable them to develop the attitudes, skills, and talents to become responsible citizens prepared to compete and flourish in an ever-changing world.

## Franklin Township Core Values

### **We believe that....**

- All human beings have worth because they are.
- All people have unique gifts and talents.
- Every individual needs acceptance, nurturing, identity and safety.
- A community's strength lies in the foundation provided by families.
- Honesty and integrity are essential building blocks in creating and maintaining trusting relationships within the community.
- We are responsible for creating and sustaining positive family and community relationships.
- Communities embrace diversity by showing care and respect to all individuals.
- Change offers new opportunities for growth and improvement.
- A passion for learning fosters continuous growth.

## Student Handbook

This student handbook is issued to students for these purposes:

- It encourages students to develop habits of organization.
- It provides an effective and regular means of communication between home and school.
- It is the student's responsibility to have this book in each class and to enter the information.
- It is also the student's responsibility to know the information and procedures.
- If this book is lost, another one should be purchased from the bookstore at the cost of \$5.50.

## Organization

Franklin Township organization plan is K-5, 6-8 and 9-12. There are currently seven elementary buildings (K-5), two middle schools (6-8), and one high school (9-12).

## Franklin Township Schools

Acton Elementary	317-862-6108	Thompson Crossing Elementary	317-860-4600
Adams Elementary	317-862-2065	Franklin Township Middle School West	317-862-2446
Arlington Elementary	317-782-4274	Franklin Township Middle School East	317-803-8100
Bunker Hill Elementary	317-787-3421	Franklin Central High School	317-862-6646
Kitley Elementary	317-803-5900	Central Administration Office	317-862-2411
South Creek Elementary	317-860-4700		

## Franklin Township Community School Corporation Nondiscrimination Notice

It is the policy of the Franklin Township Community School Corporation not to discriminate on the basis of age, race, color, religion, gender, handicapping conditions, or national origin, including limited English proficiency, in its education program or employment policies as required by law. Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Central Office of the Franklin Township Community School Corporation at 317-862-2411.

### **Distribution of Literature**

Students and faculty of the Franklin Township Community School Corporation are to be protected from written announcements, posters, bulletins, and any printed materials, which are not directly related to the educational program of the Corporation. Students and faculty shall NOT distribute or display any written material, which causes disruption to the educational process and adversely affects the discipline of the school. Material, which is libelous, invades the privacy of others, or infringes on a copyright may not be distributed or displayed. Literature, which is socially inappropriate such as obscene, lewd, or contains indecent or vulgar language, is NOT to be distributed or displayed. Finally, no material may be displayed or distributed which seeks to advertise products or services which are commercial in nature unless they are considered to be an integral part of the school's program (i.e. candy sales, class rings, etc.) When individuals wish to distribute more than ten copies of the same written material on one or more days in the school year, in the school or on school grounds, they must comply with the following procedures:

- Notify the principal of his/her intention to distribute the material at least forty-eight hours in advance of the actual distribution and provide a copy of the material to the superintendent
- Once approved by the superintendent, the material may only be distributed one-half hour before classes begin and one-half hour after classes end for the school day
- The material shall be distributed from a table provided by the school and set up at or near the main entrance of the building
- A sign shall be placed on or near the table by a school representative indicating what the distributed material represents and shall indicate that the material is NOT sponsored by the school or School Corporation
- No more than two students shall be permitted to sit at the table while distributing the literature
- Non-school sponsored organizations seeking to distribute one (1) or more of the same copies of the same written material must follow the same procedures of individuals seeking to distribute ten (10) or more copies.

### **Grading Scale**

A	93 – 100%	A-	92%		
B+	91%	B	84-90%	B-	83%
C+	82%	C	75-81%	C-	74%
D+	73%	D	66-72%	D-	65%
F	0-64%				

### **Attendance Policies and Procedures**

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's education program is being conducted during the regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

- A. service as a page or honoree of the General Assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-17)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. absence of more than 2 days duration;
- D. repeated unexplained absence and tardiness

The Board considers the following for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- H. such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out of school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court of the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
  - B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
  - C. govern the keeping of attendance records in accordance with the rules of the State Board;
  - D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.
- Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled or excluded for misconduct.

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students. Indiana State law requires children to attend school on a regular basis. For a child's absence to be legally excused, it must be for one of the following reasons:

1. illness verified by a note from the parent
2. illness verified by a note from a physician
3. recovery from accident
4. required court attendance
5. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
6. Death in the immediate family
7. observation or celebration of a bona fide religious holiday in accordance with Policy [5223](#)
8. such other good cause as may be acceptable to the Superintendent or permitted by law

If a student is absent from school, we ask that the parent call the attendance line and write a note to the teacher the morning the student returns to school stating the reason for the absence. A parent note and/or phone call, must confirm an absence from school due to one of the six (6) reasons stated above for the absence to be considered excused.

If the illness or absence from school will be longer than two days, we ask that arrangements be made for schoolwork to be sent home. When a parent calls and sends a note for an excused absence, that student may make the work up he/she missed and receives full credit. The student has the same number of days he/she was absent to make up work after returning to school. For unexcused absences, make-up work will be given but not counted. Extended vacations are unexcused absences.

#### **Guidelines for Student Attendance Count**

Full Student Instructional Days Attendance shall be taken twice during each full student instructional day for every student in grades K-12. A student who reports to the building for any part of the day, up to and including one-half (1/2) of the day, shall be counted as one-half (1/2).

#### **Media Information**

The Franklin Township Community School Corp. is often asked by local newspapers, television stations and web news sites to supply photographs and names of students involved in a variety of activities, clubs and special events. We release this information to those outlets unless a refusal is on file for the current school year. You have the right to request that the school not disclose any or all information. If you do not wish for your child's name and/or identifying information or photo to appear in any school or school related publication or announcement, please notify your child's principal in writing within 14 days of the start of the school year or within 14 days of enrolling your child. If submitted after the first 14 days of school or enrollment the school will make an effort to withhold publications, but no guarantees will be made due to productions that may have occurred prior to the request.

PARENTS: We respectfully ask that you refrain from using your camera or smart phones to take pictures of children other than your own while at school or at school related functions. We respect the privacy of all of our students and families.

#### **Leaving School Grounds During the School Day**

Students are expected to be in school all day. A written request from a parent/guardian is necessary for a student to be permitted to leave school before the end of the day for any reason. Students leaving school during the school day must be signed out in the main office by a parent/guardian with a valid picture ID.

#### **Students Arriving Late**

Parent/guardian delivering late arriving or tardy students to school must sign-in their student in the main office of the school. The student will be given a pass to enter the classroom. Students who are tardy due to a late arriving bus will not be counted as tardy to school.

#### **Textbook Rental**

Textbook rental money must be paid in full within the first two weeks of school. All parents and legal guardians are financially responsible for textbook rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extracurricular activities and fund raising. Parents and legal guardians are also responsible for all reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balances.

Parents who feel they do not have sufficient means to pay for textbook rental need to complete a textbook rental assistance form.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled at the end of the first grading period, and report cards are given to parents at that time. Anytime a concern arises, parents are encouraged to confer with the child's teacher. Conferences may be scheduled with a teacher by calling the school office to make arrangements with a teacher.

### **Weather Emergency Procedures**

All students' homes will be called using Connect-Ed, an automated calling system, if we close or delay school. You could also listen to local radio and TV stations when inclement weather is predicted. All school closings, for any reason, will be reported to the local radio and television stations, as well as posted on the township Facebook page and Twitter as soon as the decision has been made by the superintendent of schools. Please do not call the school unless it is an emergency. Decisions of this nature are not made at the building level. Only the superintendent has the authority to close schools for a regularly scheduled school day. The superintendent may also decide to delay school for one or two hours instead of canceling the entire day. This information will also be reported over local radio and TV stations, as well as on the township Facebook page and Twitter. Please remember that we are **FRANKLIN TOWNSHIP COMMUNITY SCHOOLS CORPORATION (FTCSC)** and NOT Franklin Community Schools in Franklin, IN. Every Franklin Township family should prepare plans for school delays, closing or early closing of school due to an emergency. Working parents should make the necessary arrangements for the welfare of their children in the event that any of these scenarios would occur. The early closing plans should be documented on the Emergency Release Form filled out at registration. If you do not wish to receive Connect-Ed messages, you may notify the school district by calling 317-862-2411. It may take up to five business days to process the request.

### **School Guidance Counselors**

All Franklin Township Elementary Schools have the services of a licensed school guidance counselor. The purpose of school counseling in the FTCSC is to help students take full advantage of school programs, thereby developing their potential to the fullest extent possible.

- The school counselor serves as an advocate for the students
- The school counselor facilitates communication among students, school staff members, parents, and other agencies in order to enhance student success
- The school counselor serves students through programs addressing educational assessment and planning, career development, and counseling for personal/social concerns

Guidance services include whole classroom, small group and individual instruction pertaining to school-related needs. Parents may request the services of the school counselor if they believe their child could benefit. The school counselor is also available to provide parenting tips and information regarding other outside resources.

### **Supporting Our Students (SOS)**

The SOS team meets on an as needed basis to discuss a student's progress and makes recommendations to teachers and parents concerning his/her academic and behavioral well-being at school. The team utilizes a research-based **Creative Problem Solving** process, which builds on student strengths. This team, consisting of school staff, counselor and teachers from various grade levels, specialists and parents will isolate areas of concern and devise a plan to ensure student success. The primary focus of the team will be to support and recommend strategies for student improvement.

### **Library Books/Textbooks**

Students are responsible for damage or loss of library books or textbooks assigned to their care. New books can be ordered as soon as the lost/damaged book fee is paid. Once the book fee is paid, the student's library privileges will be reinstated. After a parent pays for a lost book and then finds the book, a refund will gladly be issued.

### **Physical Education**

All students are expected to participate in P.E. classes unless excused for medical reasons with a doctor's statement. All students must wear tennis shoes each day to P.E. class. If a student is unable to participate on a given day, a written excuse should be sent from home. If P.E. is to be missed for an extended period of time, a doctor's statement will be required.

### **Visitation to Classes**

We encourage parents to visit our facility. All visitors must sign in at the front office, be an approved guest and wear a visitor badge. In order to avoid disruption to instruction time, arrangements should be made 24 hours in advance with the

classroom teacher prior to visiting individual rooms. All volunteers must have a limited background check on file before assisting students in any way. Student safety is always our first priority.

### **Birthdays, Special Occasion Celebrations and Class Parties**

The following guidelines identify what students can bring in and distribute to their class if they wish. DUE TO HEALTH AND SAFETY REASONS, FOOD TREATS ARE NOT PERMITTED when school is in session.

- Bookmarks
- Classroom Book signed by the student
- Pencils, erasers, stickers, etc.
- Other non-edible treats
  - (EDIBLE TREATS ARE NO LONGER ALLOWED DUE TO THE NUMBER OF UNKNOWN FOOD ALLERGIES)

**Due to allergy precautions, latex balloons and latex gloves are NOT to be utilized within any FTCS building.**

To avoid hurt feelings, students may only pass out invitations to parties if the entire class is being invited.

### **Instructional Assistants**

Each building has instructional assistants to help the teachers with many duties. These assistants focus on helping students who need extra academic assistance.

### **School Telephone**

We believe in protecting instructional time for our staff and students. We will not, call students or teachers to the phone during class periods, except for emergencies. We thank you for your cooperation. All staff members have voice mail and will return your call in a timely manner.

### **Staff E-Mail Addresses**

All teachers within the FTCS have e-mail addresses. Your child's teacher may be reached by e-mail. The address consists of their first name, a period, their last name, @ftcsc.k12.in.us (For example: john.doe@ftcsc.k12.in.us)

### **Lost and Found**

A lost and found is located within in each building. If your child has lost articles of clothing, jewelry, keys, etc. ask him/her to check the schools lost and found. Putting the child's name on personal items is a good policy. Valuables or unnecessary money should not be brought to school. Articles that are not claimed within reasonable time will be given to charity.

### **Money to School**

Students bring money to school for many reasons. This money is the responsibility of the student until it is turned over to the teacher, then it becomes the teacher's responsibility. We strongly suggest that parents put younger student's money in an envelope marked with the student's name and what the money is for. We do not recommend that students bring extra money to school.

### **Baxter YMCA Program**

Students attending any Franklin Township Elementary School have the opportunity to attend the before and after school care program sponsored by the Baxter YMCA. For more information, contact The Baxter YMCA at 317-887-8788.

### **Services for Students with Special Needs**

Your elementary school is responsive to meet the needs of unique learners. We have building-based intervention teams designed to coordinate the school staff in meeting student needs. With guidance and support from the administration of the FTCS, and collaborative support from the Southside Special Services when necessary, our schools provide special services as determined appropriate to meet student needs. If you have any concerns about your child, or questions about services, please contact the building principal.

### **Student Records**

Student records will be kept on file in the main office. Only school personnel will have access to the student's records and documents. Information contained within those files is **confidential**. A parent may request to view his/her child's permanent record at any time and we will be more than happy to accommodate the request. It should be emphasized that records contained within a child's permanent record file will be released to the non-custodial parent upon request unless a Court Order denies the non-custodial parent from viewing the child's permanent record. It is the custodial parent's responsibility to inform the school of such a Court Order and provide a copy of it for the student's file.

### **Family Vacations**

We encourage parents to arrange family vacations when school is not in session. Absences due to family vacation are unexcused. However, if parents will inform their child's teacher in advance (we would like one-week advance notice so work can be prepared), the child will be allowed to complete the work for no credit. The work should be obtained prior to the absence and should be submitted to the teacher immediately upon the child's return to school.

### **Recess – Dress**

If the wind chill is below 0 degrees, students will remain inside for recess. Please dress your child in appropriate clothing for cold weather, i.e. hat, gloves and coats.

### **Dress Code**

We ask that students dress in such a way that does not create a distraction to others or themselves. We ask that they not wear tank tops, halter-tops, fish net jerseys or midriff shirts or shirts that show or advertise illegal items, costume shoes, Heelys, or flip-flops. Open-toed sandals must have heel straps. Pants must be fitted and worn at the waist. All shorts must be at least fingertip length and skirts must be at least knee length. Hoods are not allowed to be up while at school. No head coverings, except those worn for religious purposes, may be worn. Other requests must be submitted in writing to the principal. Hats are not to be carried or displayed. Examples of headwear would be sweatbands, scarves, bandanas and earmuffs.

### **Enrollment Information**

At the time of registration, parents were asked to complete enrollment information. This enrollment information card provides the school with valuable information. This provides us a way to contact you in the event of a problem or emergency. If any change regarding this information occurs during the school year, please notify the school. We would appreciate your keeping us up-to-date on current phone numbers, addresses, etc. All students enrolling for the first time in a Franklin Township elementary school will need to provide the school with a birth certificate (copy is acceptable) and up-to-date immunizations records. Student must have immunization records.

### **Infinite Campus Portal**

You have the right to opt out of the Infinite Campus Portal. If you wish to do so, you must notify your school principal in writing in the first 14 days of enrolling your child.

### **Enrollment and Entrance Requirements**

To enroll in Kindergarten all students must have reached their 5<sup>th</sup> birthday on or before August 1<sup>st</sup> to be eligible for enrollment. To enroll in Grade 1 all students must have attained their 6<sup>th</sup> birthday on or before August 1<sup>st</sup> to be eligible for enrollment. Each child must also have a completed health form on file with the school with verification of all required immunizations. (Failure to do so will mean exclusion from school). A parent or legal guardian seeking to enroll a child must show proof of residence, a birth certificate, health records, and previous school name and address.

### **Students Withdrawing from School**

Parents are asked to contact the office as soon as it is known that the student will be withdrawing from school. School property, including all books (school and library) must be returned.

### **Student Responsible Use Policy**

We seek to provide a productive and positive learning environment for our students. An increasing part of this environment includes technology. Students agree to read and follow all guidelines set forth in the board-approved Student Responsible Use Policy (RUP). The most current version is available on the FTCS Information Technology website located at <http://www.ftcsc.k12.in.us/it>.

### **Franklin Township School Corporation Code of Conduct**

In Franklin Township elementary schools, teachers establish classroom rules and consequences in accordance with a discipline program, which allows a teacher to teach and students to learn. Disciplinary consequences are set on a step-by-step procedure with severity increasing as frequency of violation increases. Extreme disciplinary acts are dealt with in accordance with the Indiana Code. Rules, consequences and rewards are clearly posted in each classroom and copies are sent home by the teacher for parent information.

Any student violating school policies will be subject to disciplinary action as determined by school administrators. This action may include detention, in-school suspension, suspension, exclusion or expulsion from school, and/or financial restitution to the school for damages. Indiana Code outlines the procedure to be followed by school personnel in the disciplining of students.

Desks, books and storage cabinets are the property of the school; therefore, the principal or designee, having reasonable suspicion of the presence of items whose possession or use would be disruptive to school purposes, has the right to search these areas for such items. Personal items (example: purses, clothing pockets, book bags, etc.) found in such storage areas may also be searched if the above circumstances exist.

Students know the difference between right and wrong. Through our discipline programs, students have a choice with full knowledge of the consequences. This responsibility not only allows the child to grow socially, and most importantly, allows more learning to take place in the classroom.

The following Code of Conduct for elementary students of Franklin Township Community School Corporation is designed to insure that the education process will be carried on in our schools with a minimum of disruption to school programs. All students in Franklin Township have a right to acquire the skills and knowledge offered by our curriculum and a responsibility to not interfere with the process as it relates to and involves themselves and others.

The following conduct is not allowed in Franklin Township schools:

1. Interfering with school purposes or disrupting school activities or encouraging others to do the same.
  - a. Lying, cheating or use of profanity
  - b. Yelling, spitting, whistling or making other distracting and/or abnormal noises
  - c. Running, jumping, pushing, hitting, tripping or committing other acts of physical horseplay that could be disruptive or dangerous to oneself or others
2. Stealing, damaging or defacing school or private property on school grounds or at any school activity
3. Injuring or behaving in a manner that causes injury to anyone at school or at any school activity
4. Threatening or intimidating any student with the intent of:
  - a. Obtaining anything of value from the other student
  - b. Forcing the other student to violate a school rule
  - c. Causing the other student to be afraid
5. Possessing, handling, transmitting, or using any object that could be considered a weapon, or an object that could injure someone, on the school grounds or at any school related activity (Example: gun, knife, matches, lighter, etc.)
6. Possessing, using, transmitting, or being under the influence of any drug not prescribed by a physician (Examples: marijuana, tobacco, alcoholic beverage, or intoxicant of any kind)
7. Repeatedly failing to follow directions of teacher or other school personnel at school or any school related activity
8. Possessing or displaying of material that would be considered obscene by the school community.
9. Being absent from school for any day or part of the day without the knowledge and consent of the parent
10. Engaging in the violation of any criminal law of the State of Indiana
11. Students will not bully another student. Bullying is defined by the Act as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student

### **Bullying**

Bullying is inappropriate behavior and is not permitted in the Franklin Township Schools. Bullying is defined as overt, repeated acts or gestures, including transmission of verbal or written communications, physical acts or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics such as sex, race, color, national origin, marital status or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercing, name-calling, taunting, making threats and hazing.

This rule applies when a student is:

1. on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a group (including summer school);
2. off school grounds at a school activity, function, or event;
3. traveling to or from school or a school activity, function, or event; or
4. using property or equipment provided by the school

Students, parents or school personnel who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

**Reporting:** Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor or administrator (including the Corporation Lead Administrator). All staff, volunteers and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Corporation Lead Administrator. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, staff members, visitors or volunteers who make false reports of bullying.

### **Criminal Gangs and Criminal Gang Activity in Schools**

The School Board of the Franklin Township Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

- (1) either promotes, sponsors, assists in, participates in; or
- (2) requires as a condition of membership or continued membership;  
the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Anyone who believes that a student is possibly involved in a gang or is a victim of gang related soliciting or activity is to immediately report the activity to a school administrator, teacher or school safety officer.

### **Discipline**

The Board believes that the education of each student can be achieved only in an orderly and disciplined environment.

The superintendent shall establish reasonable rules and regulations for student behavior that promote the attainment of educational goals set by the Board. The superintendent shall make these written rules and regulations available to students and parents at least annually.

When students choose to conduct themselves in such a way that they are in violation of established rules and regulations they shall be disciplined in an appropriate manner.

The superintendent shall establish, implement and support discipline procedures appropriate to the age and the misconduct of the student.

- These procedures shall include in-school suspension.
- These procedures shall also include a process whereby a principal may remove such students from school and at the time insure that these students' rights to due process are not violated.

### **Consequences of Misbehavior**

The Board of Trustees authorizes administrators and staff members to take the following actions with regard to disciplining students:

1. **Removal from Class or Activity:** The teacher will have the right to remove a student from his/her class for a period of up to one school day if the student is assigned regular or additional work to be completed in another location within the school.
2. **Suspension from School:** A school principal (or designee) may deny a student the right to attend school or take part in any school activity.
3. **Expulsion:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer, than the remainder of the current semester plus the following semester, with the exception of a violation of Rule 11 listed under Grounds for Suspension and Expulsion in this policy. Violation of Rule 11 results in a more severe penalty.

### **Grounds for Suspension or Expulsion**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and is not limited to the type of conduct prohibited in this subdivision:
  - a. Occupying a school building, blocking a school building's entrance or exit, or using any physical act with the intent to deprive others of its use;
  - b. Setting fire to or damaging any school building;
  - c. Activating a fire alarm with intent to disrupt;
  - d. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision.
2. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
3. Intentionally causing or attempting to cause physical injury or intentionally 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 is necessary to protect some other person does not, however, constitute a violation of this provision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or any other object, or causing the student to take any specific non-voluntary action.
5. Knowingly possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon. This could include but is not limited to a club, pellet gun, BB gun, brass knuckles, razor-knife, blank gun, Chinese star, common fireworks and those devices specifically excluded from penalty under Section 921 of Title 18 of the United States Code.
6. Knowingly possessing, using, transmitting, or being under the influence of any substance which is or is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or controlled substance of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this policy.
7. Engaging in the selling of a controlled substance or engaging in any criminal law violation
8. Failing in a number of instances 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
9. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. Engaging in sexual behavior, on school property, which is inappropriate in a school setting;
  - b. Disobedience of administrative authority;
  - c. Willful absence or tardiness of students;
10. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or educational function.
11. Possessing, handling or transmitting a firearm on school property
  - a. The following devices are considered to be firearms as defined in Section 921 of Title 18 of the United States Code:
    - 1) Any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
    - 2) The frame or receiver of any device described above;
    - 3) Any firearm muffler or firearm silencer;
    - 4) Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
    - 5) Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
    - 6) Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - b. The penalty for possession of a firearm as defined under this rule: ten (10) days suspension and expulsion from school for one calendar year, with the return of the student to be the beginning of the next semester after the end of the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

**Sending, sharing, viewing or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic devices is forbidden.**

### **Suspension Procedures**

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 the following:
  - a. The student will receive 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 parents or guardians of suspended students 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.
4. The child will be required to complete missed work while at home; however, work will be assessed but will not be counted in grade. Any missed tests will be given at school upon their return.

### **Midterms and Report Cards**

Franklin Township has four nine-week grading periods comprising two semesters. Report cards are sent home after each nine-week grading period ends. Midterm reports will also be posted each quarter (except kindergarten students), halfway through each grading period. Only semester grades are entered onto permanent records. The semester grade is a combination of grades taken from both nine-week periods. Report cards are mailed to parents after the last day of the school calendar.

### **Promotions, Assignments and Retentions**

Franklin Township Community School Corporation operates on the annual promotion basis. Promotions are given to students who have mastered all the minimum curriculum requirements for a specific grade level. Assignments are given to students who have not mastered all the minimum requirements for a specific grade level but the school personnel doesn't feel a retention would be in the student's best interest. Retentions are given when students haven't been previously retained and the school personnel does not feel they've mastered enough to function successfully at the next grade level. These students are retained for another year in the same grade to afford them additional time to learn the necessary skills at that grade level. Promotions, retentions and assignments are decisions made by the classroom teacher, counselor and principal. They are always made with the best interest of the child in mind. Parents will be fully informed during the course of the school year concerning their child's academic progress through mid-term reports, grade cards, and conferences (both personal and phone). Teachers will state on the midterms and/or report cards if retention or assignment is being considered. As a staff, promotion of our students is always our goal for every student.

### **Star Express Child Nutrition Meal Program**

Go to: <http://www.ftcsc.k12.in.us/fs/> and <http://www.ftcsc.nutrislice.com> to find a more complete list of what your child nutrition program is doing for your students. Also available: menus, meal prices, nutritional data and requirements, payment options, charge policy, allergy management, free & reduced meal application, Summer Servings, wellness policy, and contact information.

As a result of the USDA Nutrition Standards for the National School Lunch, five meal components are offered daily with a variety of choices in each category. Of those five components (Meat/meat alternative, grain/bread, fruit, vegetable and milk), the students must choose at least 3 different components. Each student is **required** to take either a fruit or vegetable serving as part of the reimbursable meal and may take up to two fruits and/or two vegetables as part of their meal. *Star Express* offers breakfast daily and provides a variety of entrees that are whole grain rich and packed with essential vitamins and minerals needed for everyday function. Four food items from 3 meal components are offered each day at breakfast. Of those four food items (Meat/meat alternative, grain/bread, fruit, and milk), the students must choose at least 3 different items. Each student is **required** to take the fruit or juice serving as part of the reimbursable meal.

Federal regulations require that meals are priced as a unit and no reduction is given if a student takes less than the offered items. Students are encouraged to take all of the items offered. In addition, a la carte items are available for purchase. In an effort to increase milk consumption with our students, an extra milk may be purchased for \$.40 when buying a meal.

The child nutrition department uses a computerized meal payment system. Each student is issued their own personal keypad number. Students will continue to use their same personal keypad number throughout their school experience. (Few exceptions.) New students and incoming kindergarten students will be issued numbers following enrollment. It is important that each student memorize their keypad number. Please emphasize that these numbers are confidential and should not be shared with other students. The system allows a student to make payments into his/her own personal account. Prepayments for meals are encouraged to reduce the need for frequent deposits and daily cash handling; however, he/she may still pay cash daily. Either cash or checks will be accepted for deposit. In addition, on-line payments can be made through PayPams.com with a debit or credit card. PayPams is accessible through the district website. An account balance cannot be shared by different children in the same household. Money in a student's account may be used for complete meals and a la carte sales. The system allows one student meal for breakfast and one for lunch. All other purchases will be charged at a la carte pricing.

Elementary students are to bring checks or cash in an envelope marked with the child's name and teacher's name on it and submit it to the classroom teacher each morning. Middle School and High School students paying by check for meals must drop off their check to the main office drop box or to the Child Nutrition office by 9 a.m. to be available for lunch the same day. We request that you write both the child's name AND keypad number on checks. A check which includes payment for more than one child needs to designate the names and amounts for each child. Checks should be made payable to Franklin Township Food Service (FTFS).

Eligible students may qualify for free or reduced price meals. Applications are available online at the Franklin Township Community School Corporation Child Nutrition website.

In grades K-5, a student may charge the equivalent current value of three lunches and one breakfast. At lunch, a courtesy meal of a ham or turkey and cheese sandwich, a fruit, a vegetable and milk are available for the current price of a meal until the outstanding balance is paid. Charges are not permitted for a la carte items or extra milk.

Grades 6-12 do not allow charges for full meals. At lunch, a courtesy meal of a ham or turkey and cheese sandwich, a fruit, a vegetable and milk are available for the current price of a meal until the outstanding balance is paid. Charges are not permitted for a la carte items or extra milk.

In order to expedite the line speed, a "no cash back policy" has been implemented for MS and HS students. Any remaining cash paid at the register will go into the student's account instead of refunding it to them.

Students/Parents are informed of low account balances by four different methods: (1) Verbal reminders from the cashier, (2) Calls are placed twice monthly for account balances greater than (-\$7.00), (3) Letters are sent to households once monthly with account balances greater than (-\$10.00), (4) Parents can sign up with PayPams to receive low balance reminders, free of charge.

Funds remaining in the students' meal account at the end of the school year will be applied to the students' balance for the next school year.

Inactive accounts (withdrawn or graduated students) are eligible for refunds with a written request to the Child Nutrition Department. The request must be submitted 30 days after the end of the school year, or 30 days after the date the student leaves the district.

We encourage parents to join their child for lunch and may use their student's meal account if they so choose. If your student has a diet restriction/food allergy that requires monitoring, please contact your school's Community Health Network RN. The district procedure can be found at: <http://www.ftcsc.k12.in.us/fs/50>

If you have any questions regarding the meal program, please contact the Star Express manager and/or visit our website:

<http://www.ftcsc.k12.in.us/fs/>

<http://ftcsc.nutrislice.com> (web based menus)

email: [StarExpress@ftcsc.k12.in.us](mailto:StarExpress@ftcsc.k12.in.us)

~Follow us on Facebook! ~ (Search "Star Express Franklin Township")

~Follow us on Twitter! @FTStarExpress

### **2017-18 FTCSC Student Health Services**

**CLINICS:** Parents/guardians have primary responsibility for the health care their children receive, but schools have a responsibility for health and safety while children are at school. Health services include programs, services, and activities

that assure a healthy environment, thereby promoting and protecting the health, learning, and well-being of all students. The school clinics are available for emergencies, injuries, and illness that arise while the child is at school, in addition to management of chronic illnesses and special needs. Each FTCSC clinic is staffed with a Community Health Network nurse (RN or LPN), provided at no cost to the school district. Nurses do not make medical diagnoses, but are skilled in assessment, data collection, planning, intervention, evaluation, wellness promotion, health education, prevention, emergency care, referral and communicable disease surveillance.

Students must have a CHN consent to treat form on file in order for the nurse to see them for a clinic visit. Students without permission will be seen for emergencies only. They will have a temperature taken and will be sent back to class. The permission form is available on the FTCSC website under “Health Services.” Please speak with the nurse at the school if you have questions about the permission form or any other concern during the school year.

The clinics are open daily during school hours. Students must have a pass to enter the clinic. Those without a pass will be sent back to class to obtain a pass. He/she will be asked the nature of the complaint, may have his/her temperature taken, and may be allowed to rest for a short period of time. Please remember that time in the clinic is time out of class—instructional time is being lost; upper grade students may incur an absence from time spent in the clinic during a class period. The nurse will send students home who display outward signs of illness. The nurse will call the phone numbers on file if the student feels he/she is too ill to be at school, or if a symptom of illness below is manifested. It is essential that phone numbers be updated if contact information changes during the school year. If the nurse is unable to reach a contact, the student will be sent back to class, unless there are signs of a contagious illness (below). If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

**ILLNESS:** General guidelines for illness follow the guidelines, laws, and recommendations of the IN Dept. of Health, the Marion County Health Dept., Community Health Network, and IN Code to prevent the spread of communicable diseases. When the nurse calls the parent to pick up the child, it is in accordance with these laws and directives and the public health setting of school. Parents should make every effort to come to the school to pick up their students in a timely manner. Bus transportation cannot be utilized if the child exhibits symptoms of a contagious illness. Please do NOT send your child to school if one or more of the following symptoms are present: diarrhea, vomiting two or more times in a 24 hour period, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness, or fever of 100 ° or more.

Please do NOT send the child back to school until he/she has been fever-free (without fever-reducing medications) and with no vomiting/diarrhea for 24 hours. Antibiotics prescribed for eye or throat infections must be given for 24 hours before the student returns to school. The school nurse may request a doctor’s note for return to school if there are symptoms of communicable disease. This will help prevent the spread of infection to others and ensure that the student is feeling better to learn. Students who have had surgery may be asked to provide a doctor’s release to return to school.

**INJURY:** Students who are injured at school should report to the clinic to be assessed at the time of the injury. If a student has a deep laceration, cannot walk, has extreme swelling or pain, obvious deformity, head injury, or any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation, which may include a call for a parent to pick up, or to EMS. The clinics possess wheelchairs for emergency response by school staff only. FTCSC cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school’s initial response.

**MEDICATIONS:** FTCSC does not stock any medications in any clinic. Medication given for the academic success of students, or other medications given for acute or chronic conditions may be administered at school. Please administer one-, two-, or three-time-per-day medication (such as antibiotics) at home. Medication administration forms are available at each school or online, and the parent must also have completed a CHN consent to treat form for students needing medication at school. Written permission must be on file before medication will be administered by the nurses. Per IN Code, all medications must be in the ORIGINAL containers; medication received in a baggie or envelope cannot be given, for the safety of the students. High school students may transport medicine (prescription or OTC) to and from school, if parents designate this on the medication form and it is prudent to do so. All K-8 parents must bring/pick up medication (prescription or OTC) for their students when medicine must be given during the school day. A physician’s order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried by a student with a life-threatening condition. It is helpful to have a backup of the medication in the clinic. If cough drops are needed, please substitute hard candy in place of cough drops, with no time out of class to go to the clinic. Parents should contact the nurse at their child’s school as to appropriateness of carrying water. Over-the-counter (OTC) medications may be given to students. Please send only a small bottle, due to cabinet space constraints. The label on an OTC serves as the guideline for dosing and frequency, including appropriate duration before a doctor is consulted. If the parent desires a dose or schedule that is different from the label, a physician’s order is necessary to administer. Students less than 12 years of age must have age-appropriate children’s medication. Aspirin cannot be given to students, due to risk of Reye’s syndrome—please check labels of various pain relievers and stomach medications to make sure aspirin is not an ingredient. Supplements are never appropriate for school. Medication guidelines are found online.

**MISCELLANY:** Once confirmed and sent home for treatment, students with head lice (live or nits) must have a parent bring them to clinic to be checked in order to return to school. Nurses will assist parents with strategies for prevention and ways to enable the student to return to school as quickly as possible.

In the event that Indiana Poison Control is consulted, the instructions received shall be absolutely followed by nurses/school personnel, to include emergency transport.

It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies/food for any type of special need, etc. Payment of \$0.25 is expected for feminine hygiene items beyond the first item.

Immunization records are reviewed at the time of enrollment, or whenever a change in the law requires additional immunizations for current students. Parents will be informed about changes in state laws pertaining to immunizations when it becomes available. New students may enroll but may not attend if the immunization record is not up-to-date with the current state requirements. Appointments to receive shots may allow the student to attend until the day following the appointment. Contact the nurse for further information.

Doctor's notes submitted for attendance purposes may be randomly verified by the nurse with the issuing medical office.

Spare clothing in limited supply may be available at elementary and middle schools. Young elementary students frequently need a change of clothing; parents are encouraged to place spare items in the student's backpack during the first 9 weeks. Should school clothing be used, parents are expected to launder and return items that were worn home. No spare clothing is available at the high school clinics. Parents will be contacted if clothing is needed, or students may purchase PE attire at the bookstores.

Vision (grades 1, 3, 5, 8) and hearing (grades 1, 4, 7, 10) screenings take place during the year and are performed by the school professional staff, eye doctor, or health department. Referrals for follow-up are mailed to the home. Parents should make every effort to act promptly if a referral is received, as vision and hearing deficits greatly impact educational performance. The handbook shall serve as notice that screening will occur. Check buildings' calendars for specific dates.

### **2017 Student Bus Regulations**

#### **Permanent Bus Stops**

- Permanent bus stops will be established by the Franklin Township Community Schools (FTCSC) Transportation Office. Bus stops will be published annually and made available to the community via the FTCSC website. Bus stops will be located on publicly serviced roadways. Buses will NOT load/unload students at businesses, parking lots, or areas deemed unsafe by the Transportation Department. Students must use the bus stop assigned to them.
- Students and parents are required to ensure the safety of all individuals to and from the bus stop and while waiting for the bus.
- Students that do not reside in a neighborhood and reside off a main roadway will be picked up at their driveway.
- Bus drivers are not authorized to change, edit or add bus stops to their route. Please do not approach the driver at the bus stop. Requests or concerns are handled by the FTCSC Transportation Office.
- Students need to be at their scheduled bus stop at least 5-10-minutes prior to the time scheduled. Buses will not be sent back to retrieve students that missed the bus.

#### **Cul-De-Sacs/Courts/Dead End Roadways**

- FTCSC will not allow its buses to travel down cul-de-sacs, courts or dead end roadways due to inherent risk.

#### **Bus Routes and Changes**

The change must be permanent and a consistent daily pick-up or drop-off location (no variant day/week locations will be approved).

In order to provide a safe and secure experience for our students, **FTCSC is unable to temporarily alter a student's scheduled stop location** and or route. This ensures that all students will be picked up and dropped off at the appropriate time and location. In addition, this allows FTCSC to maximize bus capacity and routing efficiencies. Transportation can only provide rides to and from the assigned bus stop. Please do not send notes to the school, give notes to the drivers or contact the transportation office with requested changes as they will be unable to assist and may create confusion. Thank you for your understanding in this matter.

- Bus routes will be designed to utilize the maximum capacity rating for each bus. Routes will be designed and built for students to ride to and from their assigned stop based on their home address or daycare provider.
- If you are using a daycare provider, please use the **Pick-up/Drop-off Information form**, which is available at school offices, and CTEC (Administration Office on Franklin Rd). This form may be turned in turned into the school office or faxed to Transportation Office at 317-803-5070. Changes may take up to 3-5 days to process. Parents/Guardians should have a back-up plan in place until services are altered to accommodate request. **No changes may start until approved, authorized and scheduled by the FTCSC transportation office.** Once the

request is approved, the Transportation Office will notify the bus driver and guardian of student with start date and routing information.

- Due to bus-capacity and routing efficiencies, students will NOT be able to use multiple bus stops or day variant scheduling.
- There may be times routes may need to be consolidated to account for shortage of drivers or situations unforeseen by the transportation office.
- In the event the transportation department changes a bus route and the times are altered more than +/-10 minutes students and parents will be notified via letter indicating the schedule changes at least 3 days prior.
- One week prior to school starting bus route information will be available on the corporation website [www.ftcsc.k12.in.us](http://www.ftcsc.k12.in.us) . Click on the button with the yellow bus then on the link provided. Use the login and passwords provided on that page. In the event last minute changes may be made it is recommended to double check the night before school starts.
- The Transportation page on the FTCSC website will have posting of changes along with daily notices of buses running later than 10 minutes.

### **Bus Stop Etiquette**

Students and parents are to respect the property where the bus stops are located. Individuals are not to damage or vandalize the property where the bus stops are located. Failure to comply may result in a loss of riding privileges.

### **Loading and Unloading Safety**

- Students are to wait at least 10 feet away from the curb while waiting for the bus
- Students that are required to cross the street must cross in front of the bus, **ONLY** after the driver has activated the red warning lights, stop arm, and they are indicated by the driver that it is safe to cross
- Students are **NOT to cross behind the bus**. Due to severity of the safety risk, students that cross behind the bus may lose riding privileges
- Students are to be at their bus stop ready to board the bus at least 5-10 minutes prior to scheduled pick-up time. Students that are not at the bus stop and visible to the driver may be missed.
- If a student misses the bus, they are **NOT to chase, follow or board the bus at any other location other than their assigned bus stop**. Doing any one of these can be extremely dangerous and can result in serious injury.

### **Contact**

In order to maintain bus routes running in an efficient and timely manner, we request that all communication be handled through the Transportation Office and not at the bus stop. In the event you need to get ahold of your child's bus driver to discuss a disciplinary concern, bus times, or items related to the bus ride **please contact the Transportation Office 317-862-2314** and a message will be left for the driver.

### **Bus Safety Drills**

Throughout the school year, students will participate in bus safety drills. The dates will be posted online. This program is to help assist students in the education process of understanding their role and what to do in the event the bus needs to be evacuated

- Students will be taught how to evacuate, where to evacuate and how the emergency exits operate.
- Students shall dress accordingly on these dates as they will be evacuating out of the bus through the front, middle or rear exits.

### **Carry-On Items**

Carry-on items must fit the following criteria:

- Fit on top of students lap
- Sit below the lower window level
- Are not to interfere with other students sitting in their seat
- Must keep the aisle and emergency exits clear; per state law

Students are not to bring toys, electronic devices, collectible cards, laser pointers, balloons or other distracting items to school or onto the bus. Any items needed for a school project, etc. should be kept in the students backpack. Items that do not fit in the backpack may not be transported. FTCSC is not responsible for loss, damage or theft of electronic devices or other items brought onto the bus.

### **Bus Rules**

The bus is an extension of the school therefore; students are expected to follow the same rules that apply in a classroom. In addition, students are expected to follow the Bus Discipline Plan listed below: Failure to follow the Bus Discipline Plan may result in a loss of bus riding privileges:

**Expectations for Riding a FTCSC Bus:**

- Follow directions first time given
- Treat other riders with respect and consideration to safety
- Be at the designated stop prior to the bus arrival
- Go straight to assigned seat and remain seated while bus is in motion (use seatbelt if applicable)
- Keep all items in a bag that is small enough to be held in the lap. All items must be maintained in the space of your child's seat and may not be in the aisle or impede into the space of others
- If allowed at your school electronic devices, food, gum or drinks are to be kept in the backpack
- Be responsible for your belongings; items that could be lost damaged or stolen are not the responsibility of FTCSC
- Ask before putting windows down
- Keep hands feet and objects to yourself and inside the bus
- Use kind words and talk with appropriate voice levels.

**Infractions that will result in immediate suspension from the bus:**

- Verbal or physical abuse of students or staff
- Destruction or vandalism
- Possession of sprays, combustibles, tobacco, alcohol, drugs or weapons (guns, knives, lighters, etc.)

**Bus Discipline Action Plan**

Please be aware that the following is just a guideline. Serious infraction may dictate a more severe action. When able, the driver will verbally warn the student and or move seats. After that, the driver is instructed to follow the discipline plan as outlined:

- |                   |  |
|-------------------|--|
| 1. WARNING:       | No time off the bus – form sent home for parent awareness only |
| 2. FIRST ACTION:  | One day off the bus- form sent home                            |
| 3. SECOND ACTION: | 3-10 days off the bus - form sent home                         |
| 4. THIRD ACTION:  | Up to remainder of the year off the bus - form sent home       |

Forms sent home have two parts; the white copy is for the parent/guardian to keep; **the yellow copy requires a parent/guardian signature and is your child's pass to get back on the bus.** This ensures the Transportation Department and school that you are aware of the incident.

**FTCSC staff will use all means possible to investigate discipline complaints. Video viewing is done by FTCSC transportation staff and building principals/deans. For investigative reasons school staff decides that showing the video to students involved is necessary. However, to protect the privacy for ALL FTCSC students we do not allow parents to view video.**

**Parents may contact the Transportation Office at 317-862-2314 with any transportation concerns.**

**FTCSC Police Department**

There are three ways to submit anonymous tips to

**CRIME STOPPERS**

**By Phone:**

- 317-262-8477 (TIPS)
- 1-800-222-8477 (TIPS)
- Phones are answered 24 hours a day
- No caller ID
- Will not ask your name

**On Line:**

- Secure anonymous online form @ CrimeTips.org
- Available 24 hours a day
- Online identifiers removed
- Two-way online dialogue with Crime Stoppers

**By Text Messaging:**

- Text "INDYCS" + message to 274637 (CRIMES)
- Secure texting
- Available 24 hours a day
- Phone number removed
- Two-way anonymous texting with Crime Stoppers



Crime Stoppers now has a mobile application for tipping. Search the Apple or Android stores for P3tips and then download the free app. You will be able to submit your tip with any photo's or video you want to attach. You can always submit tips by calling 317-262-TIPS (8477) or 1-800-222-TIPS (8477) or go to our website [www.CrimeTips.com](http://www.CrimeTips.com) and submit a web tip. All ways of tipping keep you anonymous.

# Franklin Township Community School Corporation

Mr. David A. Shaffer, Interim Superintendent

**Board of Education:**  
Scott Sullivan  
Larry J. Walker  
Judy L. Shore  
Dawn A. Downer  
Kelly L. Foulk



Dear Parent or Guardian:

The Board believes that the education of each student can only be achieved in an orderly and disciplined environment.

The superintendent shall establish reasonable rules and regulations for student behavior that promote the attainment of educational goals set by the Board. The superintendent shall make these written rules and regulations available to students and parents annually.

When students choose to conduct themselves in such a way that they are in violation of established rules and regulations, they will be disciplined in an appropriate manner.

The superintendent shall establish, implement and support discipline procedures appropriate to the age and the misconduct of the student.

These procedures shall also include a process whereby a principal may remove such students from school and at the same time insure that these students' rights to due process are not violated.

1. Along with the other important information in this handbook, please read the pages concerning discipline procedures, school rules and the attendance policy and discuss them with your student.
2. Please, sign below indicating that you have read and understand these pages.
3. Please, detach and return to the school office.

\_\_\_\_\_  
PRINTED STUDENT NAME

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED PARENT/GUARDIAN NAME

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE