

# FTCSC Elementary Student Handbook

## 2021-2022

### 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 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.

### Determination of Legal Settlement

The Corporation will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11. The Corporation is not accepting the transfer of any student who does not have legal settlement within the Corporation, except as required by law. The Superintendent is directed to develop administrative guidelines to implement this policy.

### Franklin Township Community School Corporation Nondiscrimination and Anti-Harassment

Franklin Township Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, gender [including sexual orientation and transgender identity], age, religion, genetic information [collectively, "Protected Classes"] or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School 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 other off-campus locations, such as at 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. 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.

## **Academics**

### **Grading Scale (SB policy 2222)**

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	59

### **Homework**

The Franklin Township School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

Homework shall be assigned according to these guidelines:

- Homeworks should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
- Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, integration of knowledge, and/or an opportunity to remediate learning problems.
- Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgement.
- The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- As a valid educational tool, homework should be assigned with clear direction, its product carefully evaluated, and timely feedback provided to the learner.
- The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

### **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 the student is enrolled in is being offered.

Attendance shall be required of all Corporation students, except those exempt 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 she/he reports daily to such staff member s/he is assigned for guidance at the place in which she/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, she/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 eight (8) 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).

The School Board believes 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. Students are bound by the requirements of Indiana's compulsory attendance law. Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered (including a mandatory videoconference, phone conference, or other virtual environment during virtual days or as part of a continuous learning program). Academic engagement is the quality of students' participation or connection with the schooling endeavor and hence with activities, values, people, goals and places that comprise it, and encompasses the academic, behavioral, and emotional enrichment of each student.

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. Daily attendance will be appropriately recorded and reports will be submitted to the IDOE in accordance with IDOE guidance and formatting/submission requirements.

Content may be delivered in two contexts during the academic school year. One context is onsite, not separated by time or space, where all students are learning, applying, and practicing content at the same time. Another context is off-site learning where students may be learning, applying, and practicing content at different times in different spaces.

Exceptions to compulsory attendance are established in IC 20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused 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:

- prolonged absence;
- absence of more than two (2) days duration;
- repeated unexplained absence and tardiness.

The Board considers the following for excused absences:

- Service as a page for or as an honoree of the general assembly
- Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
- Subpoena to appear in court as a witness in a judicial proceeding
- Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.
- Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year
- Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the district. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.
- Illness verified by a note from the parent
- Illness verified by a note from a physician
- Recovery from accident
- 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.
- Death in the immediate family or of a relative
- Observation or celebration of a bona fide religious holiday
- Maternity
- Military connected families' absences related to deployment and return
- Such other good cause as may be acceptable to the Superintendent or his or her designee 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 willful refusal to attend school as required by the compulsory attendance law. 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 or the Department of Child Services.

The Board shall consider each student assigned to a program of other guided learning experiences, to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place or in the manner in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study. The Superintendent is authorized to develop administrative guidelines for student attendance, virtual, and truancy. The Superintendent also shall ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and students.

### **Skyward Family Access**

All parents/guardians will be granted access to the Skyward Family Access Portal where they can check attendance, grades, missing assignments, pay fees and more.

### **Media Information**

The FTCSC 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 for lunch, volunteering in the classroom/building or at other 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 fundraising. 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.

### **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 be issued.

### **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 **Parent Square**, 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 the 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.

### **Student Suicide Prevention and Awareness**

FTCSC recognizes that suicide is one of the leading causes of death for Indiana youth. This policy is meant to increase child suicide awareness and prevention. The School Board believes there must be a partnership between families, the community, and the School Corporation.

FTCSC cooperates with the larger community including suicide prevention services. Information regarding such suicide prevention services located in our community can be found on the district website: <https://ftcsc.org> and/or <https://adultandchild.org>. Further, information regarding crisis intervention referral is available to students, parents and School Corporation employees. This information can be found on the district website and at each school.

FTCSC recognizes the relationship between suicide and drug and alcohol use. The plan, training, and any other program authorized under this policy shall increase awareness of this correlation. FTCSC shall provide training to School Corporation employees consistent with Indiana law. The training will address warning signs and tendencies that may evidence a student is considering suicide as well as district procedures regarding how to respond.

Consistent with Indiana law, the Superintendent or his/her designee shall develop a plan to assist survivors of attempted suicide and to assist student and School Corporation employees to cope with the completed suicide or attempted suicide. The superintendent or his/her designee may develop any other program or activity appropriate to increase awareness and prevention of child suicide.

### **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.

### **School Visitor Policy**

The Corporation welcomes and encourages visits to school by parents, guardians, and others, but in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. All visitors must follow the rules of the building in which they are visiting. Disruptions to the educational environment will not be tolerated.

Visitors must register at the school office and seek permission to see a student or employee, participate in an activity, or observe. All visits are subject to the approval of the Superintendent, building principal, or designee. The prohibitions and expectations governing classroom observations are equally applicable to online instruction. Specifically, visitors are reminded:

Persons seeking to provide professional services, including observations, are not permitted without the express consent of the Superintendent, building principal, or designee.

The Superintendent, building principal, or designee has the authority to prohibit the entry of any person onto school property, or to expel any person, when there is reason to believe the presence of the individual would be detrimental to the good order of the school. If the individual refuses to leave the school grounds or creates a disturbance, the School administrator or designee is authorized to request assistance from law enforcement to remove the individual.

### **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 EMail Addresses**

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

### **Lost and Found**

A lost and found is located within 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 a 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 the younger student's money in an envelope marked with the student's name and what the money's 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.

### **Latch-Key Programs**

A latch key program is a school age child care program for children who attend kindergarten through grade 6 available to all children in the grades K-6 within the Corporation. The latch key program is provided by the Corporation, operates outside the school day, and may include the period before school is in session or periods when school is not otherwise in session.

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

Your school is responsive and ready to meet the needs of unique learners who attend there. We have building-based intervention teams designed to coordinate the school staff in meeting the needs of all students. With guidance and support from the administration of FTCSC, our schools provide special education services as determined appropriate by the case conference committee. Although not every building with FTCSC provides the full continuum of special education services, FTCSC has the full continuum available within the district. If you have any concerns about your child or questions about their necessary special education 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 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 or at the buildings discretion. 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, fishnet jerseys or midriff shirts or shirts that show or advertise illegal items. 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 unacceptable headwear would be sweatbands, scarves, bandanas and earmuffs.

### **Enrollment Information**

Families new to FTCSC will need to sign up for and complete the new student registration form via our Skyward Family Access Portal. This enrollment information provides the school with valuable information and 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. Students **must** have immunization records on file. Additionally, families will need to complete an annual update form via the same portal.

### **Enrollment and Entrance Requirements**

To enroll in Kindergarten all students must have reached their 5<sup>th</sup> birthday on or before October 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 FTCSC Information Technology website located at <https://ftcsc.org/knowledge-base/a300/>

### **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 FTCSC 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 FTCSC 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: guns, knives, matches, lighter, etc.)
6. Possessing, using, transmitting, or being under the influence of any drug not prescribed by a physician (Examples: marijuana, tobacco, alcoholic beverages, or intoxicant of any kind)
7. Repeatedly failing to follow the directions of the 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 a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student.

### **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 include a process whereby a principal may remove such students from school to ensure that these students' rights to due process are not violated.

### **Consequences of Misbehavior**

The Board of Trustees authorized 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. **In-school Suspension(ISS)**: An in-school suspension room has been developed for the purpose of keeping students in attendance at school. However, students may be suspended from school for violations, repeated violations or the failure to follow the regulations of an in-school intervention. Students are not allowed to attend or participate in any after school activities on the days ISS or OSS are assigned.

3. Suspension from School: A school principal (or designee) may deny a student the right to attend school or take part in any school activity.
4. 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 beverages, 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 a 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.

### **Anti - Bullying**

Bullying is prohibited by FTCS. Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

### **Definition of Bullying**

"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; 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 targeted student, creating for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to his or her 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, or privileges provided by the Corporation.

Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

“Bullying,” as defined by this policy and state law, does not include actions involving employees. Any behaviors committed by, towards, or amongst Corporation employees should be reported to the employee’s supervisor, building principal, or Superintendent.

**Applicability:** The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network. Bullying behaviors based on the targeted individual’s race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

**Education:** The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees, in accordance with Indiana law.

**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 employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, 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 an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when an employee 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 the extent permitted by law. The Corporation will act appropriately to discipline employees, 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, employees, visitors, or volunteers who make false reports of bullying.

**Investigation:** Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

**Intervention/Responses:** If a report of suspected bullying is substantiated through an investigation, then The Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

**Parental Involvement:** Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and Corporation policy.

**Reporting to IDOE:** Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying,

and electronic/written communication bullying (or a combination of two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July.

### **Criminal Organizations and Criminal Organization Activity in Schools**

The School Board of FTCSC prohibits criminal organization (commonly known as “gang”) activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions on and off school grounds, prohibiting reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

- Criminal Organization means a group with at least three (3) members that specifically:
  - either promotes, sponsors, assists in, participates in; or
  - 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.
- Criminal Organization Activity means a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Per State law, a school employee shall report any incidents of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students’ histories of inappropriate behaviors, per the code of conduct.

Any Corporation and school employee who promptly reports an incident of suspected organization activity and who makes this report in compliance with the School Corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected organization activity. The investigation shall be initiated by the principal or the principal’s designee within one (1) school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five (5) school days from the day of the report of the alleged incident of criminal organization activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The Superintendent of FTCSC is authorized to define the range of ways in which school staff and the principal or the principal’s designee shall respond once an incident of criminal organization activity is confirmed, according to the code of conduct.

Consequences for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the Corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

Support services may include one (1) or more of the following:

- A. Criminal organization/gang awareness education that shows promise of effectiveness based on research. The criminal organization/gang awareness education information should be revised and updated regularly to reflect current trends in criminal organization and gang-like activity.
- B. Culturally and/or linguistically appropriate services/supports for parents and families.
- C. Counseling coupled with mentoring for students and their families.
- D. Community and faith-based organizations and civic groups.
- E. Viable, sustainable after-school programs developed in collaboration with other stakeholders.

- F. Job training and employment opportunities as both a deterrent to criminal organization involvement and an incentive to leave criminal organization involvement.
- G. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the Superintendent of the School Corporation within ten (10) school days of the completion of the investigation. The Superintendent or his/her designee shall report the results of each investigation to the School Board on a quarterly basis during regularly scheduled Board Meetings.

Each school within FTCSC shall record the number of investigations disposed internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age and gender. Each school shall report this information to the School Corporation Superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within FTCSC. Notice of this policy must be published in student handbooks and all other publications of the School Corporation that set forth the rules and procedures for schools within the School Corporation.

School officials are encouraged to collaborate with stakeholders to provide criminal organization/gang prevention and intervention services and programs, including but not limited to:

- A. Provide training for staff and teachers on criminal organization/gang prevention and intervention resources within a jurisdiction on a periodic basis. The criminal organization awareness information should be revised and updated regularly to reflect current trends in criminal organization/gang activity.
- B. Create formalized collaboration plans between local school administration and community based prevention and intervention providers. The formalized collaborations should make effective, coordinated, and maximized use of Federal funding a priority.
- C. Coordinate resources and funding opportunities to support gang/criminal organization prevention and intervention activities.
- D. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

### **Midterms and Report Cards**

FTCSC has four nine-week grading periods comprising two semesters. Report cards are available online. 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.

### **Promotions, Placement and Retentions**

FTCSC operates on the annual promotion basis. Promotions are given to students who have mastered all the minimum curriculum requirements for a specific grade level. Placements are given to students who have not mastered all the minimum requirements for a specific grade level but the school personnel doesn't feel retention would be in the student's best interest. Retentions are given when students haven't been previously retained and the school personnel do 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 placements 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: <https://ftcsc.org/nutrition-department> 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 procedure, 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.

The child nutrition department uses a computerized meal payment system. The district uses multiple options for student meal checkout including but not limited to; pin numbers, barcode scanners, class rosters and biometrics. 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 [EZSchoolPay.com](https://EZSchoolPay.com) with a debit or credit card. EZSchoolPay 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.

If a household chooses not to use EZSchoolPay, students paying by check/cash may drop off their deposit to the main office drop box or to the Child Nutrition office by 9 a.m. 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. Deposits are also accepted on the line. We request that you write the child's name on checks. Checks should be made payable to Franklin Township Food Service (FTFS). In order to expedite the line speed, a "no cash back policy" has been implemented for Intermediate, Junior High and High School students. Any remaining cash paid at the register will go into the student's account instead of refunding it to them.

Eligible students may qualify for free or reduced price meals. Applications are available online at the Franklin Township Community School Corporation Child Nutrition website. Applications need to be completed annually for each school year.

Students may charge a full reimbursable meal (entrée, up to two fruits and/or two vegetables and a milk). Charges are not permitted for a la carte items.

Students/Parents are informed of low account balances by three different methods: (1) Verbal reminders from the cashier, (2) Text and Email reminders sent home bi weekly, (3) Parents can sign up with EZSchoolPay to receive low balance reminders, free of charge. Utilizing EZSchoolPay is highly encouraged by the child nutrition department. Parents/Guardians are responsible for the maintenance of their students' account. At the end of each semester, any account that is greater than (-\$20.00) will be sent to RMP Credit for collections.

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 or by submitting the request via the form on the Child Nutrition Department's web page. 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: <https://ftcsc.org/health-services/forms>

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

<https://www.ftcsc.org/nutrition-department>

<http://ftcsc.nutrislice.com>

(web based menus)

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

Follow us on Facebook and Twitter! @ FTStarExpress

### **Student Health Services**

**Clinics:** Health services include programs, services, and activities that provide for a healthy environment, thereby promoting and protecting the health, learning, and well-being of all students. The school nurse clinics are available for emergencies, injuries, and illnesses 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 (CHN) nurse (RN or LPN), provided at no cost to the school district. Nurses do not make medical diagnoses. Nurses 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 and updated annually in order for the nurse to provide care. Students without permission will be seen for emergencies only. The Consent to Treat form is available during both the new and returning student online registration process. It is also available on the FTCSC website under "Health Services." Please speak with the nurse at the school if you have questions about the consent form or if you require a paper copy.

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 unless there is an emergent need. The student 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 and instructional time is being lost. The nurse will send students home who display outward signs of illness. The nurse will call the phone numbers on file if the nurse feels the student is too ill to be at school, or if a symptom of illness below presents during the school day. It is essential that phone numbers provided to the school are current and up to date. 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. 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 Indiana Department of Health (IDH), the Marion County Health Department (MCHD), Community Health Network (CHN), and IN Code to prevent the spread of communicable disease. 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 and redness
- 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 will contact a parent/guardian for pick up from school if any of the above present during the school day.** 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 requiring further evaluation, the nurse will determine the best course of action for the situation. This may include a call for a parent/guardian to pick up, or a call to EMS.

The clinics possess wheelchairs for emergency response by school staff only. FTCS cannot provide a wheelchair or any other medical supplies or devices which may be necessary for student injuries or recuperation from surgeries, this includes: 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:** Medication given for the academic success of students, or other medications given for acute or chronic conditions may be administered by the school nurse. All medications must be provided by the parent/guardian. **Any medication that is necessary to be administered during the school day must be brought to the clinic by a parent or guardian. Students are not allowed to transport medications unless they have a consent to self-treat form on file for emergency medications.** Medication administration forms are available at each school and online and must be filled out for each medication. Medication forms must be filled out and signed by the parent before a medication may be administered by the nurse. Medications that are prescribed for once, twice, or three times daily administration should be administered at home when all possible. Please consult with your nurse if it is necessary for one of these medications to be administered during the school day. Prescription medications must have the current prescription label with the student's name attached to the medication.

Per IN Code, all medications must be in the ORIGINAL containers. For the safety of your student, medication received in a baggie or envelope cannot be given. More than a 4-week supply of medication should not be brought to the school, as controlled substances are counted daily by nurses, and upon receipt in the clinics. Expired medications and prescriptions with a label more than a year old will not be accepted.

Over-the-counter (OTC) medications provided by the parent may be stored in the clinic to be given by the school nurse. A signed medication consent form must be filled out for each medication. 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 than the label, a physician's order shall be necessary for administration. If cough drops are needed, we suggest supplying a hard candy to be substituted for the same effect. This allows the student to remain in the classroom during educational time.

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, salicylates, or bismuth are not ingredients. Supplements, Vitamins, Non-FDA approved medications, and essential oils are not appropriate for school and will not be dispensed by the nurse. Medication policy is available online.

A physician's order and signed permission to self-carry form is necessary in order for an emergency medication prescribed for life-threatening conditions to be carried and administered by a student during the school day. Examples are Epi-pen and Albuterol. We recommend keeping an additional supply in the clinic in case of student need. Emergency medications that are controlled substances will be kept in the clinic.

**Lice:** Students who exhibit scratching or evidence of live bugs in the hair may go to the school clinic for evaluation by the school nurse. The school nurse will examine the student's hair and scalp in a confidential manner.

If live lice (crawling bugs) are visualized, the parent/guardian shall be contacted by phone. Factors such as the severity of infestation, child's age, or other health concerns influence professional judgement regarding parent pick up and recommendation of treatment options.

If nits only are visualized, the student may remain in school and the parent will be notified of need for treatment by the end of the school day. Nits closer than ½ inch from the scalp may be viable and require parental action at home.

Once confirmed, students with live head lice must be cleared by the nurse in order to return to school. Students should be brought to the clinic by the parent after treatment to be cleared prior to their return to the classroom. School Nurses may offer educational assistance with strategies for prevention and ways to enable the student to return to school as soon as possible.

**Miscellany:**

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.

Immunization records are reviewed at the time of enrollment and throughout the school year to keep accurate compliance rates in the school. Per Indiana state law, students must be up to date with required immunizations prior to the first day of school. Parents will be informed about changes in state laws pertaining to immunizations prior to the start of each school year. All students must meet state requirements for immunizations. Students may be excluded from school if immunizations are not up to date. Please contact your building nurse for further information.

All students are expected to be independent in caring for their toileting needs, and will be given the necessary items to clean themselves in case of an accident. Parents of young students are encouraged to provide spare items in the student's backpack. Extra clothing will be provided when available and should be laundered and returned to the school when lent out. If clothing is not available, the nurse will contact the parent to provide clothing.

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.

## STUDENT BUS REGULATIONS

### Permanent Bus Stops

- Kindergarten students **MUST** have an adult or responsible person to meet them at the bus stop.
- Permanent bus stops will be established by FTCSC and are subject to change by 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.
- FTCSC cannot send buses into new neighborhoods under construction until buses can get through safely.
- 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 10-minutes prior to the time scheduled.

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

- FTCSC will not allow its buses to travel down cul-de-sacs, courts or dead end roads due to inherent risk. Exceptions are made for special needs buses.
- Buses will not use driveways to turn around.

### 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 on 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) and on our school web page. This form may be turned into the school office, faxed to the Transportation Office at 317-803-5070 or emailed to

transportation@ftcsc.org. Changes may take 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 a request is approved, the Transportation Office will notify the bus driver and parent/guardian of the 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. **We do not issue bus passes or honor requests from parents.**
- 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.org](http://www.ftcsc.org). Use the login and passwords provided on that page. In the event of last minute changes may be made it is recommended to double check the night before school starts.
- FTCSC Transportation Facebook page 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 and in a straight line 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 the 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 10 minutes prior to the scheduled pick-up time. Students that are not at the bus stop and visible to the driver may be missed. **Buses will not be sent back to retrieve students that missed the bus.**
- 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 or death. Students chasing buses or boarding at a different stop will receive a one-day suspension.
- Students at the bus stop should not engage in any horseplay, e.g. pushing, shoving, chasing, etc.

### **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 a hold 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 at **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, speakers, collectible cards, laser pointers, balloons or other distracting items to school or onto the bus. Headphones must be used when listening to music on an electronic device. Students must have one ear uncovered to hear info from the bus driver. Any items needed for a school project, etc. should be kept in the students

backpack. Items that do not fit in the backpack or do not meet the above criteria may not be transported. FTCSC is not responsible for loss, damage or theft of electronic devices or other items brought onto the bus. The driver may have additional policies per their own discretion. **Videos and photos are NOT to be taken on FTCSC buses.**

### **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 the 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 the 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, e-cigarettes/vapes, alcohol, drugs or weapons (guns, knives, lighters, etc.)

### **Bus Discipline Action Plan**

Please be aware that the following is just a guideline. Serious infractions 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 year off the bus - Form sent home           |

Any Form sent home will have two sheets. The white copy is for the parent/guardian to keep. **The yellow 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. 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.

