

**FRANKTON-LAPEL
COMMUNITY SCHOOLS**



**GRADES PK-12
STUDENT HANDBOOK**

2016-17

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PARENT NOTIFICATION STATEMENT

It is the policy of Frankton-Lapel Community Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, limited English proficiency, or handicap, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Inquiries regarding compliance with Title IX (gender equity) may be directed to the Assistant Superintendent, 7916 W. 300 N., Anderson, IN, 46011-9129, or 765-734-1261.

Inquires regarding compliance with the Americans with Disabilities Act (ADA) or Section 504 (handicapping conditions) may be directed to the Director of Special Education, 7916 W. 300 N., Anderson, IN 46011, or 765-734-1261.

INTRODUCTION

This booklet has been prepared to provide basic information about the operation of Frankton-Lapel Community Schools. If you need further information regarding these operational procedures, contact your school's principal.

EDUCATIONAL MISSION

Frankton-Lapel Community Schools will provide all students with educational programs in a safe learning environment that meets their intellectual, physical, social, and emotional needs.

ATTENDANCE AREAS

The school corporation is divided into two elementary schools (K-5 & K-6), one middle school (6-8), one junior-senior high school (7-12) and one high school (9-12) attendance districts. Children are to attend the elementary school, middle school, junior-senior high school, or high school in the district in which they reside, unless special approval for transfer has been received from the office of the superintendent.

Frankton Elementary and Frankton Jr.-Sr High School:

Students residing in the Frankton-Lapel School District north of White River.

Lapel Elementary, Lapel Middle, and Lapel High School:

Students residing in the Frankton-Lapel School District south of White River.

ATTENDANCE POLICY K-12

Regular attendance is important for a successful experience at school. Just as homework amplifies learning, regular attendance exposes students to a greater amount of academic content and instruction. Students who miss a lesson lose a valuable opportunity to learn from the interaction between the teacher and students in the class. Often classroom opportunities cannot be repeated or made up outside the classroom. A student may make up the actual classwork missed because of an absence; however, students may never be able to replace the social, educational, or cultural contacts which are experienced through classroom instruction and interaction.

The development of high standards of dependability and reliability is a joint goal between the school and the parents of each student. Since businesses, industries, and the professions expect a high level of attendance and time-on-task, the education of our students must reflect these expectations and responsibilities. Through the combined efforts of parent, student, and school, the goals of dependability and reliability are major priorities in developing lifetime skills for entry into the adult world.

Regular school attendance is required by state law until the student reaches his/her eighteenth birthday. If this law is violated, parents are subject to court penalties. Once a student has enrolled in school, his/her first duty is to be present every day.

Indiana Statute requires that records be kept showing student attendance. All absences are to be recorded in the official attendance record except if serving as a Page in the Legislature or working on election days as a member of a precinct election board.

According to Indiana Statute, the local school corporation has the power to establish rules and policies in regard to student attendance. The following attendance policy shall apply to FLCS students in grades K-12:

1. Students are expected to attend school every day school is in session.

2. Regular Class Attendance:

- A. Excessive absenteeism is considered to be any excused absences over six (6) days per semester. When a student has been declared to have had excessive absences, the principal may request the expulsion of the student from school attendance. After three (3) days of unexcused absences within each semester, the building principal may request the expulsion of the student. Suspensions will not be counted toward the six (6) day maximum.
- B. The term “excused” will refer to any absence from school or class based on the following:
- (1) Personal illness
 - (2) Illness in the family
 - (3) Quarantine of the home
 - (4) Death of a relative
 - (5) Required court appearances or probation appointments
 - (6) Observance of religious holiday
 - (7) College visitation or military recruitment (This provision is limited to two (2) days per school year beginning with semester I of the junior year.)
 - (8) Page in the legislature and/or poll worker (The school reserves the right to request the student furnish documentation to determine the legitimacy of the absence. The school has the right to limit the number of absences within the six (6) day limit per semester.)
 - (9) A family trip that conflicts with the school calendar shall be determined by the parent/guardian based upon the following criteria:
 - a) Notification by the parent or guardian must be given at least five (5) days prior to the student absence.
 - b) A personal in-office conference between the parent or guardian and the principal or his/her designee shall be held during regular school hours.
 - c) The planned activity must involve a parent, guardian, or grandparent.
 - d) The length of the absence shall not exceed five (5) days and only one (1) such activity shall be considered each school year.
 - e) Excessive absenteeism, tardiness, or poor academic record should be considered in the decision.
 - f) Family trips will not be considered for excused absences the first or last week of each semester.
 - g) The school corporation encourages families not to schedule trips while school is in session.
 - h) The school official does not grant permission for a trip or a vacation. The parent/student is responsible for this decision after all of the information is given.
- C. When absent from school without prior permission, a student is to have his/her parent or guardian phone the school office before 9:00 a.m. on the day of the absence explaining the reason for the absence. Telephone calls from students reporting an absence or tardy will not be accepted. Students who do not have their parents phone the school office may receive a call from the school office. Students are to present a note signed by their parent or guardian verifying their absence upon their return to school. Students arriving at school after classes have begun for the day must first sign in at the attendance office.
- D. Late arrival/early departure procedures: Arriving late thirty (30) minutes or less will

- constitute a tardy. Arriving thirty (30) to fifty (50) minutes late will count as an absence to first period class.
- E. An unexcused absence from school or class is defined as truancy. This includes any absence not included in items (1) through (9) above or failure to follow 2C.
- F. Frankton-Lapel Community Schools' summary of compliance with the laws allowing (1) revocation of a student's driving license due to suspension, expulsion, or dropping out of school in anticipation of expulsion, and (2) preventing habitual truants from obtaining a license.
- (1) Each governing body shall establish and include as part of the written copy of its rules and standards "a definition of a student who is designated as a habitual truant." Suspensions or expulsions are enacted in accordance with Frankton-Lapel Community Schools' disciplinary policy. Truancy is defined as the willful refusal to attend school in defiance of parental authority. A student who is truant from school in excess of three (3) times each school year is designated as a habitual truant student. After a student has been declared as truant one (1) time within a school year, the principal or assistant principal shall conduct a conference with the truant student and his/her parent or guardian to explain the ramifications of being declared a habitual truant student. The student is entitled to a review of the habitual truancy declaration and that the determination is subject to an annual review. Thirteen (13) and fourteen (14) year old students designated as habitually truant shall be identified in a list submitted to the Bureau of Motor Vehicles (BMV) and may not be issued an operator's license or learner's permit until they are eighteen (18) years of age or the local governing body determines that they are again eligible for license or permit due to improved attendance. Habitual truancy is not a cause for revocation of a license already held.
 - (2) The term "suspension" as used in this memorandum is an "out of school suspension" as defined in IC 20-33-8-7.
 - (3) An operator's license or a learner's permit may not be issued to a person less than eighteen (18) years of age who:
 - a) is under at least a second suspension from school for the school year;
 - b) is under an expulsion from school due to misconduct under IC 20-33-8-7;
 - c) in an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the school corporation in which the student is enrolled, withdraws from school before graduating.
 - (4) If a person is less than eighteen (18) years of age and is under a suspension, expulsion, or has withdrawn from school, the BMV shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following events:

- a) the person becomes eighteen (18) years of age;
 - b) one hundred twenty (120) days after the person is suspended;
 - c) one hundred eighty (180) days after the person is expelled;
 - d) the suspension or expulsion is reversed after the person has had a meeting;
 - e) the person who has withdrawn from school to circumvent the sanctions of suspension or expulsion has reenrolled in school in good standing.
- G. All schools have a closed campus during the school day and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. However, should a student find it necessary to leave the school for any reason, he/she must receive permission from the parents or guardians and the building principal or his/her designee. When permission is given to a student in grades 7-12, the student must then sign out and sign in immediately upon his/her return to school. Students who do not follow this procedure will be dealt with accordingly. Elementary students are not to leave school grounds during the school day unless accompanied by a parent or guardian and after prior arrangements are made through the school office.
3. Parents and/or guardians will be notified of their child's attendance at the conclusion of each grading period or more frequently if needed.
 4. Students absent from school are required to make arrangements with each teacher as to when the classroom work is due. All classroom work must be completed before the end of the grading period, unless special arrangements have been made by the student and teacher. An absence does not excuse a student from his/her responsibility for all classroom work. Classroom work includes daily assignments, quizzes, tests, and examinations.
 5. Students in grades 7-12 with excused absences from school and/or an individual class(es) six (6) times or less during a semester will be allowed to make up the missed classroom work for credit. Missed classroom work for students in grades K-6 will be made up at the discretion of the classroom teacher and the building principal.
 6. Policy Waiver - Exceptions to the above policies and procedures due to extensive illness, hospitalization, or other extenuating circumstances shall be determined by the principal or his/her designee.

BUS TRANSPORTATION

The Board will provide transportation for school children (grades PK-12) to and from school pursuant to law and in accordance with a uniform transportation policy. All buses used to transport students shall be owned and maintained by the school corporation, except as the Board may authorize alternative arrangements in individual cases.

Bus Discipline

All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the bus driver and the building principal in accordance with the school corporation's code of conduct.

CODE OF CONDUCT

Introduction

Disruptive behavior which interferes with the normal function of a school or disrupts or interferes with the academic process, constitutes a violation of the rights of others in terms of their desire to utilize the services and facilities of the staff and school. Students are expected to exhibit proper behavior on school property, on school buses, at off-site school sponsored activities, and on the way to and from school. Students are responsible for their behavior and subject to corrective action by school officials.

Some disruptive behaviors are more serious than others and require different approaches to correct the problems. We may use any or all of the following techniques to ensure that all of our students have an opportunity to obtain an education in an environment that is clean, safe, and orderly: Reprimand, removal from class or activity by classroom teacher, detention during recess periods, before, during, or after school, assignments of additional work, referral to the principal or assistant principal, parent conference, individual counseling by school personnel, restriction of extra-curricular activities, restitution, probation, in-school suspension, out of school suspension, expulsion, assignment of a maximum of 120 hours of community service, and referral to the juvenile court are means available to school personnel in dealing with pupils involved in school discipline problems.

Definitions

INSUBORDINATION: A student is insubordinate when he or she intentionally fails to comply with the directions of an administrator, teacher, student teacher, school bus driver, and/or any authorized school person.

REMOVAL FROM CLASS OR ACTIVITY - TEACHER: A middle school/junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

IN-SCHOOL SUSPENSION: A disciplinary action that denies a student's attendance in his/her regularly scheduled classes for a period of time not to exceed five (5) consecutive school days.

OUT-OF-SCHOOL SUSPENSION & EXPULSION: Suspension is a disciplinary action where a student is denied school attendance for ten (10) school days or less. This includes all extra-curricular events, i.e. athletics, musicals, dances, proms, etc. Expulsion is a disciplinary action where a student is suspended from school attendance in excess of ten (10) school days for the balance of the semester or remainder of the school year. In a case where the expulsion occurs at the end of the semester the suspension may be for the balance of the semester and the next semester of school. If a suspension and/or expulsion is taken at the end of the school year, it may be carried over into the next school year.

SCHOOL PURPOSES: Those purposes for which a school corporation operates, including:

- (1) to promote knowledge and learning generally;
- (2) to maintain an orderly and efficient educational system; and
- (3) to take any action under the authority granted to school corporations and their governing bodies by IC 20-26-3 or by any other statute.

General Rules of Conduct

Local Rules Adopted by the FLCS Board of School Trustees and/or Indiana Code 20-33-8 Suspension, Expulsion, and Student Discipline

Sec. 14. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

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

A. Student Misconduct and/or Substantial Disobedience

Examples of student misconduct and substantial disobedience include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/ or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit to the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be

referred to law enforcement authorities.

25. Engaging in pranks that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of students;
 - d. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - e. violation of the school corporation's responsible use of technology policy or rules;
 - f. violation of the school corporation's administration of medication policy or rules;
 - g. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives publication of it to students and parents in the principal's school building.

B. Bullying

Bullying behavior toward a student by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. Frankton-Lapel Community Schools will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means 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 and created for the targeted student an objectively hostile school environment. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the

building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Frankton-Lapel Community Schools will make efforts to educate students and parents about bullying and, in particular, how to combat it. Both in the education and the implementation of this policy, Frankton-Lapel Community Schools will involve parents as appropriate.

1. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
2. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
3. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

LEGAL REFERENCE: I.C. 20-33-8-0.2 I.C. 20-33-8-13.5

C. Possessing A Firearm or a Destructive Device

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

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:
 - a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that is in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted
 - c. a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school

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

F. Legal Settlement

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

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE:

I.C. 20-33-8-1 et seq.
I.C. 35-47.5-2-4

I.C. 35-35.5-2-86
I.C. 35-47-1-5

DRUG, ALCOHOL, AND TOBACCO EDUCATION AND TESTING PROGRAM

The Board of School Trustees of Frankton-Lapel Community Schools recognizes the health risks and dangers associated with the use of unlawful, illicit drugs, alcohol, and/or tobacco products. Drug, alcohol, and tobacco abuse at school is a threat to the safety and health of both our employees and our students. It jeopardizes the efficiency of our operations and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, the contraction of associated diseases through the use of common or unsterilized paraphernalia, modification of behavior, death, or other conditions which substantially inhibit a person from performing to his or her fullest natural ability.

Drug, alcohol, and tobacco abuse are serious problems in today's society, and schools are not immune to such problems. It is statistically predictable and it is within our experience, that some students have used alcohol, tobacco products, or have experimented with "street drugs" such as marijuana and cocaine, or may do so during their middle or high school careers. Also, some student athletes may be attracted to the use of so-called "performance enhancing" drugs, such as various steroids, in misguided efforts to increase strength and endurance. Frankton-Lapel Community Schools recognizes that serious attention is being given to drug and alcohol abuse problems not only here, but in other school systems, in private business and industry, in government, and in the colleges throughout the country.

Wide publicity continues to be given to testing and education programs being implemented at all levels. The most recognizable are associated with mandatory testing programs established in the Olympics, professional sports leagues, and the National Collegiate Athletic Association. Equally wide publicity is given at times to those individuals who are declared ineligible due to positive test results or continued abuse of these harmful substances.

The athletic and related programs of Frankton-Lapel Community Schools are an integral part of the school system and the community. The recognized value of participation to a student's personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in such programs, but believes the opportunity for such participation is not an absolute right. Rather, it is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student and his/her custodial parent or guardian to submit to testing for the use of drugs, alcohol, and tobacco if selected in accordance with these procedures.

The random drug testing program adds a new dimension to the athletic and student conduct codes already established by the school to guide student conduct. The education and testing program is intended to be a helpful part of the overall physical and mental education and conditioning program of Frankton-Lapel Community Schools. The program is intended to be primarily a medical diagnostic aid in disclosing possible drug related problems and as an extension of our regular drug

education program. However, as indicated by the risks outlined in the opening paragraph, drug use is inconsistent with the purposes of participation in interscholastic athletics and other events and programs, and with the purposes of the school in general. The program, therefore, includes appropriate procedures for dealing with such problems in areas which the schools have been given legal parameters to implement such policies.

Program Implementation

The program will be applied to all high school and jr. high school interscholastic sports teams, male and female, and is intended for all students who try out for or become members of a Frankton-Lapel Community Schools interscholastic athletic team. This includes students who try out for or become members of all cheerleading squads. Such students shall be referred to herein, collectively, as “student athletes”.

Student athletes are respected and admired by a large segment of the school and the community. Accordingly, in order to participate in athletics as representatives of the school, these student athletes are expected to hold themselves as good examples of conduct, sportsmanship, and mental and physical training, which includes avoiding the use of unlawful, illicit drugs, alcohol, and tobacco products. A student athlete who uses such items is a danger to himself/herself, his/her teammates, and his/her opponents. Frankton-Lapel Community Schools will offer eligibility for participation only to individuals who are drug free, and student athletes are entitled to drug free participation by their teammates.

In addition to those students described above, the school will test any student who volunteers to participate in the program as well as students under the age of eighteen (18) whose parents wish to have them included in the program at the parent’s expense. Students and parents must provide the school with their consent to participate in writing. (See Appendix A) The results of these tests will be shared only with the parents, and will be exclusively for the purpose of identifying students who may be in need of assistance. Once consent is given for testing on a voluntary basis it shall be in effect for the remainder of the student’s FLCS career, unless specifically revoked in writing.

Students who elect to participate will receive instruction in the dangers of drug, alcohol, and tobacco use as a part of the program to educate and encourage students to respect their bodies, to develop and pursue both mental and physical abilities, and to continue throughout their lives to participate and exercise in a healthy, drug free environment. The elimination of drug and alcohol abuse shall be a part of this program.

The implementation of this program shall not affect the policies, practices, or rights of Frankton-Lapel Community Schools in dealing with drug, alcohol, or tobacco possession or use where reasonable or probable cause is obtained by means other than the random sampling provided herein.

1. The principal or designee will require the attendance of all prospective participants at one or more drug education sessions. Each student will receive a copy of this program. This program shall be explained to all such prospective participants, and an educational presentation shall be made in order to acquaint these students with the harmful consequences of substance abuse.
2. Each prospective participant shall receive a consent form, a copy of which is attached hereto, which shall be dated and signed by the student and by a custodial parent or guardian before such student or athlete is allowed to practice or participate in any activity of the organization or team. The consent shall be to provide, at any time requested, a urine sample to be tested for drugs, alcohol, and tobacco.
3. The selection of students to be tested will be conducted by the building principal or designee. Selections may occur at any time during the “season,” including conditioning, tryouts, and Saturday practice sessions. At the beginning of each season or grading period for non-athletes, each student will be assigned a number. One cross-referenced list of names and numbers will be maintained by the principal or designee and shall be secured in the school safe until the designated day of testing. The school nurse shall use this list to assist in verification of identification during the collection of samples. The selection of students to be tested shall be done by number on the evening preceding the

test.

4. There will be an announcement on the day of the test of the numbers selected. If the participant has not been tested by noon, the principal or designee determine if the participant is absent from school. If the absence is unexcused, the student will be ineligible for participation until the next testing date and will be automatically tested on that date. If the absence is excused, the student may continue to participate but will be tested on the next date. Refusal to provide the sample will be treated as a positive test result.
5. The collection of samples will be done in a non-offensive manner which insures the integrity of the sample. (See Appendix B) The school official or vendor employee who supervises the sample collection will not physically observe the giving of the sample which will take place in a secured enclosure. Recordation of appropriate information to insure a proper chain of custody record will begin at the time the sample is collected, including verification signatures by both the student and the supervising official. The samples will then be turned over to the testing laboratory, and each sample will be tested for alcohol, tobacco, unlawful drugs as sited in the controlled substance provisions under Indiana state law, and, if necessary, performance enhancing drugs known as steroids. Testing shall be done by a competent and accredited laboratory selected by Frankton-Lapel Community Schools.
6. The results of the test shall be reported to the school nurse who is responsible for contacting the student and his/her parents regarding the test results. If the test is positive, the nurse will determine if there are any medical explanations for the substance to be in the student. If the participant is taking any over-the-counter or prescription medication which may contribute to a positive test result, it would be in the student's best interest for that student and the student's parent or guardian to inform the school nurse of this fact at the time of the taking of the urine sample. If the nurse verifies that there is no medical reason for the positive result, he/she will contact the principal or designee, who will then contact the student and the student's parent or guardian.
7. All test results shall be kept by FLCS. The student who tests negative will be notified within five (5) days of the receipt of the information. Positive test results without medical explanation shall be made known only to the principal or designee, the student, and the student's parent or guardian. The principal or designee shall maintain a record of occurrences for the duration of a student's jr. high and high school career. These records shall be destroyed at the beginning of the school year immediately following a student's graduation from high school. These records shall not become a part of the student's permanent record, nor shall they be transferred if a student leaves the corporation to attend another school. If a student is, or would have been declared ineligible for participation at Frankton-Lapel Community Schools, this information will be sent to the receiving school.
8. If any participant under this program is determined to be "positive" by the laboratory and the school nurse, the student and the student's parent or guardian shall be advised of the test results, told of the type of substance which was found, and the health hazards involved in the use of such substance. If the student, or the student's parent or guardian desires, they may request to have the remaining portion of the sample, if any, re-analyzed by any accredited testing facility of their choice. Such request must be received by the principal or designee within twenty-four (24) hours of the first notification. The student and the student's parent or guardian shall bear the responsibility and the cost of testing done at their request. The school shall only be responsible for initial testing, re-analysis,

and/or any other test required by the school through this program. Frankton-Lapel Community Schools reserves the right to continue testing at any time during the practice or participation “season” of any activity in which a student participates throughout the remaining school year for any student who tests “positive” and did not supply satisfactory explanation for this result. **IN ADDITION, FRANKTON-LAPEL COMMUNITY SCHOOLS RESERVES THE RIGHT TO TEST ANY STUDENT PARTICIPANT WHO AT ANY TIME EXHIBITS BEHAVIOR OR APPEARANCE THAT ESTABLISHES REASONABLE OR PROBABLE CAUSE TO SUGGEST DRUG, ALCOHOL, OR TOBACCO USE.**

9. A part from this drug testing program, the coaching staff and sponsor of each sport or activity may establish additional training and participation rules and requirements which include prohibitions concerning the use of drugs, alcohol, and tobacco. Coaches and sponsors have the necessary authority to enforce these rules. It is the purpose of this program to prevent participation while the student has drug residues in his or her body for the protection of the student, other participants, and members of the public. It is also the purpose of this program to educate, help, and direct student participants away from drug, alcohol, and tobacco abuse and toward a healthy, drug-free style of participation.
10. Any athlete or cheerleader testing positive for drug, alcohol, or tobacco use will be assessed the penalties imposed under the Athletic Code.
11. The fact of testing and the results of testing of any student shall not be made known to any school official other than as above stated, and no student shall be expelled, suspended, or disciplined as a result of any “positive” test result obtained through the testing program other than as stated herein.
12. Being a student participant is considered a privilege and not a right. Training rules and other participation rules are not to be broken. Any student who violates these rules by testing “positive” without satisfactory explanation will be subject to appropriate consequences as established herein.

APPENDIX A
DRUG, ALCOHOL, AND TOBACCO TESTING PROGRAM CONSENT FORM

I have received and have read and understand a copy of the “Frankton-Lapel Community Schools Drug, Alcohol, and Tobacco Education and Testing Program.” I,

Student’s Name

desire to participate in this program and in the athletic programs of Frankton-Lapel Community Schools and do hereby, voluntarily agree to be subject to its terms. I accept the method of obtaining urine samples, testing, and analyses of such specimen, and all other aspects of this program. I, the student, agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for in this program. This consent is given pursuant to all state and federal privacy statutes, and is a waiver of rights to nondisclosure to such test records and results only to the extent of the disclosures authorized in the program.

Date _____

Student Signature

**Custodial Parent or Guardian Signature

** The parent or guardian must sign if the student is less than eighteen (18) years of age.
Signature by Custodial Parent or Guardian indicates consent for child or ward to participate in Drug, Alcohol, and Tobacco Testing Program.

APPENDIX B
DRUG, ALCOHOL, AND TOBACCO TESTING PROGRAM URINE COLLECTION
PROCEDURES

Procedures must provide for the collection site to be secure. Chain of custody forms must be properly executed by authorized collection site personnel upon receipt of specimens. The handling and transportation of urine specimens from one authorized individual or place to another must always be accomplished through the use of chain of custody procedures. No unauthorized personnel shall be permitted in any part of the collection site where urine specimens are collected or stored.

Collection Procedures

Procedures for providing urine specimens must allow individual privacy unless the agency has reason to believe that a particular individual may alter or substitute the specimen to be provided. Agencies must take precautions to ensure that a urine specimen has not been adulterated or diluted during the collection procedure and that all information on the urine bottle and in the log book can be identified as belonging to a given individual. To ensure that unadulterated specimens are obtained, the following procedures outline the minimum precautions that shall be taken during the collection of urine specimens:

1. At the collection site, toilet bluing agents shall be placed in the toilet tanks, wherever possible, so the reservoir of water in the toilet bowl always remains blue. There should not be any other source of water (e.g., shower, sink, etc.) in the enclosure where urination occurs.
2. Upon arrival at the collection site, the collection site person may request the individual to present some type of identification. If the individual does not have proper identification, this shall be noted on the chain of custody form. If the individual fails to appear at the assigned time, collection site personnel shall contact appropriate authority to obtain guidance on action to be taken.
3. The collection site person shall ask the individual to remove any unnecessary outer garments (e.g., coat, jacket) that might conceal items for substances that could be used to tamper with or adulterate his/her urine specimen. Also, all personal belongings (e.g., purse, briefcase) must remain with the outer garments; the individual may, however, retain his/her wallet. The collection site person shall note any unusual behavior or appearance.
4. The individual shall be instructed to wash and dry his/her hands prior to urination.
5. After washing hands, the individual shall remain in the presence of the collection site person and not have access to water fountains, faucets, soap dispensers, or cleaning agents.
6. The individual may provide his/her specimen in the privacy of a stall, or otherwise partitioned area that allows for individual privacy. The collection site person shall note any unusual behavior by the individual.
7. If the collection site uses a public restroom, the following procedures should be followed:
FEMALES: A female collection site person should accompany the individual into the public restroom. Toilet bluing should be placed in the toilet bowl. The individual should be asked to void into the disposable specimen container and asked not to flush the toilet. A disposable collection container with a wider mouth may be used to collect the urine. The sample is then transferred to the collection container by the individual. The collection site person remains in the restroom but outside the stall until the urine specimen is collected and handed to the collection site person by the individual. The

collection site person should flush the toilet and continue on with the chain of custody procedures.

MALES: A male collection site person should accompany the individual into the public restroom. Toilet bluing should be placed into the urinal or the toilet bowl, whichever is being used. The individual should be asked not to flush the toilet. The collection site person remains in the restroom but outside the stall until the urine specimen is collected and handed to the collection site person by the individual. The collection site person should flush the toilet and continue on with the chain of custody procedures.

8. Upon receiving the specimen from the individual, the collection site person will determine that it contains at least sixty (60) milliliters of urine. If there is not sufficient urine in the container, additional urine should be collected. The individual may be given reasonable amounts of liquid (e.g., a glass of water). If an individual fails, for any reason, to provide the necessary specimen, collection site personnel shall contact appropriate authority to obtain guidance on action to be taken.
9. After the specimen has been provided and submitted to the collection site person, the individual should be allowed to wash his/her hands.
10. IMMEDIATELY after collection, collection site personnel shall measure the temperature of the specimen and conduct an inspection to determine the specimen's color and signs of contaminants. Any unusual findings resulting from the inspection must be included on the chain of custody form. The time from urination to delivery of the sample for temperature measurement is critical and in no case should exceed four (4) minutes. If the temperature of the specimen is outside the range of 32.5 - 37.7°C/90.5 - 99.8°F, this gives rise to reasonable suspicion of adulteration/substitution, and another specimen should be collected under direct observation and both specimens forwarded to the laboratory. Any specimen suspected to be adulterated should always be forwarded for testing. When reasonable suspicion is established, the second specimen must be obtained.
11. Both the individual being tested and the collection site person should keep the specimen in view at all times prior to its being sealed and labeled. If the specimen is transferred to a second container, the collection site person shall request the individual to observe the transfer of the specimen and the placement of the tamper proof seal over the bottle cap and down the sides of the bottle. The collection site person will place the identification label securely on the bottle.
12. The identification label should contain the date, individual's specimen number, and any other identifying information provided/required by the Agency. The individual shall initial the label on the specimen bottle.
13. The collection site person will enter the identifying information in a ledger. Both the collection site person and the individual shall sign the ledger next to the identifying information.
14. The individual shall be asked to read and sign a certification statement regarding his/her urine specimen.
15. The collection site person shall complete the appropriate chain of custody form.
16. The urine specimen and chain of custody form are now ready for shipment. If the specimen is not immediately prepared for shipment, it must be appropriately secured during temporary storage.

NOTE: While performing any part of the chain of custody procedures, it is essential that the urine specimen and custody documents be under control of the involved collection site person. If the involved collection site person must leave his/her work station momentarily, the specimen and custody form must be taken with him/her or must be

secured. After the collection site person returns to the work station, the custody process will continue. If the site person is leaving for an extended period of time, prior to leaving the site, the specimen should be packaged for mailing.

Collection Control

Collection site personnel shall always attempt to have the container or specimen bottle within sight before and after the individual has urinated. The containers shall be tightly capped, properly sealed, and labeled. A chain of custody form approved by the Agency shall be utilized for maintaining control and accountability from point of collection to final disposition of specimens. With each transfer of possession, the chain of custody form shall be dated, signed by the individual releasing the specimen, signed by the individual accepting the specimen, and the purpose of transferring possession noted. Every effort should be made to minimize the number of persons handling specimens.

Transportation to Laboratory

After collection of urine specimens, collection site personnel shall arrange to ship the specimens to the drug testing laboratory.

CODE OF CONDUCT FOR STUDENT/ATHLETES REGARDING DRUGS, ALCOHOL, AND/OR TOBACCO

Consequences of Usage/Possession/Admission of Guilt/Positive Test Result: A student/athlete who admits guilt of usage or is in the possession of or tests positive for drug and/or alcohol/tobacco use, will be subject to the following:

1. a) First Offense. The student/athlete shall be suspended from participating for fifty (50) percent of the sport's season calendar events. If violation occurs near the end of a sport's season, the penalty may carry over to the student/athlete's next sport season. If any offense occurs during the off-season, the penalty would begin at the beginning of his/her next regular season. The building principal, or his/her designee, in consultation with the Student Support Department, may reduce the suspension to twenty (20) percent of the athletic season only if,
 1. The student/athlete agrees to complete the FLCS student support program and follows his/her recommendations and completes 20 hours of community service under the direction of the activities director, or
 2. The student/athlete and parent or guardian agrees to a drug and alcohol assessment provided at a state approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations and completes 20 hours of community service under the direction of the activities director. The parents or guardians will pay for the assessment.
- b) Second Offense. The student/athlete will be suspended from participation in IHSAA athletic activities for one (1) calendar year from the day the violation is confirmed and must submit to periodic drug testing during the suspension.
- c) Subsequent Offenses. The student/athlete will be suspended from participation in athletic activities for one (1) calendar year after the second offense has been completed and must submit to periodic drug testing during the suspension period. Suspensions cannot overlap.
- d) Refusal. A student/athlete who refuses to submit to a chemical test when required to do so shall be subject to suspension from the athletic program as prescribed in 1.a), 1.b), or 1.c) as determined by the student/athlete's discipline record. If the student/athlete fails to complete the chemical test, he/she shall be deemed as having refused to take the random

- drug test.
- e) Probationary status may be placed on those student/athletes who are in the company of students who are violating the drug, alcohol, and tobacco policy. The disciplinary action taken will be determined by honesty of student/athlete, cooperation, and parent involvement. The coach and administration will together arrive at a fair and equitable decision. The second time that a student/athlete is placed on probation, the athletic director on the basis of probable cause, may ask that the student/athlete be tested (parent cost).
 - f) Offenses will accumulate during the two (2) years the student/athlete is in Junior High School and for the four (4) years the student/athlete is in High School. Junior High offenses will not carry over into High School.
2. Test Results and Parental Notification. All test results of the student/athlete will be reported to the school administration. The school administration will notify parents and student/athlete of the test results. It is the responsibility of the athletic director to enforce the suspension of athletic privileges. The results of all testing shall remain confidential and no record of the student/athlete's test will be made a part of his/her permanent record. In the event a student/athlete has a positive test, he/she shall be subject to future testing with probable cause at the discretion of the athletic director for the next calendar year.
 3. Consent Form. The consent form is covered in the corporation's policy.
 4. All coaches shall enforce the Athletic Code.
 5. The Code of Conduct is in force 365 days a year.

ACADEMIC REQUIREMENTS FOR ATHLETIC ELIGIBILITY

To be eligible for athletic participation, a Frankton-Lapel Community Schools student must pass at least 70% of the maximum number of full credits (or the equivalent) that a student can take and must be currently enrolled in at least 70% of the maximum number of full credit subjects (or the equivalent) that a student can take (IHSAA Rule 18-1). Semester ending grades take precedence. Student's who do not meet these academic requirements may attend practice during the period of ineligibility but may not participate in contests.

Maximum Classes	4	5	6	7	8
Must Pass	3	4	5	5	6

SCHOOL SUSPENSION AND SCHOOL ASSIGNMENT AND/OR TESTS

Suspended students are to turn in all make-up work to the attendance office when they report to the attendance office on the first day of return from suspension. Homework not turned in at this time will receive a grade of zero.

Suspended students are to take all tests scheduled during a period of suspension during the first class session or the first available resource period. This is at the discretion of the teacher. Tests not taken during this time will receive a grade of zero.

Suspended students are to take all tests scheduled on the first day class meets upon return from a suspension. Tests not taken at this time will receive a grade of zero.

DRESS CODE

Cleanliness and proper dress are important in setting the pattern of school and social conduct. There is considerable evidence to indicate a close relationship between pupil dress and behavior.

Student dress and grooming are the responsibility of the student and his/her parents or guardians, unless the building principal or designee determines there is a definite safety or health hazard, a hindrance to the educational processes, or a case of obscenity. Health considerations

require the wearing of footwear. Students are expected to dress appropriately for school and all school functions.

The above points are made in order to protect the schools from a material and substantial disruption because of the appearance of the students, and to insure that the rudiments of decency in appearance and morals will be exhibited within the schools.

EMERGENCY CARDS

The school requires an emergency card to be filled out for each student. The card should include a description of any health problems that your child has and the name and phone number of someone who can be reached if an emergency occurs and you are not available. This information is very important. It is the parent's responsibility to keep this information up to date.

ENROLLING IN SCHOOL

When a student initially enrolls in a Frankton-Lapel school, he/she shall provide the following information:

1. name and address of last school attended,
2. birth certificate or other reliable proof of the student's date of birth, and social security number,
3. health record, including immunization records,
4. verification of student's parents, guardians, or custodians,
5. transfer students need verification of address within FLCs boundaries in the form of rental receipts, utility deposit receipts, mortgage receipts, etc.

Students are to enroll at the school of attendance and complete the appropriate enrollment forms.

GRADING SYSTEM AND CURRICULUM

The school year is divided into four (4) - nine week grading periods for grades K-12.

The primary purpose of grades and grading is to assist teachers, parents, and students in better assessing the education levels achieved by the students and in planning for future experiences. The Board recognizes that no one system of grades or grading has thus far achieved total communication between the home and the school. The Board encourages effective communication between the home and school. One aspect of effective communication would be the development of positive attitudes toward the school environment by students and parents.

The kindergarten report card will reflect the child's progress in relationship to the educational objectives. The student's parents will be notified as to when the objectives have been introduced and mastered.

The grading scale for all grade levels is as follows:

- A - Excellent
- B - Above Average
- C - Average
- D - Below Average
- F - Failure
- S - Satisfactory
- U - Unsatisfactory
- P - Passing
- NP - Not Passing

Student classification:

Credits

Class

0 - 10	Freshman
11 - 21	Sophomore
22 - 31	Junior
33+	Senior

ENROLLMENT IN A CAREER CENTER REQUIREMENTS

A student enrolling in an area career center shall meet the following requirements:

1. The student must be at least an eleventh grader, determined by the number of credits earned. Student must have completed 2 years (4 semesters) of high school and must have earned at least 24 credits. Twelve of those credits must be in math, science, English, health, and physical education.
2. The student must meet all prerequisites of the area career center and the student must have taken all related courses offered by the sending school.
3. The student must have a 2.0 grade point average on a 4.0 scale at the end of the tenth grade or eleventh grade if enrolling for a first year or second year area career center program.
4. The student must have been in compliance with the school corporation's attendance policy and tardy policy during the ninth, tenth, and/or eleventh grade.
5. The student must have a record of good student citizenship.
6. A student that does not meet the requirements and still wishes to enroll in career center must submit a letter of understanding explaining a plan of action that will help them to be successful. The Guidance Department and Principal will make a final determination based upon the best interest of the student.
7. The student must remain in the same program if enrolling in the career center for a second year.
8. A student that does not maintain the above standards will forfeit their opportunity to attend career center. That student will be reassigned back to Frankton-Lapel Community Schools.
9. The student must certify that they have transportation to and from the area career center.

GRADUATION CREDIT REQUIREMENT

Students must pass the Graduation Qualifying Exam (GQE) in English/Language Arts and Math. If the student does not pass, there will be multiple opportunities through grade 12 to retake the assessment. Students must also complete a minimum of 42 credits and earn one of the three FLCS diplomas in order to graduate. Students may receive a waiver from passing the GQE if they meet all of the state approved waiver criteria.

The graduation examination is part of the Indiana Statewide Testing for Educational Progress (ISTEP+) Program. ISTEP+ tests basic skills, including multiple choice questions, and applied skills, including short answer or essay questions and the solving of arithmetic or mathematical problems. A student receives a single score that reflects the student's knowledge of basic skills and the student's ability to apply those skills to the tasks the student will face after high school. This combination of basic and applied skills distinguishes the Indiana graduation examination from the basic skills tests in use in other states. If you have questions, please contact your school principal and/or guidance counselor.

HEALTH RECORDS AND IMMUNIZATION GUIDELINES

When a child enrolls in the school corporation for the first time or any subsequent time and at any level, his/her parent/guardian must show either that immunizations have been received at recommended levels or a medical objection to immunization is on file. A medical or religious

exemption must be filed annually with the school corporation. In the event of an outbreak of a communicable disease for which children should be immunized (e.g., measles), exempted students may be excluded from school for the duration of the outbreak. Children with less than the required immunizations may remain in school only if they have started on a specific schedule of immunizations approved by a physician or the local health department immunization program. A schedule must be provided with this information.

SELECTED CONTAGIOUS DISEASE REGULATIONS

ALL CASES OF CONTAGIOUS DISEASE SHALL BE REPORTED TO THE SCHOOL ADMINISTRATOR IMMEDIATELY.

MENINGITIS

Symptoms-sudden onset of fever, headache, vomiting, chills, delirium, stiff neck and muscle spasms.

Incubation period - 2-10 days.

School procedure-exclude until permit from doctor.

RINGWORM (scalp)

Symptoms-round, scaly patches of brittle or falling hair, itching, occasionally pus formation.

Incubation period - 10-14 days.

School procedure-may be in school if under treatment-need physician's permit.

RINGWORM (skin)

Symptoms-flat, spreading ring shaped lesions.

Incubation period - 4-16 days

School procedure-the child may remain in school if under treatment.

ATHLETE'S FOOT

Symptoms-blisters and scabs, or raw, inflamed, itching surfaces, especially between toes.

School procedure-keep out of showers.

FIFTH DISEASE

Symptoms-low grade fever, facial rash ("slapped cheek" appearance) and a lace-like rash on the body.

Incubation period - 4-20 days.

School procedure-may remain in school unless temperature is 100 degrees or above or has vomiting.

SCARLET FEVER (Symptoms also of scarlatina and strep throat)

Symptoms-Sudden fever, sore throat, vomiting, rash (fine red goose flesh on a red background) appearing on areas of warmth first.

Incubation period - 1-3 days.

School procedure-may return to school after 48 hours of antibiotics and normal temperature.

PINK-EYE

Symptoms-Red, swollen lids, a creamy discharge, itching, painful; discharge usually causes eye to be matted in the morning on awakening.

School procedure-may return to school after treatment by physician and the eye(s) clear.

IMPETIGO

Symptoms-Blisters, crusts, scabs on exposed parts of body.

School procedure-may return to school after treatment by physician if covered and not draining.

SCABIES

Symptoms-Itching, especially between fingers and toes.

Incubation period - 2-6 weeks.

School procedure-may return to school after treatment by physician.

HEAD LICE

Symptoms-Itching of scalp, nits on hair shaft.

School procedure- If at all possible and at the discretion of the school nurse, students should not be excluded from school for the management of head lice. It should not disrupt the educational process of the student. The need to exclude students from school will be determined on a case by case basis.

CHICKEN POX

Symptoms-Slight fever, fatigue, round red spots becoming clear blisters and finally scabbing.

Incubation period - 10-21 days.

School procedure-must remain out of school 7 days after breaking out or until vesicles become dry (crusted).

MONONUCLEOSIS (Epstein-Barr virus)

Symptoms-Fever, swollen glands, sore throat, abnormal blood tests.

Incubation period - 30-50 days

School procedure-may attend school unless prevented by the severity of their symptoms.

SENT HOME FROM SCHOOL

By the school nurse or clinic personnel with a temperature of 100 degrees or more and/or after the child's symptoms are assessed.

CARDINAL RULE

After any illness, your child should be free of fever for 24 hours before returning to school.

HOMEWORK POLICY

Homework is an integral part of a student's learning process that provides the student with an opportunity to continue his/her learning outside the classroom. It provides the student with an opportunity to review, reinforce, practice and master skills. Through this experience, a student learns how to develop the life-time learning skills of organization, self discipline and responsibility. Also, a student can become interested and excited about learning as he/she pursues special interests, develops priorities and develops his/her own learning pace. In order for homework to be an effective part of the learning process, a tripartite relationship must exist among the teacher, student and parent. The teacher is responsible for developing homework assignments that are meaningful, appropriate, precise and reasonable. The assignment should supplement the classroom activities and allow for application of the learning objectives. Assignments should be regularly evaluated and used as a basis for developing learning experiences, including what needs to be reviewed in the classroom during the school day. The students and parents are responsible for supporting a homework attitude that is conducive for

learning. They should work together to establish a regular setting for accomplishing homework assignments. Communication between the student and parent should provide an impetus for communication to the teacher regarding the student's progress in the school.

STUDENT INSURANCE COVERAGE

Students are offered an insurance program to cover them while at school. We recommend that you purchase this insurance as the school corporation has no insurance coverages for students who are injured at school or for students who participate in school sponsored activities.

LUNCH PROGRAM

Each school in Frankton-Lapel Community Schools has its own cafeteria. The daily lunches are prepared by the cafeteria manager and a well-qualified staff. Elementary students may purchase the school lunch or bring their lunch. Junior and senior high school students may choose the prepared lunch, ala carte items, or bring their own lunch.

The prices of school lunches vary. Information concerning the price of school lunches may be obtained by contacting the respective school. Applications for the free or reduced lunch program may be obtained by contacting the respective school.

The menus at each school are planned by the district supervisor for food services according to state guidelines and the students' nutritional needs.

MADISON COUNTY OSS PROGRAM

In situations where the student has committed acts that qualify for suspension, students in grades 7-12 may be assigned to the Madison County O.S.S. Program as an alternative to the standard suspension procedure at the discretion of local building administration. Students suspended from school and assigned to the program are to report to the designated location on an initial day of suspension, and from there to complete school work at a location designated by the program. Each day of the suspension thereafter shall be served at that designated location. Students under 18 years of age are required to be accompanied by a parent or guardian who shall provide transportation. Students are required to provide their own books and materials necessary to complete daily school assignments and will remain under the supervision until they are released on each day of suspension. The student receives credit for work completed during the period of the suspension. The amount of credit to be given is determined by the school officials sending the student. The student shall be released to the parent, guardian or custodian of the student. Failure to comply or satisfactorily complete this program may result in further consequences, including a multiple day out-of-school suspension.

MEDICATION

It is the policy of Frankton-Lapel Community Schools to administer medications during school hours only when it is necessary to provide a student access to his educational program.

1. Medications must be brought to the office upon arrival at school.
2. A medication form must be signed and completed by the parent/guardian of the student who is to receive medication.
3. Medications must be in the original container/package with pharmacy label and student's name. The pharmacy label can serve as the written order of a practitioner.
4. All medications are kept in locked areas and only designated adult office personnel will dispense the medications.
5. A medication record system is maintained which includes the child's name, date, time, dosage, route and signature of person giving the medication or supervising the child in

self-administration.

6. The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication. If the parent does not pick up the medication by the end of the school year, it will be disposed of.
7. It may be determined by the school nurse, in conjunction with parent/guardian, whether a student is responsible enough to take home any unused or discontinued medication.

EDUCATIONAL RECORDS

During a student's career, Frankton-Lapel Community Schools collects and records data concerning the student. The school corporation recognizes that collecting, maintaining, and preserving the rights of privacy of the student and parents is equally essential. Disclosure of the data to the student or parents provides the student or parents a right to correct inaccurate data. Directory information: i.e., student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activity or sport, weight, height, and dates of attendance, shall be made available to appropriate organizations. Parents who do not want directory information released shall notify the school in writing within the first 20 days of the school year.

TEXTBOOK AND MATERIALS FEES

In order to maintain a quality educational program, the Board has established a schedule of fees to be charged for textbook rental and supplies provided by the school corporation. These fees shall be established within the limits provided by law and shall be maintained at the minimum level necessary to assure continued excellence. Textbook and material fees are to be paid to the school bookstores at the beginning of the school year.

VISITORS

All visitors must report to the school office to sign in and get a pass when they enter the building. Parents are always welcome, but please make an appointment to see a teacher, principal, or to visit class. Students are not permitted to bring visitors to school.

WEATHER AND/OR EMERGENCY CLOSINGS

The absence of an announcement normally indicates school will be in session and buses will operate as usual. Severe bad weather or emergencies often require emergency announcements. A survey of the weather and road conditions will be made and a report given to the school officials. Indianapolis TV stations 6 (WRTV), 8 (WISH), 13 (WTHR) and 59 (WXIN) will announce any emergency information as soon as they receive it. Additionally, parents will receive weather and/or emergency notifications through the corporation's automated dialing system. Please do not call the superintendent or building principals as you may tie up their telephones and prevent proper notification to TV stations, bus drivers, and personnel.

Early morning closing and/or delay announcements will be made as soon as possible, but usually not later than 6:30 a.m.

IMPORTANT!!!! Prearranged plans should be made by parents who are not home during the day should school be dismissed early due to an emergency. Make certain your child and school personnel know this information.

WITHDRAWING FROM SCHOOL

Parents of students who are withdrawing from school should report to their school office to complete the proper forms. Exit interviews are required for students who are at least 16 years old but under 18 years of age who do not plan to enroll in another school (I.C. 20-33-2-9). Exit

interviews are scheduled through the building principal.

NONDISCRIMINATION

Frankton-Lapel Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Assistant Superintendent of Schools at 7916 W. 300 N., Anderson, IN, 46011-9129, or 765-734-1261. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Nondiscrimination on the Basis of Sex

A learning and working environment that is free from sexual harassment will be maintained. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students or staff, through conduct or communications of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student or to another staff member, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sex oriented verbal "kidding," abuse, or harassment;
2. Pressure for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who alleges sexual harassment by any staff member or student in the school corporation may complain directly to his/her immediate supervisor, building principal, or to the superintendent. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a school corporation staff member will subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school corporation will subject that student to disciplinary action, including suspension or expulsion, consistent with student disciplinary policies.

EQUAL OPPORTUNITY STATEMENT

Frankton-Lapel Schools has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, handicapping condition, and national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the following persons: Title IX Coordinator (sex), Assistant Superintendent, 7916 W 300 N Anderson, IN 46011 765.734.1261, Section 504 Coordinator (handicapped), Director of Special Education, 7916 W 300 N Anderson, IN 46011 765.734.1261. Any other information concerning the above policies may be obtained by contacting: FLCS Superintendent of Schools at 765.734.1261.

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within Frankton-Lapel Community Schools which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Any complaints arising under this policy may be submitted in accordance with the policy for parental [public] complaints.

LEGAL REFERENCE: 20 U.S.C. 1232h(a)

STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS

No student shall be required without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating, and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

LEGAL REFERENCE: 20 U.S.C. 1232h(b)

NETWORK/INTERNET

Frankton-Lapel Community Schools (FLCS) Employee and Student Responsible Use Policy (RUP) - 14-1210

1. **FLCS Network and Internet Access** - FLCS network and Internet access is provided to FLCS students and employees subject to the terms and conditions found in this document. The purpose of the access is to facilitate communications in support of research and education. The

educational value of student Internet access is the joint responsibility of students, parents, and FLCS staff. Students utilizing FLCS networks and Internet access must first have the permission of and be supervised by FLCS' professional staff. FLCS filters Internet access to limit access to material that would violate the terms of this policy, but these technical methods are not a foolproof means of enforcing these provisions. Unauthorized use may result in the cancellation of network privileges and additional disciplinary action.

2. Responsible Use - The use of the FLCS network and Internet must be in support of education and research which is consistent with the educational objectives of FLCS. Use of another organization's network or computing resources must also comply with the rules appropriate for that network. The following uses of the FLCS networks or Internet access are prohibited:

- a. **Program Access:** Students are not to access any program or part of a program not assigned by an FLCS staff member. Students may not access any e-mail account other than the district approved e-mail system using FLCS computers unless granted an exception by school administration.
- b. **Storage Media:** Students are not to use a USB drive or other removable media without the direct consent of an FLCS staff member. All student file storage must be in their FLCS Google Drive.
- c. **User Accounts:** Do not login under another user's ID or access another individual's files, information, or software without prior authorization from an FLCS administration member. Keep all passwords secret and contact a staff member immediately if another person has learned a password. Do not vandalize, damage, disable, copy, or delete the files of others.
- d. **System Resources:** Do not use the network in a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to unnecessary printing, file storage, and high bandwidth activities. Students are not to stream audio or video unless instructed to do so by an FLCS staff member. Students and staff members are not to use network scanning tools of any type.
- e. **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette, being polite and using appropriate language. Do not use profanity, vulgarities, or other inappropriate, offensive, harassing, bullying, or stalking language or behaviors. All staff and student Gmail, Google Drive Documents, and Google Hangout chats are archived via Google Vault.
- f. **Copyrights:** Do not violate copyright laws or otherwise use the intellectual property of another individual or organization without the permission of the owner.
- g. **Online Activities:** Students may not purchase goods or services through the FLCS network. The network is not to be used for commercial activities, product advertisement, personal business, or political lobbying without approval of the FLCS Superintendent. Students are not to use social media sites (Facebook, Twitter, Instagram, etc.) in a manner that causes disruption to the educational

- program, or to abuse, threaten, harass, or bully another individual.
- h. **Personal Privacy:** Students may not reveal personal name, address, phone number(s), bankcard number(s), etc. or those of anyone else. Be cautious of unsolicited online contact and advertising. Report communications which cause suspicion or discomfort to an FLCS staff member.
 - i. **Unacceptable Uses:** Do not access, compose, upload, download, or distribute pornographic, obscene, or sexually explicit material or language. Do not use the network to violate any local, state or federal statute, or other school policy. This includes, but is not limited to, transmission of copyrighted material, threatening or obscene material, or material protected by trade secret. Immediately back out of any unacceptable web pages that are accessed and delete any unacceptable files and messages that are received. Report any such access, with as much information as possible, to an FLCS staff member so the Technology Department may be notified to correct the situation.
 - j. **Downloads:** Assume that all communications, programs, files, and any other information accessible via the FLCS network are private, copyrighted property and respect them as such.

3. Installations - All installations of software and hardware in FLCS are subject to the following requirements.

- a. Software - License requirements regarding the method and number of installations for all software programs will be strictly followed, including the registration of shareware programs. Software may be installed only by FLCS technology staff or their designee, and only under the following conditions: License requirements are met and must be presented upon request and approval is granted by a building administrator and district technology personnel. Staff may install education-related software on their individual workstations. Any educational software not provided by the Technology Department will be supported as time permits. No guarantees are made that any software package not first evaluated and tested by the Technology Department will work the FLCS workstations and software. Any non-educational software will not be supported by the Technology Department, and will be removed if adequate licensing cannot be produced or if the software is found/known to interfere with other software, cause system/network performance issues, or exhibit any other detrimental effects. Staff is not to install any software on student machines, all student software installations must be performed by the Technology Department. Student may install extensions and themes to their assigned Chromebooks/Google accounts only. Any extension or theme found to be inappropriate or compromising of the Chromebook or FLCS network will be immediately removed and blocked from use.
- b. Hardware - Non-FLCS hardware and peripherals may not be connected to FLCS computers unless approved by a building administrator and district technology

personnel. This includes, but is not limited to, printers, scanners, cameras, MP3 players, phones, and PDAs. No networking equipment may be connected to the FLCS network by non district technology personnel. This includes, but is not limited to, switches, hubs, routers, and wireless access points.

4. **Privileges** - The use of the FLCS networks and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district administrators, Technology Department, or their designee(s) will judge what constitutes inappropriate use, and their decision is final. The system administrators may deactivate an account at any time as required. Administrators, faculty, and other professional staff of FLCS may request the system administrators to deny, revoke, or suspend specific user accounts/passwords. Failure to follow these guidelines may also result in disciplinary consequences.

5. **Vandalism** - Vandalism will result in the removal of privileges and any additional disciplinary action deemed appropriate. Vandalism includes but is not limited to defacing, disassembling, or destroying any part of the technology hardware, software, or settings. Students are not to move any stationary equipment, including but not limited to lab and staff computers, monitors, networking equipment, data and power cables, and tablets and/or Chromebooks not specifically assigned to him/her without the consent of the Technology Department. Vandalism also includes any attempt to steal or damage data of another user, the FLCS network, or any other connected agency or network. Payment for the repair or replacement of damaged hardware or for services needed to undo software changes may be required of the offender.

6. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If a user feels able to identify a security problem on the FLCS network, the user must notify a supervising professional or a system administrator. Do not demonstrate the problem to other users. Students may not, under any circumstances, use another individual's account. Do not give any passwords to another student. Attempts to login to the system as another user may result in suspension or cancellation of user privileges. Attempts to login to the system as a system administrator will result in cancellation of user privileges. Users are prohibited from bypassing or attempting to bypass FLCS servers or internet filters by any means, including but not limited to use of proxies or other methods of anonymous website surfing. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the FLCS network and the Internet.

7. **Privacy** - Users should not expect that any files or messages stored on school-based computers or networks or cloud services will always be private. Access to computer hardware and software is provided to students and staff for the purpose of enhancing curriculum, instruction, and assessment, as well as promoting the efficiency of school operations. Any media produced, transmitted, or stored as a result of the technology system will remain the property of FLCS. Accordingly, FLCS reserves the right to inspect and monitor any and all aspects of the technology system at its sole discretion, including personal and/or work files, e-mail, phone systems, and other electronic transmissions, produced by or stored within the FLCS network or

cloud storage, including but not limited to files, emails and chats.

8. **Publishing** - Prior to publication on the Internet, home pages that are intended to represent any school or department of FLCS and those created as part of classroom or work assignments for the school district must be approved by Central Office Administration or its designee. Student names, images, or work may be published on FLCS web pages in support of educational goals. Parents and guardians may complete a form with the school office if they are opposed to such publication for their children. Student addresses and phone numbers will never be published on the web pages.

9. **Wireless Access** - As FLCS continues to deploy wireless network connectivity in its schools, access for non-FLCS-owned cell phones, laptops, tablets, and Chromebooks is approved for use. This approval would come from administration and/or district technology staff. While connected to the FLCS wireless network, the guidelines of this Responsible Use Policy still apply. FLCS reserves the right to search private equipment if there is reasonable suspicion that school policies are being violated, whether or not the equipment is connected to the wireless network. Any physical connection of non-FLCS equipment to FLCS equipment requires separate approval and is handled on a case-by-case basis. Student connection to the Internet other than through the FLCS networks, such as via a cell phone data plan or with a separate router, is never allowed.

10. **Disclaimer** - FLCS, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network and Internet access it is providing. Furthermore, FLCS is not responsible for:

- a. The accuracy, nature, quality, or privacy of information stored on any storage device, hard drives or servers, or cloud services, or of information gathered through the Internet access;
- b. Any damages suffered by a user, including but not limited to, loss of data resulting from delays or interruptions in service, computer viruses, or to personal property used to access computers, networks, or the Internet;
- c. Unauthorized financial obligations resulting from the use of the network or Internet.

PEST CONTROL

Frankton-Lapel Community Schools is committed to providing students and staff a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

This policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

ANSWERS TO QUESTIONS

Personnel within Frankton-Lapel Community Schools realize the importance of the responsibility they have in working with your child(ren) throughout the school year. This responsibility is not taken lightly.

A part of this responsibility pertains to answering questions you may have about the education of your child(ren). When you have questions, we want to help you find answers. The best way for you to find answers to your questions is to go straight to the source. This is what is commonly referred to as the Chain of Command.

By working within the Chain of Command, you are taking the direct route to seeking answers to your questions.

The Chain of Command usually works as follows:

When you have a question about a particular educational situation, ask the staff member who is most directly responsible. For example:

All activities associated with the classroom - Teacher, Principal, Superintendent

Other activities associated with the school - Principal, Superintendent

Extracurricular activities - Coach, Sponsor, Activities Director, Principal

School bus transportation - Bus Driver, Principal, Assistant Superintendent

These examples illustrate the appropriate steps you should follow when you have a question. By working through the Chain of Command, you are doing a service to your child, their school, and yourself.

Always remember: If you are not satisfied with the response you receive at one level, you may always go to the person at the next level of responsibility.

ADDITIONAL ELEMENTARY INFORMATION

SCHOOL TELEPHONE

We will make contact with the student for the parent in case of an emergency only. Children must ask to use the telephone at school and only in emergency situations will they be allowed to call home. Parents should limit the use of the school telephone to emergency situations also. Please have students check each morning before they leave home for lunch money, milk money, lunches, books and school assignments. Parents must be aware of dismissal times of after-school activities so they may be here promptly to provide transportation home.

ATTENDANCE

Please refer to Attendance Policy K-12 on pages 2-6 of this handbook.

PARENT VISITATION

Parents are encouraged to visit their child's school. Parents should make arrangements with their child's teacher(s) in advance of the visitation. Please limit visitations to not more than one hour, and make other arrangements for pre-schoolers so everyone may enjoy the visit. This will help ensure a fairly normal class day. All visitors must report to the school office when they enter the school building. Also refer to the Frankton-Lapel Schools student handbook concerning visitors.

If an adult wishes to eat lunch with a student, please call the school no later than 8:15 a.m. on the day the adult will be eating lunch. This enables the cafeteria staff to plan the amount of food to prepare.

ATHLETIC ELIGIBILITY POLICY

A conscious awareness of attaining the highest in academic achievement for each participant is a goal of Frankton-Lapel Community Schools sport's program. The eligibility rules for elementary students are as follows:

Athletes and cheerleaders must have received passing grades in **ALL** classes on the last report card before they are eligible to try out for a team or squad. A "U" (for unsatisfactory) is considered a failing grade. Any student receiving a failing grade or a "U" on a report card during the season of participation will be ineligible until all grades are passing as reported on the next three (3) weeks midterm report. At the end of the semester, the student must be passing all classes for the current six week grading period **AND** for the semester.

A current physical for the student athlete must be on file in the principal's office before try-outs or practice begins.

An elementary school student whose fourteenth (14th) birthday occurs before September 1 shall be ineligible for further interschool athletic competition. Those whose 14th birthday occurs on or after September 1 are considered eligible for the entire school year.

NOTES NECESSARY

The school requires a note from both sets of parents if a child wants to go home with another child. A note is also required when a student wishes to get off the bus at a different bus stop than normal. This assures us that parents will know when another child is coming home, and also that parents will know where their child is.

SCHOOL FOOD SERVICE

Frankton-Lapel Community Schools participate in the USDA Child Nutrition Programs. We are required to follow Federal guidelines when planning meals to meet the nutritional needs

of the children. In addition, the food service staff are required to follow food safety guidelines to insure that the food is safe and healthy.

Direct Certification is completed before each school year begins, in July, for those families who receive food stamps or TANF (Temporary Assistance for Needy Families) and a notification letter is mailed to the family. If you are Directly Certified, it is not necessary to complete an application.

If a family is not eligible for benefits through Direct Certification, they can apply for benefits by completing a new "Application for Free or Reduced Price Meals and Other Benefits". It is available in the school offices after July 1st, on the corporation web site, and at school registration.

Students who pay full price or reduced price for school meals have an option to prepay or pay daily. In the Elementary schools, the payments are collected in the classroom. The students in Middle School and High School give their payment to the cashier. Then the payments are recorded into the student's account. As the student goes through the lunch line, the purchase is recorded. To insure that no "overt identification" occurs, a student who has qualified for free benefits, also, goes through the lunch line, and the purchase is recorded in the same manner.

SCHOOL BUS CONDUCT AND SAFETY RULES FOR STUDENTS

1. The bus driver has the same relationship to the child as does the school teacher. It is his/her duty to maintain order on the bus at all times.
2. Obey the driver promptly and cheerfully. He/she is working for your safety and is your friend. Realize that he/she has a big responsibility and that it is your job to help.
3. Be careful in approaching bus stops, and walk on the left facing on-coming traffic where there are no sidewalks.
4. Do not stand or play on the road while waiting for the bus.
5. Do not destroy or damage surrounding property in any way while waiting for the bus (such damage results in the discontinuance of the bus stop).
6. Help keep the bus on schedule - **BE ON TIME!**
7. No pupil will cross a road to enter the bus or in any other manner attempt to enter the bus until: the bus has come to a full stop, the stop arm has been fully extended, the student has checked for traffic, and the door has been opened by the driver.
8. No pupil will leave the bus until it has come to a full stop and the door has been opened by the driver.
9. Take your turn and avoid pushing when entering or leaving the bus.
10. Be seated promptly, sit three to a seat, and be careful not to block the aisles.
11. No one is permitted to leave his/her seat while the bus is in motion.
12. Pupils shall not be allowed to tease or scuffle with each other.
13. No windows or doors will be opened or closed except by permission of the bus driver.
14. Remember, loud talking or laughing or unnecessary confusion diverts the attention of the bus driver and may result in a serious accident. Classroom conduct is expected except for conversation in normal tones.
15. Help keep the bus clean, sanitary, and orderly. Deposit refuse in a container at the front of the bus. No food or beverages shall be consumed on the bus.
16. Treat bus equipment with care - replacements are expensive to parents.
17. Failure to comply with the bus rules or failure to follow the instructions of the bus driver may result in the loss of the riding privilege.
18. Bus drivers must be informed by a note from the parent and approved by the principal or the principal's designee anytime a student is to get off anywhere other than the regular

drop-off point.

EXTENDED CARE PROGRAM

Frankton-Lapel Community Schools Extended Care Program is for students currently enrolled in grades Age 4 Pre-School through Grade 6. These programs are designed to provide quality care for students before the school day begins and after school dismisses when families have a need for child care.

The program will be in session each elementary school day. Parents may come into the building with the student in the morning, if they wish, but parents are required to come into the building to pick up a student in the afternoon and sign them out.

All Extended Care Programs will not operate when school is canceled or closes early on school holidays. When school has a scheduled early release day, the After School Extended Care Program will operate from dismissal and until normal closing time. When school has been put on a 2-hour delay, parents are encouraged to keep their child(ren) home for the delay, but, if necessary, the Before School Care Program will be open. If the school moves from a 2-hour delay to closing, parents will be notified and asked to pick up their children as soon as possible. This program is closed when school is closed.

PARTNERS IN YOUR CHILD'S EDUCATION

Both parents and teachers want the same thing for children - the best possible education. And when we work together, we make a strong team. Here are some ways you can help the school do a better job:

1. See that your child attends school regularly.
2. Support the school in its efforts to maintain proper discipline.
3. Be aware of what your child is learning in school.
4. Provide your child with a quiet place to study that has adequate lighting and space.
5. Let us know if your child has any problems outside of school that might affect his/her schoolwork.
6. If you have concerns or questions about any aspect of our school program, share them with us. Your child's teacher can often give you the information you want. If needed the principal, superintendent, or other administrators are available, too.
7. If someone on the school staff has been particularly helpful to your child, let that person know. We all like to receive a pat on the back for a job well done.