

# Frankton Jr/Sr High School



## Student Handbook 2017-2018

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# Table of Contents

School Closing Information	3	Social Probation	21
Daily Schedule	4	Cheating	21
2-hour Delay Schedule	4	Dress Guidelines	21
<b><u>Attendance Policies</u></b>		<b><u>Transportation</u></b>	
Reporting Absences	5	School Bus Guidelines	22
College Visits	5	Student Driving and Parking	22
Compulsory Attendance	5	Driving Privileges	22
Excessive Absences	6	<b><u>General Procedures</u></b>	
Excused Absences	6	Job Permit Policy	23
Unexcused Absences	6	Parental Access to Records	23
Truancy	7	Prom	24
Tardies	7	Computer Usage/Labs	24
Requests for Homework	7	Locker Usage	24
Student Make-up Work	7	Electronic Devices/Cell Phones	24
Leaving During School Day	8	Book Rental	25
<b><u>Grading Policies</u></b>		Hall Passes/Hallways	25
Grading System	8	Cafeteria/Lunch Period	25
Grading Scale	8	Postings / Advertisements	27
Honor Roll	8	Visitors	27
Curriculum Requirements	8	Telephones	28
Graduation Requirements	9-12	<b><u>Services and Organizations</u></b>	
Core 40, Academic, Tech		Health Clinic	26
Advanced College Placement (ACP)	12	Medication Policy	26
Dual Credit Offerings	12	Injuries / Illness	26
Advanced College Placement	12	Guidance Counseling	27
Academic Hall of Fame	12	Class Withdrawal From School	27
Valedictorian/Salutatorian	12	Media Center/Library	27
Student Schedule Changes	12-13	Homeroom	28
<b><u>Disciplinary Policies</u></b>		Extracurricular Activities	28
Student Expectations	13	Academic Eligibility	28
Suspension and Expulsion	14-19	Solicitation by Organizations	28
Tobacco	19	Military Opt-Out	28
Drug-Free School Zone	19	<b><u>Emergency Procedures</u></b>	
Fighting	19	Fire	29
Detention/Friday school	19-20	Severe Weather	29
In-school suspension	20	Bomb Threats	29
Expulsion	21	Drills	29

**FRANKTON JR/SR HIGH SCHOOL  
STUDENT HANDBOOK**

This handbook has been prepared by the school and approved by the local school board, as a guide for students and parents to get acquainted with Frankton Junior/Senior High School and some of the ideals for which it stands. Our school, like our home, our state, and our nation, is no better than members who belong to it. Any provision not covered in the handbook or any interpretation will be the administration's responsibility.

As a student here, you have the right and the obligation to know and understand the guidelines contained in this handbook. Following these guidelines and procedures will make your time here more enjoyable.

Attendance at Frankton Junior/Senior High School can be a wonderful experience, but at the same time, should be an exceedingly serious matter that demands a high degree of cooperation. In this manner, parents, students and school can achieve the common goal of giving their students the best possible guidance toward the realization of their highest capabilities

You are encouraged to become involved in both curricular and extracurricular life of school. Challenge yourself. You do not have to be the best, but try to do your best every day. Take pride in your work, the work of others, and in Frankton Jr./Sr. High School. Go Eagles!

**COMMISSION AND ACCREDITATION**

Frankton Junior-Senior High School holds a first class commission from the Indiana State Department of Public Instruction and is a member of the North Central Association of Colleges and Secondary Schools, an organization that establishes America's highest educational standards. As students must meet certain requirements for a diploma, so must our school maintain high standards year after year to belong to this select organization.

**SCHOOL CLOSING INFORMATION**

In the event that it becomes necessary to cancel or delay school because of severe weather conditions or any other emergency, school officials will notify the local TV stations (Channel 6, 8, 13, and 59) and School Messenger will contact parents as soon as possible. Please do not call the school for this information. Television stations are notified by 6:30am each day school is delayed or cancelled.

Frankton JR/SR High School

**1<sup>st</sup> SEMESTER  
REGULAR DAILY SCHEDULE**

8:20-9:05	Period 1	
9:10-9:55	Period 2	
10:00-10:25	Homeroom	
10:30-11:15	Period 3	
11:20-12:05	Period 4	
12:05-1:35	Period 5	<i>Class</i> _____ <i>Lunch</i> _____
1:40-2:25	Period 6	
2:30-3:15	Period 7	

**2<sup>ND</sup> SEMESTER**

**REGULAR DAILY SCHEDULE**

8:20-9:05	Period 1	
9:10-9:55	Period 2	
10:00-10:25	Activity Period	
10:30-11:15	Period 3	
11:20-12:05	Period 4	
12:05-1:35	Period 5	<i>Class</i> _____ <i>Lunch</i> _____
1:40-2:25	Period 6	
2:30-3:15	Period 7	

**TWO HOUR DELAY SCHEDULE**

***2 Hour Delay***

10:20-10:50	Period 1	
10:55-11:25	Period 2	
11:30-12:00	Period 3	
<i>12:05-12:35</i>	Period 4	
12:35-2:05	Period 5/Lunch	
2:10-2:40	Period 6	
2:45-3:15	Period 7	

# Frankton JR/SR High School

## **ATTENDANCE**

Education is one of the most valuable undertakings in our country. Formal schooling is not only very desirable, but it is absolutely essential for the conservation of American society. The State of Indiana places education at the top of its priorities. Accordingly, it is incumbent upon this school to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and the students in a classroom group environment can never be effectively duplicated. A very high positive correlation exists between formal learning and school attendance. This policy's purpose is to encourage academic effort by discouraging unacceptable absenteeism, which is a lack of effort. Therefore, the following attendance is enforced in our school.

The attendance office will be open at 7:45 am every morning for the purpose of students delivering notes for appointments without being late for 1<sup>st</sup> period class. Students reporting to the attendance office are expected to be in class at 8:20am. Reporting to class after 8:20am with a visit to the attendance office will be considered a tardy to school.

Excessive absenteeism is considered to be any excused absences over 6 days per semester.

Excessive Absences: Students deemed to have excessive absences will be assigned a plan by the Assistant Principal. This plan may include both disciplinary and academic sanctions. A student could be placed on an attendance contract on the sixth (6th) absence.

Students with excused absences or students absent with notification 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.

Students with an unexcused absence or students absent from school and/or an individual class(es) seven (7) times or more will be expected to complete missed work and take quizzes/exams upon arrival to class. These assignments will be done without credit toward the class.

## **REPORTING ABSENCES**

The student's parent or guardian should contact the school between 7:00am and 9:00 am on the date of the absence in order to state the nature of the absence. Classes begin at 8:20am daily. A student arriving later than 8:50 will be considered absent from his or her 1st period.

Absences not authorized and verified by a parent contact on the date of the absence will be considered "unexcused". Students, who have reached the age of eighteen and are "emancipated" from their parents/guardians, may call in for themselves. Students who are eighteen years of age and still living with their parents are considered under their parents' rule and must be accounted for by their parents.

## **ARRIVAL AT SCHOOL AND LEAVING SCHOOL**

Students arriving at school before 8:05 A.M. will not be supervised; therefore we are recommending that students plan their arrival as close as possible to 8:05 A.M.. Students are not to go to their locker until the 8:10 bell. Students reporting to school after 8:20A.M. are to sign-in in the office upon arrival. Please note that excessive school tardiness will result in disciplinary action.

When school is dismissed at 3:15pm, students are to leave the building by 3:30 P.M., unless they are under the direct supervision of a teacher, coach, and/or administrator.

## **ATTENDANCE (EXTRA-CURRICULAR)**

A student must be present by 12:00pm of the school day to be eligible to participate in any extracurricular/athletic events. The principal or his designee must clear any exception to this rule.

## **ATTENDANCE (FIELD TRIP)**

A student must be in good attendance standing in order to be eligible to go on a school sponsored field trip. If any student has excessive absences, the staff member in charge of the field trip or (principal or their designee) may have them stay in the building. The principal or their designee must clear any exception to this rule.

## **COLLEGE VISITATIONS**

Students are permitted four official college visits during their high school career with written approval from the principal or their designee. These absences will count as extenuating and will not count toward their totaled absences for the semester. Students in grade s 11-12 may take up to two visits/year during the school year. If used, college visits must be taken in the given school year and are not transferable to another year.

## **COMPULSORY ATTENDANCE**

It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools. This section does not apply during any period when the child is excused from attendance under this chapter.

Penalty: A person who knowingly violates this chapter commits a Class B misdemeanor.

Reference: *Indiana Code 20-8.1-3-34 and 20-8.1-3-37.*

# Frankton JR/SR High School

## **EXCESSIVE ABSENCES**

A student will be limited to a total of six (6) excused and unexcused absences per semester. A student could be placed on an attendance contract on the sixth (6<sup>th</sup>) absence. Any absence after the sixth (6<sup>th</sup>) will:

- Require a doctor's certificate within two (2) school days of the absence or the school nurse's approval.
- May result in teacher not giving credit for the missing assignments.
- May result in a referral to proper legal authorities.
- May result in the filing of charges for Educational Neglect

## **EXCUSED ABSENCES**

### **DOES NOT COUNT TOWARD 6 DAY LIMIT:**

1. Page
2. Election worker
3. Court/probation appearance
4. Illness: verified in writing by a licensed medical professional.
5. School related activities: field trips, FFA contests, job shadow, etc.
6. Medical Appointments: verified in writing with parent accompaniment and arranged through office.
7. Funeral
8. Religious Observance
9. Out of School Suspension
10. Indiana National Guard: orders for active duty during school year.
11. School nurse sends a student home sick from school.

### **COUNTS TOWARD THE 6 DAY LIMIT:**

1. Illness: verified by parent phone call
2. Medical: student leaves/misses school w/ permission of a parent but does not provide a note from medical professional.
3. Prearranged: must follow pre-arranged/ Family trip policy or will be unexcused absence.
4. College Visit: if taken without parent, or not ran thru the Guidance Department.
5. Family illness/Medical
6. Unexcused Absences

## **FAMILY TRIP POLICY:**

Parents of Frankton JR/SR High School students should make every effort to schedule vacations, family trips, etc. during non-school times. In the event that a child must be taken from school, the following guidelines are to be followed: (Failure to meet all criteria will result in an unexcused **absence**.)

- Please notify the school at least one week in advance of the date of departure. This will allow sufficient time to process the request and provide the students with the assignment(s) they will miss.
- The planned activity must involve the participation of the student's parent, guardian, or Grandparent.
- A student may have up to 5 pre-arranged absence days per school year.
- Planned absences are not recommended to extend vacations, examples would be Christmas Break and Spring Break.
- Pre-arranged absences are countable toward the six day limit per semester.

Example: If a student already has missed three school days and requests to be gone for a five day family trip, the last two days of the trip would be counted as unexcused absence from school.

- No pre-arranged absence will be approved during the week prior to the end of either semester.
- Students seeking a pre-arranged absence must be receiving a passing grade in all classes or subjects.

## **PLACE OF RESIDENCE**

A student's residence is with his/her parents or legal guardian. This residence (where you lay your head) **MUST** be within the boundaries of the Frankton-Lapel Community School Corporation. Students who do not meet the above residency requirements may attend Frankton JR/SR High School provided they are approved by the Principal and School Board.

# Frankton JR/SR High School

## **TRUANCY**

Truancy is being absent from school without the knowledge or consent of the parent/guardian and school officials. Truancy shall include leaving the school or class without permission for any part of the school day.

### **First Offense:**

- Student will receive (1) Two Hour Friday School.
- Parent notification.
- Truancy contract.

### **Second Offense:**

- One (1) day out of school suspension.
- Parents notified and conference with County Child Protection Agency.
- 20 Day driving suspension to school

### **Third Offense:**

- Three (3) days of out of school suspension
- 40 day driving suspension to school.

### **Fourth Offense:**

- Cause for expulsion.

*In some cases there may be need for a parent conference, truancy contract and/or notification to the County Child Protection Agency.*

## **TARDY TO SCHOOL AND/OR CLASS**

All students are expected to report to class on time. Each teacher will keep an accurate account of student tardies. STUDENTS ARE NOT TO BE ADMITTED LATE TO THE FIRST PERIOD CLASS WITHOUT A TARDY PASS FROM THE OFFICE. The following procedures will be observed relating to tardiness:

- Student Drivers with excessive (five or more) unexcused tardies to school may lose the privilege of having a student-parking pass.
- Penalties for tardiness to the same class per nine weeks grading period:
  - Fourth Tardy: 1 Hour Friday School and a parent/student conference call
  - Fifth Tardy: 2 Hour Friday School Day
  - Sixth Tardy: 2 Hour Friday School with a conference call
  - Seventh Tardy: 1 Day of Out of School Suspension
  - Eighth Tardy: 2 Days of Out of School Suspension
  - Ninth Tardy: 3 Days of Out of School Suspension
  - Ten+ Tardy: may result in removal from class and loss of credit

## **ABSENT VS. TARDY**

A student who arrives to school late but during the 1st twenty-five minutes will be considered tardy to school. A student who arrives twenty minutes after the start of 1st period will be considered absent. In addition, a student who arrives during the first ten (10) minutes each period thereafter (periods 2-7), will be considered tardy. A student who arrives to class after 10 minutes for periods 2-7 will be considered absent to that class. Example is below:

Regular Day:

Period 1 – 8:20-8:45 am – Tardy

Period 2 – 9:10-9:20am – Tardy

Period 1 – 8:46-9:05 – Absent

Period 2 – 9:21-9:30 – Absent

## **REQUESTS FOR HOMEWORK**

Parents requesting homework assignments for students who are out of school should make arrangements through the office. Requests should not be made until a student has been out two (2) days. All requests must be made by 9:30 a.m. for pick-up between 2:00 - 3:00pm; otherwise requests will take 24 hours.

## **STUDENT MAKE-UP WORK**

All students should be permitted to make up all class work missed, but under the following conditions:

1. Immediately upon returning to class, the student must take the initiative to request make-up work.
2. The deadline for make-up is set by the teacher, who will allow at least one day for each day of absence.
3. Students are encouraged to make up work ahead of time of absence, if the absence is known in advance (i.e. vacations).
4. Students will not be held responsible for making up an assignment or test on the day following an absence if the work was announced during the time of absence. If the assignment or test was announced (verbally or in a

## Frankton JR/SR High School

writing) prior to an absence, the student will be responsible for the assignment or test on the day in which s/he returns to school.

5. Students may be permitted to make up work because of missed school due to out-of-school suspension.
6. Students suspended from school will be expected to complete and submit all work when they return to school, regardless of their length of suspension.

### STUDENTS LEAVING DURING THE SCHOOL DAY

- Students shall not leave the school grounds for any reasons during school hours without permission from the office.
- Requests for early dismissal should be submitted to the office by phone by the parent/guardian.
- Students may be released only to a parent or to a properly identified person authorized to act on their behalf.
- Students who leave school must sign out in the office and check back into the office upon returning to school.

### PASSES FOR ENTERING AND LEAVING

When a student arrives at school late or leaves and returns to school during the school day, that student MUST sign in at the office. Name of student and time of arrival should be noted. When a student request to leave school grounds, he/she must obtain permission from the principal or their designee. To be dismissed, the school must have received a telephone call from his/her parent/guardian. The student must sign out noting their name and departure time. Failure to follow proper procedure could be considered truancy.

### GRADING

Semester Grades will be calculated using the following method. Each of the two nine weeks grading periods will be weighted equally at 40% with final assessment valued at 20%. The following is a numerical detail of the grading system.

1 <sup>st</sup> Grading Period		2 <sup>nd</sup> Grading Period		Final Assessments		Final Semester Grade
40%	+	40%	+	20%	=	100%

### GRADING SCALE

The Frankton-Lapel School Board has adopted the following corporation-wide grading scale:

100+ A+ = 4.000	99-93 A = 4.000	92-90 A- = 3.667
89-87 B+ = 3.333	86-83 B = 3.000	82-80 B- = 2.667
79-77 C+ = 2.333	76-73 C = 2.000	72-70 C- = 1.667
69-67 D+ = 1.333	66-63 D = 1.000	62-60 D- = 0.667inc= incomplete

### HONOR ROLL

The honor roll is published at the conclusion of each grading period. Honor roll recognition will be divided into two groups: an All "A" honor roll and an "A-B" honor roll. Honor rolls will be released to area newspapers for publication.

### CREDIT RECOVERY

The credit recovery program is designed to allow students an opportunity to earn high school credit for courses they have earned a D (69%) or lower. Students may not use this program to gain credit for a course they have not already attempted and failed in the traditional classroom setting. After completing all of the assigned modules, the student will take the unit tests and cumulative exam in the media center. To receive credit, a student must have a 60% or higher for their Final Grade.

### CURRICULUM REQUIREMENTS

Students must complete 42 credits to graduate from Frankton JR/SR High School. A student must complete 8 semesters, attending all day during his/her freshman, sophomore, junior, and senior years. A student may graduate from Frankton JR/SR High School after attending seven (7) semesters by making application in the guidance office. The application must receive final approval by principal or their designee.

**GRADUATION REQUIREMENTS**

The State Board of Education and the Board of School Trustees of the Frankton-Lapel Community School Corporation establish the requirements for graduation from Frankton High School. The requirements for graduation are as follows:

**Class of 2016 and beyond**

**Indiana General High School Diploma**

<b>Indiana General High School Diploma</b>	
<b>English / Language Arts</b>	<b>8 credits</b> Credits must include literature, composition and speech
<b>Mathematics</b>	<b>4 credits</b>  2 credits: Algebra I 2 credits: Any math course  <i>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</i>
<b>Science</b>	<b>4 credits</b>  2 credits: Biology I 2 credits: Any science course  <i>At least one credit must be from a Physical Science or Earth and Space Science course</i>
<b>Social Studies</b>	<b>4 credits</b>  2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Technology</b>	<b>1 credit</b>
<b>College and Career Pathway Courses</b> Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities	<b>6 credits</b>
<b>Flex Credit</b>	<b>5 credits</b>  Flex Credits must come from one of the following:  <ul style="list-style-type: none"> <li>• Additional elective courses in a College and Career Pathway</li> <li>• Courses involving workplace learning such as Cooperative Education or Internship courses</li> <li>• High school/college dual credit courses</li> </ul>

Frankton JR/SR High School

	<ul style="list-style-type: none"> <li>• Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts</li> </ul>
<b>Electives</b>	<p><b>7 credits</b></p> <p>Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.</p>
<b>42 Total Credits Required</b>	

<b>Course and Credit Requirements</b>	
<b>English/ Language Arts</b>	<b>8 credits</b>
	Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b>
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II
	<i>Students must take a math or quantitative reasoning course each year in high school</i>
<b>Science</b>	<b>6 credits</b>
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b>
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b>
	World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>

<b>Technology</b>	<b>1 credit</b>
<b>Electives*</b>	<b>7 credits</b>



**with Academic Honors**      *(minimum 47 credits)*

**For the Core 40 with Academic Honors diploma, students must:**

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits  
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C-” or better in courses that will count toward the diploma.
- Have a grade point average of a 3.0 or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list
  - C. Earn two of the following:
    - 1. A minimum of 3 verifiable transcribed college credits from the priority course list,
    - 2. 2 credits in AP courses and corresponding AP exams,
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section

**with Technical Honors**      *(minimum 47 credits)*

**For the Core 40 with Technical Honors diploma, students must:**

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:

## Frankton JR/SR High School

1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
- Earn a grade of “C-” or better in courses that will count toward the diploma.
  - Have a grade point average of a 3.0 or better.
  - Complete one of the following,
    - A. Any one of the options (A - F) of the Core 40 with Academic Honors
    - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
    - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
    - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

### **ADVANCED COLLEGE PROJECT COURSES (ACP)**

Frankton High School will be offering Advanced College Project Courses for upperclassman in the core content areas. These courses could result in dual credit (credits that will apply towards graduation from Frankton High School and towards college or a university degree these courses will require a significant tuition fee.

### **DUAL CREDIT OFFERINGS**

Frankton High School will be offering courses that will carry a dual credit with Ivy Tech. These classes will be available for juniors and seniors in high school. Dual Credits earned for graduation at Frankton High School could also result in credit for graduation at colleges/universities. Determination of college credit is determined by the students respective college/university.

### **ADVANCED PLACEMENT COURSES (AP)**

Advanced Placement courses are also offered with an opportunity to complete an exam at the end of the course. The exam score will determine if college/university will give college credit for the course.

### **ACADEMIC HALL-OF-FAME**

Students enrolled at Frankton High School and earn a G.P.A. of 3.50 or above after 7 semesters of high school are eligible to be inducted into the Frankton-Lapel Community Schools Academic Hall-of-Fame Program.

### **VALEDICTORIAN AND SALUTATORIAN**

Candidates for Valedictorian and Salutatorian must have carried a minimum of 47 academic credits before graduation. To qualify students are required to be enrolled in the Academic Honors Diploma Program. A second requirement is a student must attend their final four semesters and earn at least 24 credits as a Frankton High School student.

### **STUDENT SCHEDULE CHANGES/CLASS WITHDRAWAL POLICY**

Students will NOT be allowed to change their schedule after September 1 unless they have failed a class or their schedule is incomplete. Schedule changes based on teacher preference or to be with friends will not be allowed. Please note that you may submit a request for change but the change may not be approved due to class size or other conflict and must be approved by an administrator or guidance counselor. The last day to submit a schedule change for all of 2017-2018 is September 1.

**STUDENT EXPECTATIONS**

1. Students are to comply with the directives of teachers or other school personnel. Failure to do so constitutes insubordination.
2. Students are to refrain from violating any rules or expectations that are reasonably necessary in carrying out school purposes or an educational function.
3. Students are to engage in no activity that disrupts classroom instruction.
4. Students are to refrain from engaging in any conduct or activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function. Urging other students to engage in such conduct is also prohibited.
5. Bullying by one student against another student is prohibited and is a violation of the school's student code of conduct. "Bullying" is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. (I.C. 20-33-8-0.2; I.C. 20-33-8-13.5)  
In addition, students are to refrain from the use of violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.
6. Students are expected to show respect to all school personnel and fellow students and are to refrain from fighting or other aggressive or violent acts including the use of obscene language or gestures.
7. Students are to refrain from causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
8. Students are to refrain from engaging in sexual harassment that consists of unwelcome sexual advances, or other inappropriate verbal or physical conduct of a sexual nature.
9. Students are to refrain from physical conduct of a sexual nature.
10. Students are to refrain from the use, possession, transmission or being under the influence of, harmful drugs, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, non-alcoholic beer, stimulant, caffeine-based drug, or intoxicant of any kind or items purported as such, on school property, at any school sponsored event or traveling to or from a school activity, function or event. Students are forbidden from possessing drug paraphernalia. Students are to refrain from misuse of prescription medication. They are to refrain from possessing or using prescription medication for an unintended purpose or in an unintended manner. Students are to refrain from use of inhalants. Students are forbidden to sniff, inhale, or otherwise ingest any substance when it is not the intended use of the substance. Students are to refrain from the possession or use of tobacco. Students are to refrain from engaging in the selling of a controlled substance, or engaging in an action that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
11. Students are not to use, possess, or transmit dangerous articles such as firearms, knives, pins, cutting tools, BB guns, explosives, destructive devices, fireworks, matches, lighters, or any other objects that can reasonably be considered a weapon or could cause harm to another person or damage school property. Students who have knowledge of these items on school grounds are to report the incident to school personnel.
12. Any behavior or symbolism denoting gang membership or affiliation is strictly forbidden. Related hand signs, clothing, handshakes and graffiti are prohibited, as is any recruitment effort.
13. Students are not permitted to ride skateboards on school grounds at any time.
14. Students are not allowed to sell or trade items at school unless directly related to a class activity supervised by school staff.
15. During the school day food; including candy, and drinks; other than water, are only to be consumed in commons or under the direct supervision of a staff member.
16. Students are expected to turn in original work for all school assignments. Students are to refrain from cheating, plagiarism, or any other dishonest means of academic gain.
17. Students are to refrain from stealing or attempting to steal school or private property. Students guilty of theft may be reported to local law enforcement agencies. Students are not to knowingly be in possession of stolen items.
18. Students are to refrain from vandalism, which includes causing or attempting to cause damage to school or private property.
19. Students are expected to attend all classes and be on time, prepared with appropriate materials.
20. Students are to only be in supervised areas throughout the school day and during school functions.
21. Students can leave school grounds during the school day only with permission of parents and school officials and after signing out in the front office. Failure to do so constitutes truancy.
22. Students are expected to walk, not run, in the building.

**DISCIPLINARY POLICY/ STUDENT CODE OF CONDUCT - IC 20-33-8**

**GROUND FOR SUSPENSION OR EXPULSION: INDIANA CODE 20-33-8**

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

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

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

**STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - 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.
  - Setting fire to or damaging any school building or property.
  - 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.
  - 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.

## Frankton JR/SR High School

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:
  - engaging in sexual behavior on school property;
  - engaging in sexual harassment of a student or staff member;
  - disobedience of students;
  - engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  
  - violation of the school corporation's acceptable use of technology policy or rules;
  - violation of the school corporation's administration of medication policy or rules;
  - possessing or using a laser pointer or similar device.

## Frankton JR/SR High School

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.

### **BULLYING**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student 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.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.
5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

## Frankton JR/SR High School

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

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

### **POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - 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
  - ant 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
  - 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
  - an antique firearm
  - 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
  - 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, amine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversation 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.

### **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 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.
  - An animal readily capable of causing serious bodily injury and used in the commission or attempted
  - 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*)(*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

# Frankton JR/SR High School

## **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.

## **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 REFERENCES:**

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

I.C. 35-31.5-2-86  
I.C. 35-47-1-5

## **STUDENT MISCONDUCT**

The following infractions are additional examples, which could mean, depending on the violation, suspension or expulsion from school:

- Leaving school for a portion of a school period or more without permission.
- Disrespect or insubordination to a staff member.
- Intentionally causing, or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
- Use of inappropriate, obscene, indecent abusive or profane language; verbal, written, or in form of gesture.
- Habitual tardiness or truancy from school and/or individual classes.
- Appearing in an unclean, unhealthy, or unsafe manner so as to disrupt the educational process.
- Disruptive behavior, such as violence, noise, force, coercion, threat, intimidation, passive resistance, or other conduct which interferes with the orderly management and control of the school.
- Possession, transmission, threatened use, and/or actual use of a dangerous weapon.
- Possession and/or use of any type of explosive or dangerous articles, including fireworks.
- Failure to comply with the directions of teachers, principals, and other authorized school personnel.
- Violation of the federal, state, or local laws, other than minor traffic violations.
- Intentionally damaging, destroying, defacing, or stealing of personal or school property.
- Extortion.
- Falsifying documents (passes, attendance notes, early dismissal notes).
- Soliciting of any kind is prohibited unless approved by the administration.
- Unauthorized entry into a locker.
- Damaging textbooks, library books, or related materials.
- Exhibiting any unacceptable physical contact (i.e. pushing, shoving, hair pulling, pinching, swatting, etc.)
- Any comparable conduct interfering with the school's educational purpose of function.
- No student or staff member shall be harassed in a verbal, nonverbal or physical form concerning sexual, gender, ethnic, religions, disability, height, or weight.
- Stealing or in possession of stolen property.
- Exceeding the 6-day attendance policy.
- Demonstrating disrespect toward other students or any school personnel.
- Driving in a reckless or unsafe manner, driving in unauthorized areas or during unauthorized hours.
- Displaying disruptive behavior in the classroom, hallways, convocations, extra- curricular events, or other activities under the supervision of school personnel.
- Being insubordinate
- Being unprepared for class, which includes not having materials needed for class which includes not having daily homework.

## Frankton JR/SR High School

- Any type of horseplay on school grounds that could possibly cause injury or harm to any student or adult.
- Refusing to follow directions given by a teacher, administrator, or any school personnel.
- Any student who has an excessive amount of referrals to the office may be expelled.
- Any student not complying with the administration during an investigation may be suspended.

Please refer to state statutes under Grounds for Suspension and Expulsion for more details.

Note: If a student is suspended from Ebbert or Hinds Career Center, that student will also be suspended from Frankton High School on days of suspension. This holds true also if students are suspended from Frankton. Students will not be permitted to attend the Career Center on days of suspension.

### **TOBACCO**

The use or possession of any tobacco product on school grounds or during any school-sponsored activity will result in an out-of-school suspension. The first offense will result in a three (3) day suspension. A second or additional offense of this policy may result in expulsion and loss of credit for the semester.

### **DRUG-FREE SCHOOL ZONE**

Schools in the State of Indiana have been declared Drug-Free Zones. It is illegal to possess use or sell a controlled substance or alcoholic beverages on school property, within 1000 feet of school property, or on a school bus. All individuals (including students) in violation of this law must be reported to law enforcement authorities. Violation of this law is a Class B or D offense depending on the circumstances.

Violation of these rules will also mean expulsion from school:

1. Possess, provide to another person, or be under the influence of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, caffeine-based pills, substances containing phenylpropanolamine (PPA), or a hallucinogen - whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances (a) on school grounds at any time on (b) at any school sponsored activity at any location including the school bus. *Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule.*
2. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens on school premises at any time or any location including the school bus. Examples of things that are not to be possessed or provided to another person are: pipes, rolling papers, clips. Etc.

### **FIGHTING**

Students are not permitted to fight, make threats or harass other students.

- First offense           3-day out-of-school suspension or more
- Second offense       5 day of out of school suspension or more
- Third offense         Expulsion

A fight that causes medical and/or property damage could result in expulsion. An assault may result in expulsion. Students and parents may be liable for medical and/or property damage. *If a student is physically or verbally threatening to a staff member additional punishment will occur. Local police will be contacted when a fight results in any physical damage or if a staff member is involved.*

## DISCIPLINE

### **LUNCH DETENTIONS**

Lunch detentions will be held during the student's' assigned lunches throughout the school year. Students are assigned to these detentions by faculty or administration for disciplinary purposes. Missed detentions may result in a suspension.

### **STUDENT EXCLUSION FROM CLASS BY A TEACHER**

When a teacher believes that the seriousness of class disruption warrants the removal of a student from class, the teacher may exclude the student from class for one (1) class period. If the principal/assistant principal believes that the removal should be longer, they may remove the student up to five (5) days. During the exclusion period, the student may complete all assignments required by the teacher.

### **AFTER SCHOOL DETENTION (FRIDAY SCHOOL)**

After school detention is designed to permit students to serve penalties without missing class time. A detention may be assigned by a teacher or school administration for disciplinary reasons. After school detention will meet from 3:30- 4:30. A Friday school will be assigned by administration only. Friday School is 3:30-5:30. Students assigned detention are expected

## Frankton JR/SR High School

to bring enough study material for the one (1) or (2) hour session. Parents or guardians will be notified of the detention and will be required to provide transportation for their child home from school on the day of assigned detention.

- A student missing detention without permission could result in an in-school suspension or out-of-school suspension.
- A student accumulating four or more detentions could result in an in-school suspension or out-of-school suspension.

### **IN-SCHOOL SUSPENSION**

In-school suspension is another manner of handling behavioral problems. When a student serves an in-school suspension, he/she **MUST** report to the office (or designated area) at the beginning of the school day 8:20am. and remain under supervision until the close of the school day. Students serving an in-school suspension are responsible for contacting their teachers and requesting all assignments before 8:20am. The student will **NOT** be permitted to attend classes and eating privileges will be restricted to a designated area in cafeteria..

### **OUT-OF-SCHOOL SUSPENSION**

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days. A suspension is defined as a unilateral, temporary cessation of educational services. During a suspension period, a student is **NOT** permitted to attend or participate in school activities until he/she has returned to regular classes for a full day. In other words, if the last day of suspension is Friday, the student may not attend other school functions until the end of the day Monday.

### **SCHOOL SUSPENSION AND SCHOOL ASSIGNMENTS AND/OR TESTS**

Students suspended from school will be allowed one extra day to complete work regardless of their length of suspension. Homework not turned in at this time will receive a grade of zero. If a test was announced (verbally or in writing) prior to a suspension, the student will be responsible for the test on the day in which s/he returns to school. Tests not taken at this time will receive a grade of zero. Suspended students may be referred to the Madison County OSS Program (see below).

### **MADISON COUNTY OSS PROGRAM**

In those 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.

### **EXPULSION**

Grounds for expulsion is serious student misconduct and/or substantial disobedience. In accordance with the due process procedures, a student may be expelled from the school for a period no longer than the remainder of the current semester plus the following semester, with the exception of firearm/weapon violation. Law prohibits the possession or use of a firearm/weapon on school grounds, buses, and school-sponsored events away from the school building or within 1,000 feet of the school grounds. The sanction is expulsion of school for one (1) calendar year. The superintendent shall notify the county prosecuting attorney's office the student is expelled under this rule/law.

### **SOCIAL PROBATION**

Social Probation prohibits a student from participation in sports or attending school extra-curricular events such as school dances, club activities, or athletic events. Students also cannot go to the library or computer lab during study hall without a research pass from a teacher. A student placed on Social Probation will remain on Social Probation until the end of the semester and will lose their driving privileges. Social Probation is for:

- A student who receives four or more detentions in a semester.
- A student who has been suspended from school for the second time during the school year.
- A student who has been suspended from any class three or more total periods a semester, and/or a student who has violated the extracurricular code of conduct.

# Frankton JR/SR High School

## **CHEATING**

Cheating of any kind will not be tolerated. Forms of cheating include, but are not limited to: copying homework or tests from another student, using inappropriate materials during a test (calculators, formulas, texts, etc. that has not been approved for use on a test by the instructor), and plagiarism in any form. The first offense could result in loss of credit for that assignment or test. The second offense could result in a "F" for the grading period. The third offense of cheating could result in a loss of credit in the class.

## **PERSONAL CONTACT**

In consideration of all students, appropriate personal contact between male and female students is expected at all times while on school property. Displays of public affection will be addressed by staff members. If it is not stopped, it will be referred to the office.

## **DRESS GUIDELINES**

The administration, faculty, and student body at Frankton Jr./Sr. High School believe there is a direct relationship among dress and personal grooming, conduct and wholesome living and thinking of young people. Students are expected to dress and groom themselves within the framework of individual pride, decency, cleanliness, and safety. Parental cooperation is expected to insure adherence to these standards. If the school officials believe that a student is dressed or groomed in a manner that affects any of the factors named above, action will be taken as with any discipline case. Any attire which is disruptive to the educative process shall be unacceptable.

Examples of items that are inappropriate and/or disruptive to the educational process include but are not limited to:

- Skirts and dresses that are shorter than the tips of the fingers when student is standing with arms extended straight down at the side of the leg with fingers fully extended toward the floor
- Shorts that are shorter than the tips of the thumbs when student is standing with arms extended straight down at the side of the leg with fingers fully extended toward the floor
- Hats, hoods, bandanas, or any other head coverings
- Sunglasses (except may be worn on dress-up days during homecoming or sectional-time to enhance outfits)
- Short shirts or blouses that allow bare skin to show around the waistline
- Bathing suits
- Halter tops, strapless tops,, backless tops, see-through tops, tops with spaghetti straps, and other revealing clothing as well as tops with plunging or revealing necklines
- Tops with straps less than two inches wide
- Attire with obscene or suggestive words or pictures on articles of clothing—this includes advertisements for tobacco or alcoholic beverages or other controlled substances or gang-related affiliations.
- Mesh shirts that are not worn along with another shirt
- Undergarments that are visible because pants are hanging too low (sagging pants)
- Tights, leggings, or spandex shorts that are not worn along with a skirt, dress, or shorts of the required length.
- Inappropriately torn clothing
- Jackets and coats in classrooms (these items must be placed and kept in lockers.)
- Attire or accessories such as chains that can cause injury or that may damage school property

THESE RULES OF DRESS APPLY TO BOTH GIRLS AND BOYS. Students who refuse to comply with these simple, appropriate for school dress requirements, shall be requested to change into something which is suitable. Students will be unexcused for any time missed from class or school if they are sent home to change into appropriate school attire. If students refuse to change into something appropriate, they will be placed in In-School Suspension for the remainder of that school day.

It would be impossible to devise a policy that would cover all situations and generally speaking, good common sense is usually the best guide for deciding on appropriateness of appearance.

## **TRANSPORTATION**

### **SCHOOL BUS GUIDELINES/DISCIPLINE**

Parents are reminded that school transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. Therefore, the driver shall treat all students with respect while keeping order, maintaining discipline, and seeing that no student is imposed upon or mistreated.

1. Students should be waiting at his/her boarding station when the school bus arrives to ensure timely and efficient busing transportation.
2. Students will ride only assigned buses and will board and depart from bus at assigned bus stops.
3. Each student shall be seated immediately upon entering the bus in the seat assigned by the driver.
4. For the safe operation of the school bus, noise on buses shall be kept to a minimum with students speaking in reasonable conversational voices. Loud, boisterous, profane language, or indecent conduct shall not be tolerated.

## Frankton JR/SR High School

Students shall not be allowed to tease, scuffle, trip, hit, or use their bodies in any other objectionable manner. Passengers must be quiet at railroad crossings and other danger zones as designated by the driver.

5. Doors and windows will be opened or closed only with the driver's permission.
6. Students shall not stand or move from place to place during the trip.
7. Students shall not enter or leave the bus until it has come to a full stop, and the driver has opened the door.
8. Students are not to eat or drink on the bus. The bus is to be kept clean at all times.
9. Bus Drivers have the authority to remove a student for up to one day without permission of administration. Parent contact must be made by the bus driver.

### **STUDENT DRIVING AND PARKING**

Driving a personal vehicle to school, and parking on school property is a privilege, and not a right. The student and the student's parent/guardian must realize the student comes under school discipline policies when he/she leaves home to travel to school and until they return home from school. Regulations are as follows:

1. Students must have a valid Indiana driver's license and the vehicle must be insured as per state law.
2. Register and display the parking permit as instructed. This tag must be displayed on the rear view mirror and visible at all times. There will be a one-time five-dollar (\$5.00) registration fee. Students will use the parking pass each year they drive to school.
3. Students are to leave their vehicles immediately upon arrival at school.
4. The parking lot is off limits to students during the school day unless a pass is received from the office.
5. There is to be a strict adherence to the 15 MPH speed limit on all areas of school property.
6. All school buses are to be given the right-of-way.
7. Drivers are urged to keep their vehicles locked at all times.
8. Careless driving on school grounds is not permitted.
9. Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.
10. ANY violation may result in loss of driving privileges.
11. Student driving privileges could be revoked if a student receives a fifth detention and/or is suspended for the second time or has a second truancy.
12. Student drivers with five or more unexcused tardies to first period could lose the privilege of having a parking pass.

### **DRIVING PRIVILEGES \* INDIANA CODE IC 20-33-8-14,15,16**

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

- Is a habitual truant (2 times)
- Is under at least a second suspension from school for the school year.
- Is under an expulsion from school due to misconduct.
- Has withdrawn from school, for a reason other than financial hardship.

\* The High School will follow state guidelines. The State statute allows for the discontinuation of driving privileges for students under the age of eighteen (18) who are willfully truant, suspended from school for a second time or expelled /excluded from attendance at the high school.

## **GENERAL PROCEDURES**

### **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. 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 education 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, athletic director/principal, principal
- school bus transportation—bus driver, principal, assistant superintendent

# Frankton JR/SR High School

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.

## **FLAGS, PLEDGE ALLEGIANCE, MOMENT OF SILENCE**

1. The United States Flag shall be displayed in each classroom and a daily opportunity will be provided for students to voluntarily recite the Pledge of Allegiance. IC 20-10.1-4-0.5
2. A daily observance of a moment of silence will be provided to each student so that each student may, by individual choice, meditate, pray, or engage in other silent activity that does not interfere with, distract, or impede another student's individual choice. IC 20-10.1-4-3.5

## **SCHOOL SPIRIT**

### **Courtesy:**

Toward teachers, fellow students, guests, and officials at athletic events.

### **Pride:**

Everything you do should represent you, your family and your school in a Positive Way.

### **Sportsmanship:**

The ability to win and lose gracefully.

## **JOB PERMIT POLICY**

According to state and federal child labor laws, employment certificates (work permits) are mandatory for minors aged 14 through 17 years of age. Students who wish to secure a job permit must present to the Principal/Assistant Principal an Intention to Employ card and proof of age certificate. If it is determined by the Principal/Assistant Principal that the following criteria have been met, he will issue a work permit:

- The student has not exceeded six excused/unexcused absences in any class.
- The student is not receiving a failing grade in any class at the time of issuance of the work permit.
- The student does not already have a work permit on file.

After a student has been issued a work permit, the Principal/Assistant Principal will monitor the student's grades and attendance. The school has the right to revoke work permits due to poor grades, poor attendance, or any other attendance violation.

## **PARENTAL ACCESS TO A CHILD'S RECORDS**

Indiana Code 20-10.1-22.4-1 defines "education records" and provides for equal access to the records by both a custodial and a non-custodial parent, absent a specific court order to the contrary. Before denying a parent access to records on the basis of a claim of the existence of such an order. Frankton Junior/Senior High School personnel will insist on receiving a copy of the order.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232, accomplishes three things concerning students' rights to privacy in the area of their school records.

- It provides parents access to their children's records.
- It provides for a hearing in which parents may challenge the contents of such records.
- It spells out who may have access to records without parental permission and when parental permission is required.

During the student's school career the school collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents, and the student's or parent's right to correct inaccurate data is necessary. The school system is adopting this policy to comply with the provisions of the "Family Educational Rights and Privacy Act of 1974" (20 U.S.C. 1232g). To prevent confusion when filling out information forms, students will be asked to observe the following rules:

1. Use given name, including middle name or initial, as it appears on birth certificate.
2. Do not use nicknames or abbreviated names for official records.
3. Print all pertinent data such as student's name, parent's information and address.

## **PROM**

Any junior or senior at Frankton High School who is in good standing may attend the prom. Any Frankton high School student attending the dance may bring an outside high school guest (date) provided the following procedures are observed:

- Students may sign-up students from other schools, provided they are in good standing at their school.
- The guest is registered by his/her date by the Wednesday before the day of the dance. The sign -up sheet shall be kept in the Assistant Principal's Office and registered guests will be checked. Any questionable guest may not be allowed to attend the dance.

## Frankton JR/SR High School

- Dates for the prom are to be in 10<sup>th</sup> grade or above. Tenth grade students and older young adults may attend prom if accompanied by an 11<sup>th</sup> or 12<sup>th</sup> grade student. Formal attire, including footwear, is required for attendance.
- Any exceptions must be cleared through an appointment with the administration in advance (at least one full day). If a student is removed from a prom because of inappropriate behavior, he/she will not be granted the privilege of attending proms in the future.

### **COMPUTER USAGE**

Students are urged to use the computers available throughout the building for research, projects, assignments, and other work assigned by teachers. It is a criminal act under Indiana law to access a computer system or to damage or alter a computer program or computer data without the consent of the computer owner. Therefore, any student who is suspected of tampering with or trespassing on any of the school corporation's computers, computer programs, computer systems, or computer networks without authorization from the administration will be immediately suspended from school pending investigation by school administrators. The results of the investigation will be turned over to the proper authorities if it is determined by school authorities that a criminal act may have been committed. Any student caught vandalizing computer equipment will be dealt with and fines will be assessed for the vandalized equipment.

### **COMPUTER LABS POLICIES AND PROCEDURES FOR STUDENTS**

It is critically important that student activity involving computers be closely monitored. In order to protect user files, system security must be maintained. Therefore, students are subject to the following restrictions.

Students are not allowed to:

- access any teacher menus.
- access any supervisor menus.
- access any other students menu.
- reboot any workstation connected to the network.
- adjust, change, alter, etc., any equipment or cables concerning the physical workstation.
- work in a networked lab without teacher supervision.

### **PENALTIES FOR VIOLATION OF POLICIES/PROCEDURES**

Please realize that while we encourage usage of the labs, we must also safeguard the files, records, programs, system, and equipment for all users. What may seem like harmless curiosity/exploration on the surface may really constitute illegal criminal trespass (whether physical or electronic), violation of copyright, and vandalism.

### **LOCKER USAGE**

A locker is assigned to students at the beginning of the year. The lockers are the property of Frankton-Lapel School Corporation and are subject to inspection by authorized school personnel. The school is not responsible for stolen items so use common sense about giving out your combination, and making sure it is locked. All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

A student may not expect to have privacy in a locker or its contents. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous material such as weapons, illegal drugs, paraphernalia, or alcohol.

Note: the Frankton JR/SR High School Administrators may conduct random locker inspections at any time. These inspections can be conducted for any reason at any time without notice, without student consent, and without a search warrant. If it is found during an inspection that a student has failed to comply with established school policy and or state law, the student will be disciplined in accordance with school policy and or state law.

Locker regulations are as follows:

- Students may not use their own locks to prevent access by school officials and any unauthorized locks may be removed without notice and destroyed.
- Lockers are to be cared for properly which includes no stickers, writing, markings or other means of causing damage.
- Locker assignment changes are not to be made. Students are not to share lockers.

### **CELL PHONES / ELECTRONIC DEVICES / GAMES**

Cell phones, electronic devices, games, etc. must be stored away during school hours or used only in the office, during lunch or classroom with teacher permission. This includes alarm settings, vibration, ringing, texting, talking, photos, listening to music, and any other use of the cell phone. Schools are not responsible for lost, damaged or stolen cell phones. Discipline guidelines listed below. Direct Insubordination could result in immediate out-of-school suspension.

1<sup>st</sup> offense: Cell phone brought to office and held until parent comes in to get it.

2<sup>nd</sup> offense: Result in a 2 Hour Friday School and cell phone kept in office until parent comes in to get it.

3<sup>rd</sup> offense: Assigned In- School Suspension for one day and cell phone held in office until parent comes in to get it.

4<sup>th</sup> offense: Out of School Suspension and cell phone held in office until a parent comes in to get it.

Any infractions after four will require a conference with the student, parent, and principal.

**Note:** The school will not be responsible for lost or stolen cell phones, iPads, iPods, Laptops or any other electronic equipment. Students' who bring these items to school, do so at their own risk.

### **STUDENT CELL PHONES AND "SEXUAL CONDUCT" AND EXPLOITATION LAWS**

"Child exploitation," a Class C felony under I.C. 35-42-4-4(b) is committed when:

A person who knowingly or intentionally:

(1) manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;

(2) disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age.

"Child pornography," a class D felony under I.C. 35-42-4-4 (c) is committed when:

A person who knowingly or intentionally possesses:

(1) a picture

(2) a drawing

(3) a photograph

(4) a negative image

(5) undeveloped film

(6) a motion picture

(7) a videotape

(8) a digitized image or

(9) any pictorial representation;

That depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value.

### **BOOK RENTAL**

The student should use a rented textbook in the same manner as a purchased book. The texts are the sole responsibility of the student and must be replaced if lost or stolen. If the text is misused, a repair or replacement fee will be imposed.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they have a pass from a staff member, or a teacher accompanies them. Student-initiated passes to the restroom, library, another classroom, guidance, office, etc. must be recorded in the student's handbook on the designated pass page. If a student no longer possesses a handbook with pass pages, student-initiated passes will be denied.

### **HALLWAYS**

- Students are not to litter the hallways.
- Students are not to have any food or drink in the hallways between 7:30 and 3:30. Students are not to have any open food/drink in the hallways at any time.
- Students are not to bring glass bottles or containers into the building.
- Students should not run in halls.

### **IDENTIFICATION CARDS**

In the event of an emergency at school, student ID cards assist school and other safety personnel to manage the situation as quickly and effectively as possible.

For this reason, students are required to carry their ID cards at all times in school and at school events. Students must present their ID cards when asked to do so.

ID cards may not be altered. If the ID card is damaged or lost, they can be purchased for \$5.00.

# Frankton JR/SR High School

## CAFETERIA

The food service personnel are genuinely interested in providing food and service that pleases most of the student body. By observing the following rules you can do your part in helping keep the cafeteria clean, attractive and a pleasant place to eat.

- Do not throw food or anything else.
- Keep the lines orderly, and do not cut in.
- Empty all trash from trays into the containers. Return the trays and silverware to the receiving window.
- Keep tables, chairs, and floors clean - pick up after yourself.
- No food may be taken from the cafeteria.
- You are welcome to bring a lunch from home to eat in the cafeteria, but food from a restaurant or fast food establishment is not permissible.
- No food or drinks in the academic area without special permission from the teacher.

## LUNCH PERIOD

- During lunch the students will only be permitted in the cafeteria or gymnasium.
- Students are not permitted in the parking lot at any time except to leave for an appointment or vocational school.
- No drinks may be brought into the building in unidentifiable containers such as styrofoam cups, paper cups, etc. Only unopened clearly marked containers will be allowed before school, during school, and at extracurricular events.

## HEALTH CLINIC

Students who become ill during the school day should report to their teacher who may send them to the clinic. If a student is determined to be ill by the nurse or her designee, arrangements will be made for the student to go home. If the nurse or designee determines the student's condition does not warrant leaving school, the nurse or designee will make the determination as to whether the student will remain in the clinic or return to class. **STUDENTS ARE NOT TO CONTACT THEIR PARENTS OR ANYONE ELSE TO TAKE THEM HOME.**

## MEDICATION POLICY

In compliance with School Board policy and state statutes pertaining to medication, Indiana Code 34-4-16.5-3.5 and the Indiana Administrative Code 511 IAC 7-1-2-, as well as other requirements, the following policy has been implemented:

- No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.
- All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. Tylenol, Ibuprofen, and Benadryl will be provided by the school.
- All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.
- If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.
- No student shall be allowed to keep medicine at school. Any medicine to be administered to a student shall be brought to either the principal's or the school nurse's office where it will be kept in a secure place.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing. These precautions are necessary to insure the safety of all students. We appreciate the cooperation of parents and guardians in carrying out this policy.

## INJURIES/ILLNESS

If a child is injured or becomes ill at school, the child will be cared for temporarily by the school nurse and the parent will be notified. The school will render first aid only. If emergency medical attention is necessary, the following procedure will occur:

1. The parent will be contacted.
2. If the parent is unavailable, the designated emergency contact will be notified.
3. If no one is available, the child will be transported to the nearest emergency room at the hospital.

## POSTINGS/ADVERTISEMENTS

The Principal must first approve signs and posters that students wish to display. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

# Frankton JR/SR High School

## **VISITORS**

Frankton JR/SR High School wishes to be a friendly school. In order that we may extend appropriate hospitality and abide by the Corporation and State statutes defining and regulating trespassing, all visitors are expected to report to the office immediately upon entering the parking lot, campus or building to pick up a visitor's building pass. Our school policy is to accept only those visitors who have legitimate business to attend to at the school. Parents are always WELCOME!

## **SUBSTITUTE TEACHERS**

At times, it may be necessary for the school to employ a substitute teacher to fill in for the regular classroom teacher. Students should remember that substitute teachers have as much authority as any regular teacher, and students are expected to show as much respect for substitutes as they would show for their regular teacher.

## **STUDENT RELATIONSHIPS**

While at school or school sponsored activities, students are expected to conduct themselves as ladies and gentlemen. The school is not the place for intimate social relationships. Therefore, displaying of intimate social relationships will not be allowed and disciplinary action may be taken.

## **MILITARY OPT-OUT NOTIFICATION** \*INDIANA CODE IC 20-33-10-4

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. Students are then called at home by recruiters and encouraged to join the military. The law also requires the school district to notify you of your right to Opt-Out from this by requesting that the district not release your information to military recruiters. Please submit a signed, written request to the main office by the end of the student's sophomore year to Opt-Out of this process.

## **WITHDRAWAL FROM SCHOOL**

The student or parent must obtain a withdrawal form from the Guidance Office. All books and materials checked out to the student must be returned to the school. The procedure for withdrawal or transferring is as follows:

- Schedule an appointment for the parent and student with the principal.
- Obtain appropriate forms from Guidance Office.
- Return all school books and school property to the Guidance office
- Make sure all fees have been paid.
- Provide information for transfer of transcript to another school if necessary.

## **GUIDANCE COUNSELING SERVICES**

Guidance counseling services are available to help students find solutions to their personal, educational, and vocational problems and to assist them in planning for their futures beyond high school. Students will be called to meet with the guidance counselor on a regular basis. Students requesting an appointment with the counselor are welcome any time. They should bring a pass with them to the Guidance Office. You are encouraged to visit the Guidance office for more information.

## **MEDIA CENTER/LIBRARY**

The media center/library has books, magazines, and pamphlets for assigned study and recreational reading. Students are expected to use the library for educational purposes and not as a place to visit with friends. The following rules apply:

- Materials should be properly checked out and returned on time so that others may use them. Fines are charged for damaged or overdue materials. The fine is \$0.10/school day passed the due date up to a maximum of \$5.00
- Students losing library materials must pay the replacement cost of the materials.
- Students who create an undue disturbance in the library will lose library privileges for a specified period of time.
- Books cannot be signed out in another student's name.
- Books are not to be loaned to other students.
- A student whose name appears on the electronic card is responsible for its return.

## **CIRCULATION**

Regular Circulation Materials: Students are allowed to check out a book for a two week period. Students may renew a book ONLY one time, for a period of one week, unless a book has a hold placed on it.

Reference Circulation Materials: Students are allowed to check out reference materials for one night. Students may renew a book ONLY one time, for a period of one night, unless a book has a hold placed on it.

# Frankton JR/SR High School

## **TELEPHONES**

Telephones are placed in the school offices for school business. Messages will be received and students will be called to the phone in case of emergencies.

## **SOLICITING BY CLASSES AND ORGANIZATIONS**

Classes or school-sponsored organizations may not solicit funds from, or sell any product to the general public without the approval of the school principal. Only those approved fund-raising activities may be conducted on school grounds.

## **HOMEROOM**

Homeroom meets daily between 2nd and 3rd periods. Homeroom is an opportunity for students and staff to have club/sport/activity meetings, designated time for remediation/enrichment, and reading time for students & staff. Students are expected to remain in their respective homeroom unless permission is granted to leave. Teacher has discretion to keep all students in the classroom who cannot follow homeroom expectations. Students are to remain quiet and be respectful of others.

## **EXTRACURRICULAR ACTIVITIES**

Frankton JR/SR High School is proud of its school and the activities offered during the school year. We want as many students as possible to participate in the extra-curricular activities. Students are strongly encouraged to get involved and be a part of the opportunities of these activities.

## **ACADEMIC ELIGIBILITY**

- A student attending Frankton High School will be required to pass at least five full credit classes at the end of the grading period and be currently enrolled in at least five full credit subjects, in order to compete in interscholastic athletics.
- A student attending Frankton Middle School will be required to pass (5) classes in order to participate in interscholastic athletics.
- Grades are considered earned on the last day of the grading period. An incomplete at the end of a grading period or semester counts as a failure until the deficiency has been removed. Eligibility will be restored to student-athletes on the day the report card goes out.
- Grades will have the following order of precedence: The mid-term progress reports will not have any bearing on the pass/play policy.
  1. Semester
  2. Nine-week

## **C—18-1 - IHSAA**

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. Semester grades take precedence.

Two semesters of the state required physical education course may be counted as a full credit subject for eligibility purposes even though a full credit is not granted by the Department of Education. When the block four scheduling program is used, students must be currently enrolled in and passing three courses.

Class periods must meet Indiana Department of Education standards for awarding credit and minutes in class.

NOTE: A full credit subject requires a minimum total of 250 minutes of instruction per week for one semester.

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

## **EMERGENCY PROCEDURES**

### **SCHOOL EMERGENCIES**

From time to time it will become necessary to deal with school emergencies of different magnitudes. The administration wishes to stress that the student's well-being is the first priority in all of these matters.

### **FIRES**

## Frankton JR/SR High School

If a fire alarm is sounded in school, the students are evacuated in a quick and orderly manner. The fire department responds to the call and checks the building THOROUGHLY. After the fire department declares the building safe, the students are returned to the building.

### **SEVERE WEATHER, TORNADOES OR EARTHQUAKES**

If the school receives severe weather information, the students will proceed to safe areas within the building until the all-clear is given by the administration. If an earthquake occurs, the students will follow the state guidelines on dealing with earthquakes at a school.

### **BOMB THREATS**

If a bomb threat is received by the school, the students are evacuated IMMEDIATELY. The fire department, superintendent and police are called. Once the fire department and/or police with administration have searched the school AND determined that there is no danger, the students are returned to the building. Again, the student's well-being is our first priority. If it is not certain that the school is safe, the students will not be returned to the building.

### **DRILLS**

The school follows a regular schedule for practicing fire/bomb threat evacuations and severe weather/earthquake emergencies as determined by the State of Indiana during the course of the year.

*In the event of any other type of emergency students will follow directions given by their teacher.*