

# Frankfort High School

2019-2020



## MISSION

To prepare all FHS students to be healthy, productive, and successful community members.

## VISION

To become a community of lifelong learners that commits to collaboration and communicating clearly the agreed upon goals ensuring student success.

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## SCHOOL INFORMATION

Welcome to Frankfort High School. The purpose of this handbook is to give students, faculty, parents, and visitors to our school information and guidelines, which help us, meet our goal of the best education possible for each student. Students are expected to read and know this material.

<b>School Colors</b>	Royal Blue & White
<b>Nickname</b>	Hot Dogs
<b>Yearbook</b>	Cauldron
<b>Newspaper</b>	High Life
<b>Athletic Conference</b>	Sagamore

## SCHOOL SONG

Oh, Hail to dear old Frankfort!  
To the blue and the white that floats upon the breeze -  
All hail to dear old Frankfort  
And all her happy memories -  
Three cheers to dear old Frankfort  
And may her glory never, never die -  
Long may we love her, our Alma Mater  
Frankfort High!

## HISTORY

The high school building was erected in 1892 on Prairie Creek between Clinton and Walnut Streets. Frankfort High School began as a First Class Commission School from the Indiana Department of Public Instruction and has been a member of the North Central Association of Colleges and Secondary Schools since 1909. In 1962 Frankfort High School relocated to its current location at One South Maish Road. At that time, the academic section was opened for classes, with the complete facilities ready for use in September of 1963. The facility features an Olympic size swimming pool, an auditorium with seating for over 1,000, Case Arena, five computer rooms, a library/media center, student commons area, and courtyards. Case Arena is a gymnasium known throughout the state for its unique architectural design with seating for over 5000 and featured in the film *Blue Chips*. In the 1977-1978 school, Frankfort High School debuted Hot Dog Television, a student run radio and TV program, which is broadcast throughout the community.

During the 2006–2008 school years, a second building project allowed for a 22,455 square foot addition to Case Arena. This construction project provided an auxiliary gymnasium, athletic offices, locker rooms, weight room, and classroom space.

In May of 2015, the Frankfort community voted in favor of a \$30 million renovation project at Frankfort High School. The project includes, but is not limited to, additional classrooms, updated HVAC, electrical, and plumbing. The ribbon cutting for the newly renovated and updated school was held on May 1, 2018. FHS contains 282,000 square feet of usable space after the renovation and upgrades.

**2019-2020 SCHEDULE**

**PLC Days (Monday & Friday)**

<b>Student Resource Time (Teacher PLC)</b>	7:20 AM - 8:05 AM			
<b>1st Period</b>	8:15 AM - 9:21 AM			66 Minutes
<b>2nd Period &amp; Announcements</b>	9:27 AM - 10:39 AM			72 Minutes
<b>3rd Period A Lunch</b>	10:39 AM - 11:09 AM (A Lunch)	11:15 AM - 12:21PM		66 Minutes
<b>3rd Period B Lunch</b>	10:45 AM - 11:15 AM	11:15 AM - 11:45 AM (B Lunch)	11:51 AM - 12:21PM	60 Minutes
<b>3rd Period C Lunch</b>	10:45 AM - 11:51 AM		11:51 AM - 12:21 PM (C Lunch)	66 Minutes
<b>4th Period</b>	12:27 PM - 1:33 PM			66 Minutes
<b>5th Period</b>	1:39 PM - 2:45 PM			66 Minutes

**Community Days (Tuesday - Thursday)**

<b>1st Period</b>	7:30 AM - 8:36 AM			66 Minutes
<b>2nd Period, SSR, &amp; Announcements</b>	8:42 AM - 10:08 AM			86 Minutes
<b>Community</b>	10:14 AM - 10:39 AM			25 Minutes
<b>3rd Period A Lunch</b>	10:39 AM - 11:09 AM (A Lunch)	11:15 AM - 12:21PM		66 Minutes
<b>3rd Period B Lunch</b>	10:45 AM - 11:15 AM	11:15 AM - 11:45 AM (B Lunch)	11:51 AM - 12:21PM	60 Minutes
<b>3rd Period C Lunch</b>	10:45 AM - 11:51 AM		11:51 AM - 12:21 PM (C Lunch)	66 Minutes
<b>4th Period</b>	12:27 PM - 1:33 PM			66 Minutes
<b>5th Period</b>	1:39 PM - 2:45 PM			66 Minutes

**2 Hour Delay**

<b>1st Period</b>	9:30 AM - 10:21 AM			51 Minutes
<b>2nd Period</b>	10:27 AM - 11:17 AM			50 Minutes
<b>3rd Period A Lunch</b>	11:17 AM - 11:47 AM	11:53 AM - 12:53 PM		60 Minutes
<b>3rd Period B Lunch</b>	11:23 AM - 11:50 AM	11:50 AM - 12:20 PM	12:26 PM - 12:53 PM	54 Minutes
<b>3rd Period C Lunch</b>	11:23 AM - 12:23 PM		12:23 PM - 12:53 PM	60 Minutes
<b>4th Period</b>	12:59 PM - 1:49 PM			50 Minutes
<b>5th Period</b>	1:55 PM - 2:45 PM			50 Minutes

**DAILY SCHEDULE**

**SCHOOL HOURS AND INFORMATION**

The main entrance to the High School opens at 7:00 a.m. Breakfast is served from 7:00 a.m. – 7:25 a.m. The main entrance will be locked at 3:30 p.m. throughout the week.

**SCHOOL VISITORS**

All visitors to Frankfort High School during the school day must first register in the main office. Visitors will be required to submit a background check to CSF if interacting with students during school hours. Vehicles of visitors parked on school property are subject to search.

**SCHOOL RESOURCE TIME**

On Monday and Friday mornings, teachers will be engaged in professional learning communities from 7:20 – 8:05 AM. Students are allowed in the building from 7:00 – 8:15 AM prior to first period beginning. The Media Center is available for homework help, tutoring, etc. Breakfast will be served in the cafeteria from 7:00 AM – 8:05 AM.

**COMMUNITY PERIOD**

The primary purpose of Community Period is to create a small personalized learning environment to better meet the needs of students. Each community will share the same teachers and student members from grade to grade. Teachers will be able to spend time developing relationships in a non-traditional environment and keep up with the progress of their shared students.

## Grading Scale and Grade Point Average (GPA)

Grade	Score	Point Value	AP Weighted Pt Value
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.3	2.3
D	63-66	1.0	2.0
D-	60-62	0.7	1.7
F	0-59	0.00	0.00

\*\*All Students in the Class of 2020 will use the 2014-2015 Grading Scale for Algebra and Geometry classes taken during their seventh and eighth grade years at Frankfort Middle School.

W/F=0

W=Does not count as an attempted course

Audit=Does not count as an attempted course

INC=0 until student completes the class; a grade will take place of INC

Each 6-week grading period will count as 40% and the final exam will count as 20% in determining a student's trimester average. Letter grades will be given for final trimester grades.

### Grade Point Average (GPA)

All classes will be included in calculating the GPA. All full-credit classes are counted equally for grade point average. The grade point average is cumulative and is based on trimester grades. A grade of "A" counts as four (4) points dropping to one (1) point for a "D". A plus (+) or minus (-) with the grade adds or subtracts .3. For example, a "B+" would be a 3.3 while a "(B-)" would be a 2.7. Grade percentages earned will not round up to the next grade. For example, a percentage of 89.9% will remain a "B+" on the grading scale and not round up to an "A-".

### Transfer Credits

Transfer credits will be calculated using the letter grades and GPA points listed, regardless of the scale used at the previous school. The cumulative total number of trimester courses is divided into the cumulative total points to arrive at the GPA.

### Credits Earned in 8<sup>th</sup> Grade

Students may receive an Algebra and/or Geometry credit for high school that is successfully completed in the 7<sup>th</sup> or 8<sup>th</sup> grade. Students with grades lower than a B should retake the course in high school. Please note that NCAA eligibility rules do not recognize courses taken before 9<sup>th</sup> grade. All students graduating 2016 or after are required to take 4 years of math or quantitative reasoning starting freshman year.

### GRADE LEVEL CLASSIFICATION

Each student in grades 9 through 12 is classified as a freshman, sophomore, junior, or senior. The status or classification of a student is based upon the number of years the student has been in high school. Thus, a first year student is a freshman and a fourth year student is a senior. Students who attend school more than four years will be designated as fifth-year seniors. While a certain number of credits are not required for class designation, it is recommended that students have a minimum of 12 credits following their freshman year, 24 credits following their sophomore year, and 36 credits following their junior year.

## GRADING PROCEDURE TO BE USED IN FIGURING TRIMESTER GRADES

**A student's grade or credit is a reflection of the student's academic performance or achievement, including participation and presentation in class.**

Grading periods at Frankfort High School are twelve weeks in length. **ALL STUDENTS WILL RECEIVE A REPORT CARD AT 6 WEEKS.** Parents are encouraged to check their student's progress via PowerSchool throughout the trimester and to contact teachers with any questions or concerns. At the end of each twelve-week grading period, teachers are required to assess each student's progress with a percentage based on 100%. Grade reports will be issued at the end of each twelve-week period. A final trimester exam will be given for each subject. The trimester grade will be based on a teacher calculation of 40% for each six-week period and 20% for the final trimester exam.

## TYPES OF DIPLOMAS

**Indiana CORE 40 Diploma:** This curriculum requires students to earn 42 credits in specific areas. This curriculum is designed to prepare students for success in a wide variety of educational and career opportunities following high school.

**Indiana CORE 40 With Academic Honors Diploma:** This diploma is Indiana's most distinguished diploma. This diploma is available to students who earn 47 credits including specific courses. The student must have a minimum GPA of 3.0.

**Indiana CORE 40 with Technical Honor Diploma:** This diploma fulfills the CORE 40 requirements and an earned certification in a career related program. This diploma is available to students who earn 47 credits including specific courses. The student must have a minimum GPA of 3.0.

**\*\*Please refer to the Curriculum Guide for specific course requirements. This Guide can be found in the Counseling Office or [fhs.frankfortschools.org](http://fhs.frankfortschools.org).**

## EARLY GRADUATION GUIDELINES

An administrative committee will review requests for early graduation from school for seniors who have completed ten (10) consecutive trimesters. Students planning to request early graduation must submit a completed written form available in the guidance office no later than the third trimester of their junior year and must have written parental consent. Students who desire early graduation after the second trimester, students must have 32 credits at the end of their junior year. Students applying for early graduation must have passed the ISTEP or successfully completed the waiver process. Early graduation will only be considered for the following reasons AND Students must provide documentation to one of the following prior to early graduation before permission is granted:

- a. Early enrollment into post-secondary education
- b. Proof of full-time employment (30 hours)
- c. Overseas study or work program
- d. Enlistment into military service

**Students who believe they have extenuating circumstances which warrant an exception to the above rules and restrictions may appeal to the high school principal to waive the restrictions.**

## CORRESPONDENCE COURSES — CREDIT

A student desiring to complete courses by correspondence must first obtain the approval of the local school board, or its designee. Correspondence credits are acceptable only when taken from an institution properly accredited by the appropriate regional accrediting association affiliated with and/or approved by the council on post-secondary accreditation (COPA) and/or the Indiana Commission for Post-secondary Proprietary Education. (State Board of Education; rule g-1, sec 5; filed May 8, 1978, 3:21 p.m.; rules and regs. 1979, p. 121; filed Mar 29, 1982, 2:25 p.m.; 5 ir 985 filed Aug. 26, 1983, 3:04 pm; 6 ir 1923)

NOTE: Transferred from the Commission on General Education (510 IAC 9-2-5) to the State Board of Education (511 IAC 6-7-7) by P.L. 20-1984, SECTION 206, effective July 1, 1984. Cited in: 511 IAC 6-2-5; 511 IAC 6-7-2; 511 IAC 6-9-3; 511 IAC 11-5-2. Correspondence courses should be completed by May 1, and grades should be reported to the principal. Frankfort High School has the right to limit the number of accredited correspondence courses accepted. Special consideration may be given by the principal.

## COMMENCEMENT PROCEDURES

Students must meet the minimum state and local requirements in order to participate in the commencement ceremony. Parents will be notified prior to May 1 of any senior student who may be in jeopardy of not fulfilling the requirements for graduation and would, therefore, be ineligible to participate in commencement ceremonies. Students may choose not to participate in the ceremony if they so desire. Students who participate in the graduation ceremony must attend graduation rehearsal. Special consideration for extenuating circumstances may be given by the principal.

Any student who transfers from a non-accredited private or home school must attend all three trimesters of the senior year at Frankfort High School in order to be eligible to receive a diploma. All other regulations established by the State of Indiana and the Community Schools of Frankfort must be met. A minimum of 28 credits earned at Frankfort High School is required for a student, who transfers from a non-accredited school to be included in the official class rank.

## VALEDICTORIAN

The valedictorian for the graduating class will be determined following the 12th trimester and is based upon the highest grade point average (GPA) of all graduating seniors. In order to be considered for valedictorian, the students must have been enrolled all three trimesters of their senior year at Frankfort High School.

## SALUTATORIAN

The salutatorian for the graduating class will be determined following the 12th trimester and is based upon the second highest grade point average (GPA) of all graduating seniors. In order to be considered for salutatorian, the students must have been enrolled all three trimesters of their senior year at Frankfort High School.

# ATTENDANCE

## POLICIES AND PROCEDURES GOVERNING ABSENCES, TARDIES, AND TRUANCY

These policies and procedures governing absences, tardies, and truancy is established to ensure a clear understanding of the importance of good school attendance. School attendance is the mutual responsibility of the individual student and parent. Parents and guardians should monitor attendance of their children to ascertain that attendance is regular. (IC20-33-2-27,28,44)

A student's absence will be considered excused if (1) contact is made by phone by the parent or guardian and (2) an excused absence criterion is met. Notes from the parent or guardian will be required when absences become a concern. A student who is willfully absent from school, without parent, guardian, or school consent or knowledge will be considered truant (unexcused). Any student arriving at school any time after 7:30 AM must report immediately to the office.

### Attendance Policy/Excessive Absences

#### Excused absence includes:

1. An absence where contact is made by telephone by the parent or guardian.
2. Notes will be accepted in cases where there is no telephone and prior arrangements have been made by the parent or guardian
  - a. Excused absences 1-7 will be documented.
  - b. Any absence after 7 days in each trimester must be excused through proper documentation or extenuating circumstances or will result in an unexcused absence.

#### Unexcused absence includes:

1. An absence with no call-in on the day of the absence from a parent or guardian.
  - a. Upon accumulating the 3<sup>rd</sup> unexcused absence from school, the student will be assigned 1 lunch detention.
  - b. Upon accumulating the 4<sup>th</sup> unexcused absence from school, the student will be assigned 1 week of lunch detention..
  - c. Upon accumulating the 5<sup>th</sup> unexcused absence from school, the student will be assigned one detention.
  - d. Upon accumulating the 6<sup>th</sup> unexcused absence from school, the student will be assigned two detentions.
  - e. Upon accumulating the 7<sup>th</sup> unexcused absence from school, the student will be assigned Friday Night School..
  - f. Upon accumulating the 8<sup>th</sup> unexcused absence from school, the student will serve ISS.
  - g. Upon accumulating the 9<sup>th</sup> unexcused absence from school, the student will serve OSSP.
  - h. Upon accumulating 10 unexcused absences, the student and parent will sign an Expulsion Agreement, which may result in expulsion from school.

\*Compulsory attendance laws require administrators to report habitual truancy/absences.

2. An absence due to truancy or missing class without school authorization (cutting class). Truancy is defined as missing school without parent, guardian, or school knowledge and will result in the following actions:
  - a. First Offense – Friday Night School
  - b. Second Offense – will result in two (2) days of ISS.
  - c. Third Offense – will result in three (3) days of ISS/OSSP
  - d. Fourth Offense – a student will be subject to the due process rules and regulations which include suspension and/or expulsion from school.

#### Juvenile Code Definition of Truancy:

A child commits a delinquent act, if before becoming eighteen (18) years of age the child violates IC20-33-2-1 concerning compulsory school attendance.

1. Truancy: Any time a child is away from school during regularly scheduled times of school without the knowledge or consent of parent, guardian, custodian or school officials designated with said authority.
2. Habitual Truant: Any time a child has eleven (11) or more days of unexcused absences in one year.

#### Excused (Special) Absences:

In the event that an absence is excused those days will **NOT** count toward the expulsion policy.

1. Personal illness under doctor's care – If a parent or legal guardian does not send his/her child to school because of his/her child's illness or mental or physical incapacity it is unlawful for the parent to fail or refuse to produce a certificate signed by an Indiana physician within six (6) days after it is requested.
2. Death or serious illness in the family.
3. Special Requests:
  - a. Post high school exploration (juniors and seniors only). A written request, signed by a counselor and parent or guardian prior to visitation, is required.
  - b. Religious holidays
  - c. School sanctioned events
  - d. Medical/Dental appointments – Students are urged to make dental and doctor appointments for times other than during the school day. A student should always ask the doctor or dentist's office for a slip verifying the appointment. (*Must provide doctor's note after 7<sup>th</sup> absence of the trimester*)
  - e. Personal and/or family counseling.
  - f. Driver's test
  - g. Election worker who provides proper, required documentation (pupil recorded as in attendance). [IC20-33-2-15]
  - h. Service as a page in the Indiana General Assembly (pupil recorded as in attendance). [IC20-33-2-14]
  - i. Student issued subpoena to appear in court as a witness (pupil recorded as in attendance).[IC20-33-2-16]
  - j. Special family request. A parent or guardian must fill out an extended absence form giving the reason for absence, date(s) of requested absences, and the date of return to school. Special family requests are subject to administrative approval.
  - k. All other absences that are protected by Indiana State Statute, IC20-33-2-19.

#### 4. Make-up work:

Students will be allowed to make up work for all absences. A student who is suspended shall be allowed to make up work with full credit during that period of suspension and will submit such work on or before the first day following the end of the suspension.

#### **Tardies include:**

A student is considered tardy to class anytime he/she enters the classroom after the tardy bell.

1<sup>st</sup> Period – ALL late students to report to the main office.

- a. Teacher Choice/Warning
- b. Teacher Choice/Warning
- c. Upon accumulating the 3<sup>rd</sup> tardy to a class period, the student will be assigned 1 lunch detention.
- d. Upon accumulating the 4<sup>th</sup> tardy to a class period, the student will be assigned 1 week of lunch detention.
- e. Upon accumulating the 5<sup>th</sup> tardy to a class period, the student will be assigned one detention.
- f. Upon accumulating the 6<sup>th</sup> tardy to a class period, the student will be assigned two detentions.
- g. Upon accumulating the 7<sup>th</sup> tardy to a class period, the student will be assigned Friday Night School.
- h. Upon accumulating the 8<sup>th</sup> tardy to a class period, the student will serve ISS.
- i. Upon accumulating the 9<sup>th</sup> tardy to a class period, the student will serve OSSP.
- j. Upon accumulating the 10<sup>th</sup> tardy to a class period, students/parents will be required to meet with administration to sign an Expulsion Agreement, which may then result in expulsion from school.

#### **BOOKSTORE**

Frankfort high school operates a bookstore making it possible for teachers and students to conveniently obtain supplies. The bookstore is open from 7:15 a.m. to 3:00 p.m. Students may be excused to go to the bookstore during class time at the teacher's discretion. The bookstore is closed 30 minutes after C lunch concludes.

## **STUDENT CONDUCT**

Parents, our community, and the Frankfort Community Schools have worked together to provide a staff, building, and equipment to help prepare students for a future of success. We are committed to giving you the best education we can and know you will take special pride in keeping Frankfort High School "FIRST CLASS."

Through the year students will be expected to assume the responsibilities listed below.

- Students should follow directions given the first time without arguing.
- Students should be prepared for class by being punctual and bringing materials and completed assignments.
- Students should participate in classroom activities.
- Students should behave in a way that promotes learning.
- Students should not share lockers at any time. The student assigned to the locker will be held responsible for its contents.
- Excessive noise in the hallway and classroom is disruptive to the school and students' learning; therefore, students are encouraged to keep the noise level as low as possible. Shouting and banging locker doors are inappropriate behaviors.
- Students are expected to clean up and pick up after themselves without reminders.
- Student behavior toward substitute teachers will show respect, courtesy, and willingness to help.
- Students must have permission from an Administrator to be outside of the building.
- Earbuds or headphones must be used when listening to a personal electronic device in the building. This includes hallways, classrooms, and the cafeteria.
- Student behavior records may be used as a basis for participation in field trips, extra-curricular activities, and other out-of-school trips.

#### **BUS CONDUCT**

Bus drivers are responsible for the supervision and safety of students between home and school. The task of driving a bus is a tremendous responsibility. Bus drivers are authorized by state law and school board policy to maintain order on buses. Students are expected to follow the directions of the bus drivers at all times.

1. Go directly to your seat upon boarding the bus; remain seated at all times.
2. Do not stand or move from place to place during the trip.
3. Loud, boisterous, or profane language, smoking, or indecent conduct will not be tolerated. Students are not to tease, shuffle, trip, hold, hit or use their hands, feet, or body in any objectionable manner.
4. No windows or doors shall be opened or closed except by direction of the driver.
5. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
6. Eating is not permitted on the bus.
7. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who fails to adhere to the prescribed bus rules.

A bus videotape recorder may be placed on school buses. The purpose of such tape recording is the pursuit of safety, security, and discipline on the bus. No student has a reasonable expectation of privacy while on a school bus. The tape may be viewed by authorized school officials and if deemed appropriate, students and/or parents may be asked to view the video at the discretion of the administrator who is in charge of student discipline. Inappropriate conduct on the bus will result in consequences listed in the discipline matrix as well as a possible suspension from riding the bus.



## CAFETERIA/FOOD/DRINKS

High School Cafe' offers students a variety of nutritious food choices for breakfast and lunch. Fresh fruits and vegetables are offered daily. Students can purchase a la carte items at an additional cost, but must have money in their account.

Student breakfast is available at no cost to all students.

Paid Student lunch = \$2.00

Students with reduced lunch status will receive lunch at no cost.

- The cafeteria is to be kept neat and clean.
- All trays must be returned to a designated area.
- Any inappropriate behavior disrupting the cafeteria may result in disciplinary consequences.

**High School** students may not charge a meal. If the student does not have breakfast or lunch money, the student will be allowed to get their meals that day. The cashier will write the student's name down on a sheet of paper and the student will be charged when there is money in the account. If a student repeatedly comes to school with no food and no money, food service manager must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted. A student is not permitted to purchase a la carte items if they owe any unpaid charges.

## STUDENT IDENTIFICATION CARDS

Student identification cards are available upon request. Each student will be issued one card at no cost ONCE throughout his/her high school career. Replacement cards will be issued at a cost of \$3 to the student. Contact the Main Office for assistance with identification cards.

## Student Driver Regulations

All parking and traffic signs are enforced 24 hours. Violation of Ordinance F03.10 may result in a citation from the Frankfort Police Department.

Driving to school is a privilege. Vehicle registration must be made in advance and filed with the assistant principal. Registration forms requiring license plate numbers are to be completed in the bookstore. The cost is \$3.00. Students may not turn left onto Maish Road between the times of 2:30 and 3:15 p.m. All student vehicles must be parked in the student parking lot on a first come, first served basis. Students must not park off school grounds in areas adjacent to the school or may face disciplinary consequences or loss of driving privileges. No vehicles may be removed during the school day without permission from the office. Vehicles that are moved before the buses leave must exit via State Road 28 East. Vehicles that leave by Maish Road must wait until all buses have left the school entrances (approximately 2:55 p.m.). Students are expected to follow all Indiana State Driving Laws. This includes the Indiana Seatbelt law which states that safety belts must be worn by the operator of a motor vehicle and all passengers, regardless of where the passenger is seated in the vehicle. It also includes Indiana State Driving Laws on Cell Phones and Texting while driving. Drivers younger than 18 are banned from texting and cell phone usage while driving. All drivers, regardless of age, are banned from text messaging while driving.

The privilege of driving to school may be removed if a student exhibits conduct unbecoming of a responsible driver while driving to or from school or in the parking lot. Any vehicle parked on school property is subject to search by the principal or his designee. Violations of these student driver regulations will be addressed as follows:

**First Offense:** Student warned and parents notified.

**Second Offense:** Loss of driving privileges for one week and parents notified.

**Third Offense:** Loss of driving privileges for the remainder of the trimester and parents notified.

## DRIVER LICENSE INVALIDATION

Under IC9-24-2-1, a driver's license or a learner's permit may not be issued to an individual less than 18 years of age who meets any of the following conditions:

- 1) Is a habitual truant under IC20-33-2-11.
- 2) Is under at least a second suspension from school under IC20-33-8-14 or IC20-33-8-15.
- 3) Is under an expulsion from school under IC20-33-8-14, IC20-33-8-15, or IC20-33-8-16.
- 4) Is considered a dropout under IC20-33-2-28.5

## SUBSTANCE ABUSE POLICY

The goal of the Community Schools of Frankfort is to create an environment where students can learn in a setting free of substance abuse. It is the position of the school to take a positive and proactive approach toward substance abuse. For the purposes of this policy, substance abuse is defined as knowingly possessing, transmitting, or consuming or ingesting any controlled substance, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, illegal or over the counter, or any item that is represented to be, or looks like any of the aforementioned items, unless otherwise authorized by a medical prescription from a physician.

When a secondary student is suspected of being involved with substance abuse during the school day, that student will be:

1. Referred to the school nurse for a medical screening
2. Search of individual, locker, and vehicle (if applicable)
3. Parent/Guardian will be contacted.
4. Reported to the law enforcement agency.
5. Suspended for up to 10 days with expulsion as a recommendation

## **VIDEO SURVEILLANCE**

**Security cameras have been placed around school. The purpose of recording is the pursuit of safety, security, and discipline of the students at school. No student has a reasonable expectation of privacy while at school. The video may be viewed by authorized school officials and if deemed appropriate students and/or parents may be asked to view the video at the discretion of the administrator who is in charge of student discipline, unless the video violates the privacy of another student. Inappropriate conduct while at school will result in consequences listed in the discipline matrix as well as a possible suspension from school.**

## **DISCIPLINE POLICY**

Frankfort High School would like to establish a climate in which all students are able to learn with a minimum of disruption and interference. Consequently, all students at FHS are expected to behave in a manner that does not disrupt or interfere with the educational program of other students.

Behavior that constitutes an interference with school purposes or an educational function, including the use of social media to disrupt or attempt to disrupt the functions of the school. School officials may find it necessary to remove a student from school. In this event and in accordance with State law and the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from school. In this event and in accordance with State law and the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

### **1. SUSPENSION FROM SCHOOL – PRINCIPAL (or designee)**

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 10 school days.

### **2. EXPULSION**

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than a calendar school year, with the exception of a violation of rules O and P listed under the Grounds for Suspension and Expulsion in this policy, in which case the student may be expelled for one calendar year.

## **GROUND FORSUSPENSION OR EXPULSION**

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

Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, but not limited to:

- A. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other behavior prohibited by this provision:
  1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  2. 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.
  3. Setting fire to or damaging any school building or property.
  4. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any meeting or assembly on school property.
  5. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this provision.
- B. Causing or attempting to cause damage to school property, stealing, or attempting to steal school or private property.
- C. Profanity directed toward a staff member or student.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that is necessary to protect oneself or some other person does not, however, constitute a violation of this provision. Self-defense will be defined according to police officer(s) involved in the incident;
- E. Engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function;
- F. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes, or an educational function including failing to complete homework;
- G. Engaging in sexual behavior on school property;

- H. Disobedience of administrative authority;
- I. Willful absence or tardiness by student;
- J. Public intoxication;
- K. Possessing, using, or transmitting drug paraphernalia or 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, or caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind; (Use of a drug authorized by a medical prescription from a physician or over the counter medication is not a violation of this provision provided it is consumed within the guidelines of using medication at school.)
- L. Engaging in the unlawful selling of a controlled substance.
- M. Possession or use of fireworks.
- N. Violation of terms set forth in an expulsion agreement.
- O. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon. The penalty for possession of a deadly weapon: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the Superintendent if the circumstances warrant such reduction. The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
- P. POSSESSION OF A FIREARM
  - 1. No student shall possess, handle, or transmit any firearm on school property.
  - 2. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - a. The frame or receiver of any weapon described above.
    - b. Any firearm muffler or firearm silencer.
    - c. 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.
    - d. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, or which has any barrel with a bore of more than one-half inch in diameter.
  - 3. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the Superintendent if the circumstances warrant such reduction.
  - 4. The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
- Q. Smoking or possession of tobacco, cigarettes, smokeless cigarettes, vapor devices, possession of a lighter, or any look-alike electronic smoking device.
- R. Gambling.
- S. Failure to correctly identify oneself or not being able to immediately provide student identification card.
- T. The forging or alteration of any school related document.
- U. Causing false alarms or making false calls.
- V. Using, writing, possessing, or speaking obscene or profane materials. This includes clothing with obscene or vulgar language (including the promotion of illegal substances, alcoholic beverages, and/or weapons of any kind).
- W. Sexual harassment of any person will not be condoned. Any student harassing others through conduct or communication of a sexual nature will be subject to the disciplinary code as outlined in this handbook.
- X. Serving as a lookout for students engaging in inappropriate conduct.
- Y. Fighting is considered a serious and disruptive behavior at FHS. Students who engage in this misbehavior will be removed from the school premises by their parents following an informal hearing with the Assistant Principal or by the police, and will be suspended for up to 10 days, and could be expelled.
- Z. Threatening or intimidating any person.
- AA. See section concerning Electronic Devices.
- AB. Participating in gang related activities.
- AC. Bullying is not an acceptable behavior in the Community Schools of Frankfort. Bullying includes cyber-bullying in which corporation-owned computers, cellular telephone or any other wireless communication device are used to send or receive messages. Students should not have to go to school with the threat of bullying or intimidation from other students or staff. Students who feel they have been bullied should report the act immediately to a teacher or building administrator. Building administration or teachers should not look past or ignore bullying, or potential bullying by other students.
  - (a) Per Indiana Code IC20-33-8-0.2, "bullying" means overt, repeated acts or gestures with the intent to harass, ridicule, humiliate, intimidate, or harm the other student
  - (b) Place and time. Per Indiana Code IC20-33-8-13.5, discipline rules adopted by the governing body of a school corporation must apply when a student is:
    - (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
    - (2) Off school grounds at a school activity, function, or event;
    - (3) Traveling to or from school or a school activity, function, or event; or
    - (4) Using property or equipment provided by the school.
- AD. Hazing as defined by IC35-42-2-2 – forcing/requiring another person-with or without consent of that person and as a condition of association with a group or organization – to perform an act that creates a substantial risk of bodily injury. Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily

danger or physical harm to an individual. Any act that involves forced consumption of food, alcohol, drugs, or other substances, or any other forced physical activity that could severely affect the physical health or safety of an individual. Any act that would subject an individual to extreme mental stress or emotional harm, or any other forced activity that could severely affect the mental health or dignity of the individual.

The grounds for suspension or expulsion listed above apply when a student is:

1. 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;
2. Off school grounds at a school activity, function, or event, or
3. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, 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 or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. Once a student has been expelled, he/she is not to be on school grounds without an appointment through the office to conduct necessary school-related business. **Expelled students, who are found on school grounds at any time, thus violating this trespass warning, may be arrested for trespassing.**

4. Students who are suspended Out of School (OSS or OSSP) are not to be on campus for any Extra-Curricular event.

**POSSIBLE DISCIPLINARY ACTIONS**

**Lunch Detention:** Lunch Detention may be assigned by school administration (or designee) for classroom infractions, excessive tardies, or other infractions of the student code of conduct. This allows a student to continue his/her education without interruption. Failure to attend Lunch Detention will result in additional disciplinary action.

**Detention:** Detention will be used for infractions to the student code of conduct including continuous insubordination, tardies, and other infractions of the student code of conduct. This allows a student to continue his/her education without interruption. Students are required to bring study materials and complete classroom assignments. Failure to attend after school detention will result in additional disciplinary action.

**Friday Night School:** Friday Night School is a two hour detention used the last disciplinary consequence before suspensions are assigned.

**Restitution/School Community Service:** Students may be required to pay restitution for damaged property of FHS. Also, students may be asked to complete community service by restoring the environment to its original condition.

**In School Suspension:** In-School Suspension is used as an early intervention strategy for such violations as continued classroom disruptions and other misbehavior. Students assigned to ISS complete all daily assignments (including tests and quizzes) while in the ISS area. They are not counted absent from school nor are there concurrent academic penalties. Students assigned to ISS may not be able to participate in any extra-curricular activity or practice on those dates assigned to ISS per coaches' discretion. In School Suspension will be assigned to students whose violations to the student code of conduct require immediate or temporary removal from the normal school environment. Failure to comply with In School Suspension rules will result in immediate removal from In School Suspension, and Out of School Suspension will be assigned. During the time spent in In-School Suspension, the student may meet with a Guidance Counselor if needed.

**Out of School Suspension:** Out of School Suspension will be assigned to students whose violation of the student code of conduct requires immediate removal from the school environment in order to restore the safety, security, and integrity of the educational atmosphere at Frankfort High School. A student that is suspended out of school or attends the OSSP program is not eligible to participate in extra-curricular events and/or practices during the suspension period.

**Out of School Suspension Program (OSSP):** Out of school suspension is designed as the last step before expulsion. The Community Schools of Frankfort and the Juvenile Court System of Clinton County work in conjunction with students ages 12 to 17 who are suspended out of school to place them in an alternative setting during the time of their out of school suspension. If the program is closed for any reason, the student will be the responsibility of the parent or guardian. Upon return to school, the student may meet with a guidance counselor prior to returning to class.

**Recognizing that the behavior of some students may not be conducive to the educational atmosphere at school, the following represents a guideline for administrator use. The chart does not represent absolutes and is not all inclusive.**

DISCIPLINE MATRIX			
Behavior	1st Intervention	2nd Intervention	3rd Intervention
1. Arson /Fireworks/Fire Alarm Tampering/False Reporting Pg.26	3-day OSS, Police notified & possible recommendation for expulsion	5-day OSS & recommendation for expulsion	*****
2. Assault/Battery Pg. 25, 27	5 day OSS, Police notified, immediate removal from FHS & possible recommendation for	5 day OSS, Police notified, immediate removal from FHS, recommendation for expulsion	*****

	expulsion		
<b>3. Bomb Threat Pg. 26</b>	10-day OSS & recommendation for expulsion, immediate removal from FHS, Police notified	*****	*****
<b>4. Building Security Pg. 25</b>	1-day OSS	3 day OSS	10-day OSS
<b>5. Cheating/ Plagiarism</b>	Zero for assignment	Zero credit for grading period in that class	Zero credit for trimester in that class
<b>6. Conspiracy</b>	Immediate removal to ISS from class or situation, 1-3 day ISS	3 day OSS	10-day OSS & recommendation for expulsion
<b>7. Disrespect</b>	Immediate removal to ISS from class or situation, 1-3 day ISS	1-3 day OSS	10-day OSS & recommendation for expulsion
<b>8. Dress Code Violations Pg. 30</b>	Opportunity to change or cover up offensive clothing or ISS	Lunch Detention	Lunch detention and/or after school detention
<b>9. Driving/Parking Violations pg. 46</b>	Verbal Warning	Loss of driving/parking privileges for grading period	Loss of driving/parking privileges for trimester
<b>10. Drugs/Alcohol pg. 26</b>	10 day OSS & possible recommendation for expulsion; Police notified	*****	*****
<b>11. Electronic Equipment/ Cell Phones, IPODS, Musical Devices,</b>	Confiscation of device and returned to the student at the end of the school day in the office.	Confiscation of device and parent must pick up.	Confiscation of device and parent must pick up and 1 Day of ISS
<b>12. Fighting pg. 27</b>	3-10 day OSS, Police notified, possible recommendation for expulsion	10 day OSS; Police notified, recommendation for expulsion	*****
<b>13. Forgery (passes, etc.) pg. 26</b>	Lunch Detention	After School Detention	Possible ISS
<b>14. Gambling pg. 26</b>	Immediate removal to ISS from class or situation	2 Days of ISS	2 Days of OSSP
<b>15. Gang Activity Pg. 32</b>	Verbal Warning, notify law enforcement	10-day OSS & recommendation for expulsion	*****

<b>16. Harassment/Threat Bullying/Extortion/Intimidation/Hazing</b>	Immediate removal from FHS; parent notified; 2-5 day OSS; Police notified	Immediate removal from FHS; parent notified; 5 day OSS & possible recommendation for expulsion; Police notified	*****
<b>17. Illegal Activity pg.</b>	Police notified & possible recommendation for expulsion – 10 Days OSS	*****	*****
<b>18. Insubordination pg. 26</b>	Immediate removal to ISS from class or situation, Lunch Detention, 1-3 day ISS	Immediate removal to ISS from class or situation, or Lunch Detention/After School Detention, or 1-3 day ISS	Possible OSS & recommendation for expulsion
<b>19. Locker Violation Pg. 41</b>	Lunch Detention	After School Detention	1 - 3 Days ISS
<b>20. Profanity Pg. 26</b>	Immediate removal to ISS from class or situation, or Lunch Detention/After School Detention, or 1-3 day ISS	Immediate removal to ISS from class or situation, or Lunch Detention/After School Detention, or 1-3 day ISS	Possible OSS & recommendation for expulsion
<b>21. Public Display of Affection</b>	Warning	Lunch Detention	1-3 days of ISS
<b>22. School Disturbance Pg. 25</b>	10-day OSS and recommendation for expulsion, Police notified	*****	*****
<b>23. Theft pg. 25</b>	1-3 day OSS, Police notified	3 day OSS, Police notified & possible recommendation for expulsion	10-day OSS & recommendation for expulsion, Police notified
<b>24. Tobacco: Possession/Use pg. 7, 26</b>	3-day ISS, or 5-day OSS	10-day OSS & recommendation for expulsion	*****
<b>25. Truancy pg. 22</b>	Lunch Detention/After School Detention, or 1-3 day ISS	Lunch Detention/After School Detention, or 1-3 day ISS	Follow truancy guidelines listed on page 19
<b>26. Vandalism Pg. 25</b>	1-3 day OSS, Police notified & possible recommendation for expulsion	3 day OSS, Police notified & possible recommendation for expulsion	10 Days OSS & recommend for expulsion
<b>27. Violation of Network/School Technology Misuse</b>	Friday Night School / 1-3 Days of ISS/ Short Term Removal of Technology	3 Days of OSSP / Extended Removal of Device / Privilege	3 - 10 Days of OSSP / Year Long Device Removal
<b>28. Weapons Pg 26, 41</b>	5-10 days OSS & recommendation for expulsion; Police notified	*****	*****

## DRESS CODE

Frankfort High School acknowledges that a correlation exists between good grooming, personal attire, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. In addition to educational responsibilities, FHS accepts the obligation of developing positive student attitudes toward personal hygiene and appropriate attire. Without such positive attitudes, student will not be able to make the best use of the academic skills in the world or work and society in general. We need and ask for the support of our parents in ensuring that students come to school properly groomed and dressed. The personal appearance of student may follow the style of the day: however, proper attire is defined as clothing that is clean, modest, which does not create a health or safety hazard, and which is not distracting or demeaning to other students in the classroom. (Example: Undergarments should not be visible) Clothing, jewelry, or accessories advertising/containing references in writing or pictures to drugs, alcohol, tobacco, weapons, and/or which contains foul or suggestive language/pictures, etc., are not be worn while attending school or school sponsored activities. If a hood or hat is determined to be a detriment to learning, then the student will be asked to remove the hood/hat.

The Principal or the Principal designee has the final authority for interpreting whether a student's apparel conforms to the dress code and if a clothing change needs to occur.

## ELECTRONIC DEVICE POLICY OF FRANKFORT HIGH SCHOOL

This policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty, and the educational process. Cell phones, iPods, MP3's, or other electronic devices are not to be used in the classroom unless authorized by the classroom teacher. Cell phones and other devices are to be turned off or placed on silent/vibrate mode during class. Cell phones, iPods, MP3's, or other electronic devices may be used before/after school, during passing periods, and lunch periods.

Unauthorized use of these devices is a violation of this policy. Violators of the policy will be subject to disciplinary action:

- Confiscation of the device until the end of the period by the classroom teacher
- Confiscation of the device until the end of the day by administration
- Excessive confiscation will result in detention, suspension, and/or expulsion.

In an emergency situation, an administrator or faculty member can give a student permission to make a call from a cell phone. Parents should continue to call the school for any emergency situation. We will contact your son/daughter. It is permissible for students to use their cell phone outside of the buildings on school grounds at any time. The use of camera phones is strictly forbidden in private areas, such as locker rooms, bathrooms, dressing areas, classrooms, and offices at any time. Such use may be in violation of the criminal code and may result in suspension or expulsion.

All FHS students/parents/guardians have signed the CSF Acceptable Use Policy. This policy, available on the school website, outlines appropriate use of the machines and the network. Misuse of either the machine or the network may result in consequences and/or removal of the privilege of use.

## CELL PHONE CONTENT AND DISPLAY

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person. • The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system

## GANG ACTIVITY

Frankfort High School prohibits all gang related behavior. The school corporation will vigorously discipline any student who conducts gang related activities at any time when the student is under the jurisdiction of the school on any school properties, or at any school related function or activity. Examples of gang related behavior include but are not limited to the following:

- 1) Wearing of gang colors
- 2) Wearing of any symbols that are known to be associated with gangs
- 3) Wearing of any jewelry, clothing, or objects associated with gangs
- 4) Creating, distributing, writing, drawing any symbols and/or having in one's possession items that are related to gangs
- 5) Flashing, flagging, or any other signs or symbols by hand or gesture that is related to gangs
- 6) Wearing of clothing in such a manner that is associated by gangs
- 7) Any and all other actions, whether written, verbal, non-verbal, or physical that is associated with gangs
- 8) Disciplinary action will result for any gang related behavior which may result in suspension, expulsion, and referral to legal authorities.

## STUDENT SERVICES DEPARTMENT

Students will be assigned to one of three counselors at Frankfort High School for academic counseling and scheduling.

### ADVANCED PLACEMENT COURSES

Advanced Placement courses are designed for the highly talented and motivated student. Students who enroll in AP courses may receive college credit or advanced college placement as prescribed by the College Entrance Examination Board. Almost all colleges and universities in the United States recognize the scores received on the Advanced Placement examination and give credit accordingly.

1. Recommendation for student participation
  - a. A 3.0 average or better in preparatory courses serving as prerequisites for the advanced placement courses
  - b. A teacher or department recommendation
  - c. Parental consent
  - d. Counselor recommendation
2. Frankfort High School may offer advanced placement courses in Calculus, English Language, English Literature, Government, Statistics, Music Theory, US History, Art History, Psychology, Biology Environmental Science, and Chemistry.
3. Students enrolled in Advanced Placement courses are required to take the Advanced Placement test in the appropriate subject area.
4. Some advanced placement courses may require the student to complete academic components during the summer months. Students enrolled in the Advanced Placement courses are expected to take part in this work.
5. Advanced Placement courses are a serious commitment. Any student wanting to stop an AP course must meet with the AP teacher, counselor, and Administration for final decision.

### CAREER-TECHNICAL EDUCATION (CTE) PROGRAMS

Students wishing to be considered for CTE (vocational) must fill out an application form at the time of scheduling in the spring and turn it in prior to the deadline. Students will be considered based on a variety of items including, but not limited to: attendance, completed application form, disciplinary referrals, teacher recommendations, interview, grade point average etc. These programs are a full year commitment and students accepted into the programs must commit to fulfilling the entire year.

CTE programs are considered to be an extension of the regular school curriculum. All regular school rules and policies apply. Some programs may have rules in addition to the school rules. Students terminated from the CTE program will be required to attend the high school for a full day the balance of the trimester. If terminated, students may not receive credit for the classes they attend at the high school. The student may also be required to pay for the course dropped.

### POST-SECONDARY CREDIT RULE

Frankfort High School students in Grades 11 and 12 may apply postsecondary credit earned at an accredited public or private college or university located in Indiana that grants a baccalaureate or associate degree toward their high school diploma. Courses must correspond to approved courses listed in 511IAC6-2-5 (d) and the **Course and Curriculum Area Descriptions for Indiana Schools**. High School department chairpersons will review the content area prior to the high school principal granting approval for the postsecondary course to count toward high school credit. One high school credit will be awarded for 3 or 4 college credit hours. Students enrolled in postsecondary programs under these provisions must attend FHS no less than two periods per day.

### SCHEDULE CHANGES

Students are expected to give careful consideration to course selections during their scheduling appointment. Students will be able to review their schedules before the school year begins. All schedule changes must be made prior to the first day of school. All parents/guardians are invited to attend scheduling conferences. After the first day of school, schedule changes will not be made except to correct a computer error, to balance course size, to remedy improper placement, to upgrade a schedule, or due to extenuating circumstances. **Teacher selection or lunch preference cannot be the basis for a schedule change.**

### RELEASE OF RECORDS

Frankfort High School will not release any student records or information without a signed record release form or other written request first being filed with the main office. This form must be completed by a parent/guardian if the student is under 18 years of age. Persons 18 years or older must personally sign a release of records. Any names, addresses or telephone numbers of any past or present student or groups of students will not be released unless specifically authorized by the principal or superintendent.

### TRANSCRIPT REQUEST

All students requesting transcripts will log onto [www.parchment.com](http://www.parchment.com) and create an account that will be used during their high school and college career.

### RETAKE COURSES PREVIOUSLY PASSED AND FAILED

At times during a student's high school career, a student may choose to retake a course which has previously been passed, i.e. Algebra II. Students wanting to retake a previously passed course must formally petition Frankfort High School. Any course that is retaken at Frankfort High School will be handled in the following manner: The highest grade will be calculated into the student's grade point average (GPA).



## TEACHING ASSISTANTS/OFFICE AIDES

To be selected as a teaching assistant (TA) or office aide is a privilege. Students must have a GPA of 2.2 or cooperating teacher recommendation to be a teaching assistant or office aide. Juniors may not serve as a TA more than one time during their Junior year. Seniors may not serve as a TA more than once a trimester or twice in a school year. Students that are teaching assistants and or office aides do NOT receive grades or credits. When students are participating in Frankfort Athletics, they need to pass 4 out of the 5 classes each trimester. Juniors/Seniors must pass all classes they are registered in if they are a teaching assistant. If a student-athlete should fail one class while doing a teaching assistant assignment, then they will become athletically ineligible.

## SCHOLARSHIPS OFFERED TO SENIORS OF FHS

*ALL SCHOLARSHIPS ARE SUBJECT TO CHANGE.*

**Autumn Greeno Memorial Scholarship:** Established by Joyce Houchens in memory of her daughter. Recipient is a senior girl active in band, orchestra, or choir; minimum GPA 3.0.

**Basil Walters:** This award honors a top journalism student.

**Business Women's Scholarship:** Recipient is an outstanding female business student.

**Clinton County Civic Theatre Scholarship:** Scholarship(s) to a senior(s) planning to further their education in theatre, TV, Music or Radio, in the area of performance or production.

**Clinton County Community Foundation:** Scholarships will be awarded based on applications. Applications are available at the following website: [cfclinton.org](http://cfclinton.org).

**College and University Scholarships:** Check the college websites for individual scholarships offered.

**Walter E. York:** Scholarship awarded to a student pursuing post-secondary education. Applicants, their parent(s) or guardian(s) must be a member of Encompass Credit Union.

**Frankfort Education Foundation Scholarship:** Open to FHS seniors who have been accepted to an accredited college or technical school. Scholarships are not guaranteed for every applicant.

**Frankfort Scholarship:** Open to all FHS seniors who have been accepted to an accredited college or technical school. Scholarships are not guaranteed for every applicant.

**Frankfort Firefighters Union Local 705 - Dave Elliott Memorial:** Senior entering one of the following medical fields: Fire Science, EMS, and Emergency Medicine.

**Frankfort Firefighters Union Local 705 - Richard Sheets Memorial:** Senior entering one of the following medical fields: Fire Science, EMS, and Emergency Medicine.

**Free Application for Federal Student Aid (FAFSA):** Every student's parents should file this form. Online FAFSA can be found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Robert L. Huffer Music Scholarship:** Awarded to a senior who demonstrates interest in music through private lessons, private study, or pursuit of a degree in music.

**Jacob Ethan Moore Nursing Scholarship:** Scholarship granted in memory of Jacob Ethan Moore by parents Jeff and Sarah Moore. Based on student attitude, scholarship, and need and pursuing nursing.

**Kiwanis Scholarship (Frankfort):** Scholarships are presented annually to outstanding Key Club members based on service hours.

**Kraft-Weber Music Scholarship:** In memory of Anton Weber. One-time award to four-year member of band/orchestra. Selection made by music department. Rotates between county schools.

**Lions Club Scholarship:** Selection made by local Lions Club.

**Purdue Club of Clinton County:** Awards to students who will be attending Purdue. Based on need and scholarship.

**Robert Owen Clark and the Class of 1956:** Good Fellowship recipient is to be one senior in Key Club.

**William H. Zinn Scholarship:** Based on scholarship and character with emphasis on music ability.

## HOMEWORK POLICY

All homework should provide experiences which enhance classroom learning. Requests for homework for students who have been absent made by 9:00 a.m. may be picked up at the end of the conclusion of the following school day.

### TEACHERS WILL:

1. Assign homework at their discretion within the policy guidelines.
2. Make assignments specific and an integral part of the course objectives, but not excessive.
3. Notify parents if students fail to complete homework.
4. Update grades on a weekly basis.

### PARENTS SHOULD:

1. Provide students with a quiet study area, regular homework timetable, support, and encouragement.
2. Notify the student's teacher of consistent difficulty with homework assignments.
3. Parents are encouraged to utilize PowerSchool to monitor assignments, academic progress, and attendance.

### STUDENTS SHOULD:

1. Be certain what the homework is, when it is due, and how it is to be done.
2. Be responsible in tracking required assignments.
3. Analyze study habits to make sure they are using the most effective time management and study skills.

4. Return all completed homework to the teacher by the day requested.
5. Students are encouraged to utilize PowerSchool to monitor assignments, academic progress, and attendance.

Academics and Attendance: <http://ps.frankfort.k12.in.us>

### **MAKE UP WORK**

Make up work is expected for both excused and unexcused absences. All work missed should be completed for its educational value.

A student has the same number of days to make up the work as days absent. Work due, or tests scheduled on the date of absence, are due upon return unless the teacher allows extra time due to special circumstances. At the end of a grading period, students have two weeks to complete all work. Any incomplete grades become an F two weeks after the end of the grading period.

### **LOCKERS**

All lockers made available for student use on the school premises including lockers located in hallways, music department, physical education, and athletic dressing rooms are the property of the Frankfort School Corporation. These lockers are made available for student use in storing school supplies and personal items 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 laws or school rules. The school corporation retains the right to inspect the locker and its contents to ensure the locker is being used in accordance with its intended purpose, and to eliminate other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous material such as weapons, illegal drugs, and/or alcohol. Only locks issued from the Frankfort High School Bookstore are permitted on lockers provided for books or physical education. Students are advised not to give lock combinations to others, as this makes their property less secure. Students should not share lockers. Lockers will only be opened by school personnel for the person assigned to the locker. Students should not leave money or valuables in lockers. Lockers are not safes. The school is not responsible for items lost or stolen from lockers.

### **LOST AND FOUND**

Articles found in the building should be turned in to the bookstore. Students losing articles should check the "Lost and Found" station located in the bookstore. Check with the athletic director for articles lost and found in the athletic areas.

### **MIDDLE SCHOOL VISITATION**

1. Frankfort High School students may pick up or drop off middle school students at Frankfort Middle School provided they drive safely and follow the instructions of Frankfort Middle School personnel.
2. Frankfort High School students are not to be out of their cars, near the front doors, or inside Frankfort Middle School between the hours of 7:00 a.m. and 4:00 p.m. on school days unless approval granted by school personnel.

### **OPEN LUNCH - SENIORS**

Frankfort High School seniors have been allowed the privilege of choosing to eat lunch off the FHS premises. Students must leave and enter via the main entrance. Senior students must file parent/guardian permission slip. Seniors that are late returning from lunch or that have poor attendance may lose this privilege for a determined time period. No underclassmen are to leave campus for lunch. Seniors may be requested to display student identification cards prior to leaving or upon entering the building. If a student identification card cannot be produced, the student may be issued loss of lunch privilege, or assignment to Lunch Detention, or suspension.

Underclassmen who are found to have left campus during the lunch period will serve one week of lunch detention. Upon the second offense, the student will serve lunch detention for the equivalent of a trimester.

### **WORK PERMIT GUIDELINES**

The staff at Frankfort High School feels strongly that a high school diploma is extremely important to each student's future. In matters where there is a conflict between a job and the student's education, the student's work permit may be revoked. Students between ages 14 and 17 must have an active work permit for any job that they hold. Students must be passing over 50% of their courses in order to be eligible for, and to maintain, a work permit. A student may also not have more than 10 unexcused absences for the entire school year. At the end of each six week period, student grades and attendance will be reviewed and in the case that a student is not meeting the grade requirements, a conference will be held with the student, a parent/guardian, the work permit issuing officer, and an administrator. If the student's grades are not satisfactory by the end of the trimester, the work permit will be revoked.

Students must first obtain a job before applying for a work permit. The following documents must be brought to the office: 1) A-1/Intent to Employ (this form is obtained from the employer); 2) legible copy of birth certificate; and 3) permission form (available in the office) must be signed by both the student and parent. Please direct questions about work permits to the main office.

## MEDICATION ADMINISTRATION POLICY COMMUNITY SCHOOLS OF FRANKFORT

The program for administration of medication will be developed and managed by the school nurse.

### Parent/Guardian Guidelines:

- Only those medications necessary to maintain the child in school which must be given during school hours shall be administered.
- All medications must be brought to the Front office/Health office. Medication, both over-the-counter and prescription must be in **original** container with the student's name affixed. The school does not provide oral medications and the parent must assure the medication arrives safely at school.
- Parents must provide an authorization form or written note including the following:
  - o Student Name
  - o Medication Name, purpose of medication
  - o Dosage of Medication and times to be given
  - o How long medication should be given
  - o Parent/Guardian Signature
- Medications must be FDA approved. No expired medications will be administered at any time.
- Medication will be administered according to pharmacy label instructions or recommended package dosage for your child's weight and age unless accompanied by written authorization from a licensed prescriber directing otherwise.
- Changes in medication shall be documented by written authorization from a licensed prescriber. The pharmacy label can serve as this documentation. Medication will not be given without proper authorization.
- Students may not have medications in their possession while on school premises without written permission from physician and parent. If possession or use of medication by the student is inappropriate or is interfering with school function, the school principal is authorized to temporarily remove the medication from child's possession.
- Medications must be picked up in the school office by parent or designee over age 18 with parent's written permission. OTC and non-controlled medication may be returned home with the student with parent's written permission if determined appropriate by school principal or school nurse.

## EXTRA-CURRICULAR/CO-CURRICULAR/ATHLETICS

The club activity program is designed to make available many different types of clubs and activities to meet the interests of the student body. A club can be an extra-curricular or a co-curricular activity. An extra-curricular activity is one which is an activity of the school that has no ties to an academic course. A co-curricular activity is an activity that is a mandatory requirement of an academic class. The plans, activities, and functions of each club are decided on and carried out by the members and their elected officers under the direction of an advisor. The success of each activity depends on the loyalty and efforts of the members and the leadership of the officers. A club is only as good as its members make it. Frankfort High School offers the following clubs and activities. For letter requirements, contact the individual sponsor.

Extra-Curricular Activities	Co-Curricular Activities
Academic Teams	Band
Best Buddies	Pep Band
Book Club	Choir
Cauldron	Orchestra
CRASH	Cauldron (Yearbook)
Debate	DECA
Digital Photography	
FCA	
F-Club	
Frankfort Fire Dance	
French Club	
Hooligans	
HOSA	
Key Club	
National Honor Society	
Plays/Musical/Big Broadcast	
Poetry Club	
SADD	
Science Olympiad	
Spanish Club	
Speech	

Spell Bowl	
Student Ambassadors	
Student Council	
Super Bowl	
Tri-M	
Young Democrats	
Young Republicans	
Z Club	

\*\*List of clubs is subject to change due to sponsor availability, interest level, etc.

**GENERAL ATTITUDE AND BEHAVIOR REGULATIONS**

General Attitude and Behavior Regulations are rules to be followed and are guides to help students become better leaders. These regulations at Frankfort High School are in effect all year, in or out of school, on or off school grounds. Personal behavior, appearance, and the adequate fulfillment of the responsibilities of the position or activity are also very important and necessary to the overall school's public image.

Members of any extra-curricular school club or organization representing the school will be subject to suspension and/or additional service hours as decided by a committee of teacher-sponsors and the administration. All students elected club and organization officers are expected to abide by these rules. In order to participate in any extra-curricular activity, the student must be passing four courses.

**SUSPENSION POLICY**

The following will not be tolerated and will result in suspension from extra-curricular activities. A student may be suspended or be recommended for removal by the sponsor, teacher, or administration:

- Possession or use of tobacco, tobacco substitute, e-cigarette, vapor devices, or any look alike substance in any form at school or school related activities at any time in or out of school - on or off school grounds - school year or summer.
- Possession or use of alcoholic beverages in any form - in or out of school - on or off school grounds - school year or summer.
- Possession or use of illegal drugs or any substance intended to give a high- in or out of school - on or off school grounds - school year or summer.
- Involvement in illegal activity such as but not limited to: damage or theft to property, intentionally causing bodily harm, intimidation, possessing weapons.
- Failing in a substantial number of instances to comply with directions of coaches and/or rules of the extra-curricular program and the school.
- Positive random drug test

**SUSPENSION GRID**

	Extra-Curricular Activities	Co-Curricular Activities	Athletics
1 <sup>st</sup> Infraction	The student will be suspended from activities for 1/3 <sup>rd</sup> of the trimester. If less than 1/3 <sup>rd</sup> of the trimester is left, the remaining days will be served during the next trimester or next school year.	The student will be suspended from activities 1/3 <sup>rd</sup> of the trimester. If less than 1/3 <sup>rd</sup> of the trimester is remaining days will be served during the next trimester or school year. A co-curricular activity is an activity that is a mandatory requirement of an academic class. Activities that are required for a grade are not subject to suspension.	The athlete will miss 1/3 <sup>rd</sup> of his/her current games/matches and/or his/her next sport season, beginning when the first violation is discovered and verified by the school officials. If less than 1/3 <sup>rd</sup> is left in one season, the remaining percent shall be served during the athlete's next season. See definition of next season below

2 <sup>nd</sup> Infraction	The student will be suspended from activities for one (1) calendar year from the time of the suspension.	The student will be suspended from activities for one (1) calendar year from the time of the suspension. A co-curricular activity is an activity that is a mandatory requirement of an academic class. Activities that are required for a grade are not subject to suspension.	The athlete will be suspended for one (1) calendar year from the time of the suspension.
3 <sup>rd</sup> Infraction	The student will be declared ineligible from activities for the remainder of his/her high school career.	The student will be declared ineligible from activities for the remainder of his/her high school career. .A co-curricular activity is an activity that is a mandatory requirement of an academic class. Activities that are required for a grade are not subject to suspension.	The athlete will be declared ineligible for the remainder of his/her high school career.

#### SUSPENSION CONFERENCE PROCEDURE

1. The school administrator /athletic director will inform the student / athlete of the suspension with a conference.
2. The school administrator/athletic director has the responsibility to notify the parents, in writing, concerning the reasons for the suspension.
3. Any student/athlete suspended may request a conference with a review committee (four head coaches and assistant principal – a head coach of the athlete will not be a member of the committee). Parents may, and are encouraged to, attend this conference.
4. This review conference must be requested within ten (10) days after the athlete has been notified of his/her suspension.
5. The review committee will decide, following the conference, to support the suspension, modify the suspension, or declare the suspension invalid.
6. If questions still exist concerning the suspension following the conference with the review committee, the student/athlete and his/her parents may request an appeal meeting with the principal. The principal's decision will be final.
7. This appeal must be requested within five (5) days after the athlete has been notified of the review committee's decision.

#### TERMS FOR SERVING A SUSPENSION

- A. The next sport season the athlete would participate in shall be determined as:
1. The next sport season in which the athlete had participated during the previous school year, or;
  2. The next sport season the athlete had given indication of his/her intention to participate in to a coach in that sport prior to the infraction.

#### TRIPS

Students attending field trips are representatives of Frankfort High School. Participation in such is a privilege and the privilege to attend these trips is revoked if a student is found to have violated any of the above policies. **Student behavior records may be used as a basis for participation in field trips, extra-curricular activities, and overnight trips. All students and parents are required to sign the Overnight Field Trip contract prior to departure.**

# FRANKFORT HIGH SCHOOL

## ATHLETIC DEPARTMENT

### ATHLETICS

Frankfort High School, a member of the Indiana High School Athletic Association and the Sagamore Conference, fields teams for boys and girls in basketball, track, cross country, golf, tennis, soccer, and swimming. The girls also participate in volleyball and softball; the boys in football, baseball, and wrestling.

### ATHLETIC ELIGIBILITY

To be eligible to compete in any athletic endeavor at Frankfort High School, a student must have successfully passed four full credit courses on the grade card proceeding the respective athletic season. Eligibility is checked every six weeks. All athletes are strongly encouraged to enroll in a minimum of five full credit courses. Athletes who are enrolled in only four (4) full credit courses must have a waiver signed by a parent and on file which states that the parents and student are aware that a failure in one of these four courses will mean athletic ineligibility for a minimum of six weeks. A student enrolled in a credit recovery course, must pass a minimum of 1 course or be 50% complete with a passing grade in a course during the 6 weeks grading period. Upon entering Frankfort High School, a student has twelve consecutive trimesters of eligibility. To be eligible for participating, a student must:

1. Have a Parent Consent, Physician's Physical Examination Certificate, and a Random Drug Testing Consent form on file with the F.H.S. principal. Student athletes who have been absent five (5) or more days from school due to illness or injury are to present a physician's statement to the principal upon their return to school indicating that they are physically able to participate.
2. Be less than 20 years of age before the state final game or meet of their sport.
3. Have received passing grades at the end of the last grading period in four (4) full credit subjects and be currently enrolled in at least four (4) full credit subjects.
  - 3A. In order to be eligible for a fall sport, a student must pass 4 full credit courses during the prior spring trimester.
  - 3B. Student athletes should not rely upon summer school to fulfill eligibility requirements set forth by the IHSAA. (ECA remediation will not be included for eligibility purposes for the IHSAA).
4. Meet residence and transfer requirements.
5. Enroll within the first fifteen (15) school days of the trimester.
6. Not violate amateur standing in any way.

The above statements are quite broad and general. If a question arises, the student or parent should immediately contact a coach, athletic director, or principal for clarification. Violations of rules can result in a student being ineligible to compete and probation or suspension of the school from I.H.S.A.A.

Any athlete that quits a team after having made the roster shall not be eligible to participate in after school weight training or other preseason workouts until the team's season he/she quit is complete. A completed season is when that team is eliminated from the state tournament.

### CELL PHONES AND CAMERAS

Cell phones and cameras may not be used inside a locker room for any purpose. This means no texting, no calling, and obviously no pictures. The use of a cell phone is not permitted in the locker room at any time. NO EXCEPTIONS TO THE RULE. This rule applies to all players, managers, and coaches (coaches may use a cell phone in their office, not the locker room).

A violation of this rule will result in immediate penalty, which could include dismissal from the team. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution.

Should an athlete receive a call or text while (s) he is in the locker room, (s) he should take the phone (still in a backpack, book bag, gym bag, etc. out to the hall or outside the building before use. CAMERAS AND PHONES MAY NOT BE IN USE OR OUT IN VIEW IN THE LOCKER ROOM FOR ANY REASON.

### SOCIAL NETWORKING SITES

Student-athletes are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. internet, chat room, blogs, Facebook, You Tube, Instagram, Twitter, etc.). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded they serve as representatives of their team, the athletic program, and the Frankfort Community School Corporation.

Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of a Frankfort student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the Honor Code or other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.

### SCHOOL ATTENDANCE

Students must be in attendance at school for a minimum of ½ of the school day. The building principal will make final decisions on this policy.

### ATHLETIC AWARDS

Throughout the season each coach shall see that a careful record is kept of the participation of each boy or girl. Character, cooperation, training, mental attitude, and general citizenship, in addition to skill and worth to the team, shall be considered in determining eligibility for all awards.

### AWARD POLICY

It is believed that the following system of awarding athletic awards will improve participation, cause more carry-over to other sports, reduce expenses, recognize more boys and girls equalize the importance of each sport, and is further believed that more respect will be given to the letter.

- Any athlete is eligible for a varsity award provided he/she meets the qualifications set up by the sport in which he/she is participating.



5 points for technical fall      2 points for tie  
4 points for major decision      1 point for participation  
Points can be deducted for unexcused absences from practice.

#### **Swimming/diving**

In order to earn a Varsity letter in the sport of swimming/diving, good standing with the team (meet and practice attendance and set up requirements). If a swimmer/diver has 2 or more unexcused absences or miss more than 10% of the practices (excused and not excused), they will not be considered for a Varsity Letter. An athlete is expected to participate in every practice or meet unless excused by the coach. The coach needs to be contacted prior to any absence. **Coaches reserve the right to make all final decisions regarding varsity letter status.** *An athlete shall place in scoring position in a minimum of 75% of all Varsity scheduled meets or place in the top 8 at the SAC Conference Meet or top 16 at the Sectional Meet.*

#### **Athletic Manager**

A student earns a letter as a Manager/Student Trainer by performing these duties for the same sport for two years.

## **GENERAL TRAINING AND BEHAVIOR REGULATIONS**

Training and behavior regulations are not rules to be broken. They are guides to help you become a better athlete. These regulations at Frankfort High School are in effect all year (summer as well as the school year - in or out of school - on or off school grounds), and we expect all athletes, dance team, and cheerleaders to adhere strictly to all of these rules. Additionally, offenses and violations of these policies are accumulative during a student's participation in athletics at the high school level. You are also governed by the Substance Abuse Policy for the Community Schools of Frankfort. Enrollment in the Random Drug Testing Program is mandatory.

### **TRAINING RULES**

Any athlete that is suspended for breaking training rules or is academically ineligible at the conclusion of his/her season is not eligible to receive a varsity letter.

### **ATHLETIC SUSPENSIONS - SEE REFERENCE UNDER EXTRA-CURRICULAR/**

### **CO-CURRICULAR/ATHLETIC SUSPENSIONS**

### **SUSPENSION CONFERENCE - SEE REFERENCE UNDER EXTRA-CURRICULAR/**

### **CO-CURRICULAR/ATHLETIC SUSPENSIONS**

### **ATHLETIC EXPECTATION**

#### **A. Personal Behavior**

1. A student may be suspended from athletics for use of violence, force, noise, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with the athletic program. He/she may be suspended for urging other students to engage in the above conduct.
2. Curfew is to be strictly observed as set by the coach of each sport. Disciplinary action for violation of curfew is at the discretion of the coach.
3. Profanity or other vulgar, obscene behavior will not be tolerated.
4. Disrespect, rude behavior, and/or teacher harassment will not be tolerated. We expect our athletes to be courteous and respectful at all times.
5. Classroom behavior should set an example for other students. Proper respectful attention should be given to teachers, fellow students, and classroom activities. Horseplay, clowning, and smart-mouthing are not acceptable habits of behavior in the classroom, halls, lunchroom, or most other places.
6. An athlete should realize that "exhibitionism" in public places is in poor taste. It places the athlete below socially accepted standards and will not be tolerated.

#### **B. Appearance**

1. An athlete should be neat and well groomed at all times, with boy's hair at a "reasonable athletic length." Each coach may dictate his/her own haircut requirements.
2. An athlete should realize that proper clothes, properly worn, do "help make a person."

#### **C. Practice and/or Contest Attendance**

1. Athletes are expected to advise coaches in advance if they cannot be at practice and/or a contest for any reason.
2. Coaches should have specific policies regarding missing practices and/or contests, and the athletes should be informed in advance of these policies. (Given to athletes at the beginning of the season).
3. Out of necessity in sports, practices must be held during school vacation. Each coach is expected to have specific policies regarding missing practices during these times, and the athletes should be informed of the policies and disciplinary action at the beginning of the season.
4. Whether an absence is excused or unexcused shall be at the discretion of the coach and disciplinary action will be decided by the coach as he/she determines best for the total program.
5. Athletes are required to ride school provided transportation to and from athletic contests.



# COMMUNITY ATHLETIC AWARDS

## **SANDY AIDMAN "ATHLETE OF THE YEAR" AWARD**

This award is given in memory of Sandy Aidman, a graduate of Frankfort High School in the class of 1945. Sandy was a major letter winner in football and track. He was a veteran of the Navy and died in 1947 as a result of a service-connected disability. The award, which becomes the property of the recipient, is awarded on the following basis:

1. A senior who has been a member of a squad, available throughout the season, and a letter winner in at least one sport.
2. Scholarship and citizenship shall be major factors in this selection.
3. Selection of the boy to receive this award shall be done by the athletic staff of Frankfort Senior High School.

## **JAMES ELLIS CROSS COUNTRY AWARD**

This award is given each year to a senior member of the Cross Country team or to an underclass member of the team if no senior member qualifies. This selection is made by the coaches on the basis of sportsmanship, attitude, scholarship, and service to the team.

## **AUGHE BROTHERS AWARD**

Each year the Aughe Brothers Trophy is awarded to a member of the football team. This selection is made by the coaches on the basis of sportsmanship, attitude, loyalty, and scholarship.

## **RAYMOND "BUCK" ROHRBAUGH FOOTBALL AWARD**

Awarded to a senior member of the football team who is a letter winner in football and at least one other sport. Both letters must be won in the same school year. If no one qualifies, it would go to a Football player. Selection is made by the football coaching staff and athletic director on the basis of scholarship, sportsmanship, school attitude and value to the team.

## **RICK FERGUSON MEMORIAL FOOTBALL AWARD**

The Rick Ferguson Memorial Award will be presented annually to an outstanding senior lineman on the football team. The recipient will be one who has displayed teamwork, a positive attitude, sportsmanship, leadership and loyalty to his school and team during his football career. In the event there is no senior lineman to fulfill these qualifications, the football coach should choose another deserving senior.

There will be no scholastic requirements in regard to class ranking, but the recipient should be scholastically eligible throughout the football season. In the event that no seniors qualify, the award may be presented to a deserving underclassman. Regardless of the winner, the award should be presented at the annual awards recognition program at the close of school, not as a part of a fall sports banquet or football recognition night.

## **HERB DANNER MEMORIAL FOOTBALL AWARD**

This award is given each year in honor of Herb Danner, a graduate of the class of 1988 of Frankfort High School, and a member of the varsity football team.

This trophy is awarded to a senior member of the varsity football team. The recipient will be one that demonstrates leadership, good work ethic, a positive attitude, good sportsmanship and tenacity on the field of play. The selection will be made by the football coaching staff.

## **GOODWIN TENNIS TROPHY**

The Goodwin Tennis Trophy is awarded each year to a member of the tennis team. The trophy is presented to an outstanding member of the team. The boy to receive the trophy is chosen by members of the coaching staff on the basis of sportsmanship, citizenship, value to team, and scholarship.

## **KILLMER SPORTSMANSHIP AWARD**

Each year the Killmer Sportsmanship Trophy is awarded to a member of the basketball team. The selection is made by the coaches on the basis of sportsmanship, school attitude, loyalty, and scholarship.

## **EVERETT CASE AWARD**

Everett N. Case made the following bequest in his will: "I give and bequeath to the Frankfort, Indiana, High School the sum of \$1,000.00 to be used to set up a fund known as the Everett Case Scholarship Fund. A small trophy will be awarded to the outstanding senior basketball player at such school who shall be selected on the basis of attitude, character, and ability by the principal of such school, its basketball coach, and a former basketball player at such school.

**Bill Lewis Memorial Scholarship Fund:** A scholarship perpetuating the memory of Bill Lewis has been established through the Bill Lewis Memorial Scholarship Fund. The Community Schools of Frankfort will manage the investment monies contributed to the scholarship fund. The interest earned through the investment monies contributed to this fund will be awarded to selected Frankfort High School graduates who plan to pursue post-secondary education or training.

## **DERRICK SWIMMING AWARD**

This award, given each year in honor of David Derrick, captain of the first Frankfort Senior High School Swimming Team, and graduate of the class of 1964, shall be awarded on the following basis:

1. Awarded preferably to a member of the senior class who has been a member of the swim team for at least two (2) years.

## **JIM EMERY WRESTLING AWARD**

This medal shall be given each year in memory of Jim Emery, a member of the class of 1964 of Frankfort Senior High School, and a member of the varsity wrestling team.

1. A member of the senior class who is also a member of the varsity wrestling team. In the event no senior qualifies, the medal may go to an underclass member of the varsity wrestling team.
2. The selection shall be made by the athletic staff and the principal on the basis of team participation, scholarship, citizenship, and sportsmanship.
3. The recipient's name shall be engraved on the permanent trophy, which shall be the property of the school, and he shall receive a miniature award for his personal possession showing receipt of this honor.

### **GOODNIGHT BASEBALL TROPHY**

The Goodnight Trophy is awarded each year to a member of the baseball team who meets qualifications as outlined below. It is held by each recipient for one (1) year.

1. The award goes to a senior who has attended Frankfort Senior High School during his entire four years in high school.
2. He must rank in the upper one-third of his graduating class.
3. His parents or guardian must reside within the area from which the Community Schools of Frankfort draws.
4. He must earn a baseball letter in his senior year.
5. Selection is to be made by the baseball coach, the guidance director, and the high school principal on the basis of sportsmanship, school attitude, loyalty, and skill.

### **MAURICE ROGERS GOLF TROPHY**

This is to be awarded each year to a senior member of the team. Selection is to be made by the coaching staff on the basis of sportsmanship, loyalty, and value to the team.

### **ROGER SHANKS MEMORIAL GOLF TROPHY**

This is to be awarded each year to a member of the golf team. Selection is to be made by the coaching staff on the basis of a good mental attitude.

### **THOMPSON TRACK TROPHY**

The Tommy Thompson Track Trophy is awarded to a member of the track team. The selection is made by the coaches on the basis of sportsmanship, school attitude, loyalty, and scholarship.

### **BOB VANCAMP DISTANCE RUNNER AWARD**

This award is to be awarded each year to a member of the cross country and/or track team in memory of Bob VanCamp, an outstanding distance runner and graduate of the class of 1966. The selection is to be made by the athletic staff on the basis of sportsmanship, school attitude, and service to the team.

### **THOMAS B. BECKER LEADERSHIP AND ATHLETIC AWARD**

In memory of Thomas B. Becker, class of 1969, and to encourage the development of student leadership and physical fitness in which he so firmly believed, an award has been established by his friends and family.

This award will be presented to a student, preferably a senior boy, who has shown leadership in athletic and school activities. The recipient should be a person to whom students and teachers look at as an example for others, especially in conduct and dedication in the highest standards of excellence. Factors considered will be:

1. Wide participation in school activities.
2. A team player.
3. One who is continually urging others through example and effort to do their best.
4. Humility.

The selection committee should consist of a representative from the athletic staff, a school administrator, and a student leader.

### **BOOSTER CLUB "ATHLETE OF THE YEAR" AWARD**

This award is given by the Frankfort Booster Club to an outstanding female athlete. The award, which becomes the property of the recipient, is awarded on the following basis:

1. A senior who has been a member of a squad, available throughout the season, and a letter winner in at least one sport. If no senior qualifies, then the award shall be given to an underclassman.
2. Scholarship and citizenship shall be major factors in her selection.
3. Selection of the girl to receive this award shall be done by the athletic staff of Frankfort Senior High School.

### **"ELLIE WAINSCOTT" TENNIS AWARD**

The tennis award will be awarded each year to a member of the girls' tennis team. The recipient of the award will be selected by the athletic staff on the basis of ability, attitude, sportsmanship, and enjoyment of the sport. The individual selected should be in good standing academically. The recipient will have possession of the rotating trophy for one (1) year along with permanent possession of the individual trophy of similar design.

### **LADY HOT DOG BASKETBALL AWARD**

This award is to be given during the Senior Honors Program each year. In the event a senior is not eligible to receive this award, then no award shall be given for that year. The following guidelines are to be used in selecting the recipient:

1. A senior letter winner on the team.
2. Academic ranking in the top half of her class.
3. The girl must show a desire for achievement within the sport, leadership, and sportsmanship.
4. The selection each year is to be made by the athletic staff.

### **WOMAN SWIMMER OF THE YEAR AWARD**

"Woman Swimmer of the Year Award" is presented each year by Gail and Bob Hall. The recipient is chosen on the following basis:

1. Awarded to an upper-class swimmer, preferably a senior, who has been a team member for at least two (2) years.
2. Be in the upper 25% of the class.
3. Leadership shall be an important consideration.
4. Chosen by members of the athletic staff.

## **WOMEN'S GOLF ASSOCIATION AWARD**

### **(MARY GORHAM HERRICK-WOMEN'S GOLF AWARD)**

The Women's Golf Association Award is given each year to a member of the Girls Golf Team who meets the following qualifications:

1. The student is a senior.
2. She ranks in the top third of her graduating class.
3. She must earn a golf letter her senior year.
4. Selection is to be made by the girl's golf coach, athletic director, and high school principal on the basis of sportsmanship, school attitude, loyalty, and skill.

## **LADY TRACK SCHOLARSHIP AWARD**

The senior "Track Runner of the Year" award is held by each recipient for 1 year. Any senior girl, to be eligible, must have:

1. Earned at least 3 varsity letters in track.
2. Ranked in the top 20% of her class.
3. Earned a letter in track her senior year.
4. Exhibited leadership, sportsmanship and school spirit.

The selection of the recipient is to be made by the track coach, the guidance director and the athletic director.

The recipient has her name engraved on a permanent plaque exhibited at the high school and receives a small individual plaque and \$25. Selection will be based on a 10 point scale using factors:

1. Varsity letters earned  
1 point for each letter earned. 4 points possible
2. Class rank - 4 points possible

Top 10%	4 points
Top 20%	3 points
Top 25%	2 points
Top 1/3	1 point
3. School records set  
1 point for each record set. Up to 2 points possible.

## **LADY HOT DOG LEADERSHIP AND ATHLETIC AWARD**

This award is given by the FHS Athletic Department to an outstanding female athlete. This award will be presented to a senior girl who has shown leadership in athletic and school activities.

The recipient should be a person to whom students and teachers look at as an example for others especially in conduct and dedication in the highest standards of excellence.

Factors considered will be:

1. Wide participation in school activities.
2. A team player.
3. One who is continually urging others through example and effort to do their best.
4. Humility.
5. Selection of the girl to receive this award shall be done by the athletic staff of Frankfort High School.

## **LADY HOT DOG VOLLEYBALL AWARD**

This award is to be given during the Senior Honors Program each year. In the event a senior is not eligible to receive this award, then no award shall be given for that year.

The following guidelines are to be used in selecting the recipient:

1. A senior letter winner on the team.
2. Academic ranking in the top half of her class.
3. The girl must show a desire for achievement within the sport, leadership, and sportsmanship.
4. The selection each year is to be made by the athletic staff.

## **MONICA BOGARD AWARD**

The Monica Bogard Award was established in 1995 in memory of Monica who died September 17, 1994. This award is given annually to an underclass junior varsity golfer who best exemplifies Monica's qualities of spirit, hard work, and fair play. The award will consist of a large plaque displaying the names of the winners which will be presented to the recipient and remain at the school. The winner will receive an individual plaque which she will keep.

## **MICHAEL MARION OUTSTANDING FRESHMAN WRESTLING AWARD**

This award is given each year in honor of Michael Marion, a member of the Frankfort wrestling team in 1994. The award will be presented to the outstanding freshman wrestler. The selection will be made on the basis of team participation, citizenship and sportsmanship and chosen by the wrestling head coach, assistant coach and athletic director. The recipient's name will be engraved on a permanent plaque which will be displayed in the athletic trophy case. The recipient will receive a small plaque to keep.

## **KENNETH MCCOSKEY/EMERY HOFFMAN DISTINGUISHED SERVICE AWARD**

The Kenneth McCoskey/Emery Hoffman Distinguished Service award is presented each year to a senior manager or trainer. The selection is made by the athletic staff on the basis of sportsmanship and one who exemplifies hard work, determination, and loyalty to the athletic program and school.

## **TANYA PICKRELL CHEERLEADING AWARD**

This award will be given each year in memory of Tanya Pickrell, a member of the freshman cheerleading squad during the 2003-2004 school year. The award will be presented to the cheerleader who exhibits a positive attitude, enthusiasm, and the willingness to go above and beyond normal expectations. The recipient's name will be engraved on a permanent plaque, which will be displayed at Frankfort High School. The recipient will receive a small plaque to keep.

## **LADY HOT DOG SOCCER AWARD**

This award is presented annually to a senior member of the girls' soccer team. This outstanding individual must have lettered in soccer during her senior year. The award is based upon team leadership, attitude, soccer skills, sportsmanship, academic achievement and overall personal character. The selection of the recipient shall be made by the coaching staff.

## **BOYS SOCCER AWARD**

This award is presented annually to a senior member of the boys' soccer team. This outstanding individual must have lettered in soccer during his senior year. The award is based upon team leadership, attitude, soccer skills, sportsmanship, academic achievement and overall personal character. The selection of the recipient shall be made by the coaching staff.

## **HOT DOG SOFTBALL AWARD**

The Hot Dog Softball award is presented annually to a senior member of the FHS softball team who displays a strong work ethic, the perseverance to improve, strong personal character, and a "team first" attitude. This outstanding individual must also have lettered in softball during her senior year. The selection of the recipient shall be made by the coaching staff.

## **DON JOHNSON MEMORIAL VOLLEYBALL AWARD**

Don Johnson was a 1950 graduate of Frankfort High School and a lifelong supporter of Frankfort Athletics. He served the school corporation in many ways, which included serving on the school board for 12 years, delivering school mail, driving a school bus, and working in the maintenance department. He drove the team bus for the varsity volleyball team for 15 years. Doing all of these things gave him the opportunity to share a smile and a kind word with many people. This award will be presented annually to a senior member of the volleyball team, which includes managers. The selection will be made by coaches and staff. The recipient will be one who has displayed outstanding sportsmanship, been a role model for younger players and encouraging to all members of the volleyball team. The recipient will also receive a \$100 cash scholarship as long as there are sufficient funds.

## **ED WAINSCOTT MEMORIAL CROSS COUNTRY AWARD**

The Ed Wainscott Memorial Award is to be a Frankfort High School senior male athlete who excels in cross country and/or track competition. The athlete should distinguish himself in academics and exhibiting superior sportsmanship for which Ed Wainscott was well known. A traveling plaque as well as an individual plaque along with a monetary scholarship will be awarded to the recipient. The recipient will be selected by the cross country/track coaching staff, athletic director, and a member of the Wainscott family.

# **RANDOM DRUG TESTING POLICY FOR ATHLETICS, EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

## **RATIONALE**

The Community Schools of Frankfort Board of School Trustees believes it is important to maintain a school environment that is safe, free from substance use or abuse, and conducive to learning. Parents and school personnel must work together in order to attain a safe, orderly, and drug free school environment.

The Student Drug and Alcohol Testing Policy in the Community Schools of Frankfort are established for the following purposes:

- To ensure the safety and security of our schools
- To discourage and reduce use of drugs and alcohol at school, at school-related events and activities, to and from school, and during non-school times
- To identify students who might have drug and/or alcohol problems
- To provide students and parents with information on ways to prevent drug and/or alcohol use/abuse
- To assist students and parents in seeking assessment and treatment when a student has a drug and/or alcohol problem

Participation in extra-curricular and co-curricular activities is a "privilege" extended to students. Therefore, effective August 23, 1999 students who participate in extra-curricular and co-curricular activities at Frankfort High School will be subject to random drug testing. Any student who is unwilling to participate in random drug testing procedures will forfeit privileges for participation in extra-curricular activities. Extra-curricular activities are those school-sponsored activities that occur at times other than the regular school day. All students will be enrolled in the drug testing program unless the school receives a letter from the parent/guardian stating that they do not want their child to participate in the program.

## **PURPOSE**

Random drug testing is intended to discourage youth from using or abusing drugs or alcohol. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent youth from participating in extra-curricular activities while they have drug residues in their body, and it is the purpose of this program to educate and direct students away from drug and alcohol abuse toward a healthy and drug free life. Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of a positive test result conducted under this program; but the student will be required to submit to a drug and alcohol assessment and follow the treatment prescribed in order to stay in school.

## **AWARENESS**

The sponsor or coach of each activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall be given a copy of this policy at which time the policy will be explained. An educational presentation will be made by the coach or sponsor to reinforce the harmful effects of alcohol and drug abuse. Consent forms will be issued at this meeting by the coach or sponsor.

## **TEST RESULTS**

1. The principal/administrative designee will be notified by the company conducting tests of any student testing "positive." The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

2. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the school-approved laboratory at a cost to the student or his/her parent/guardian.
3. If the test is verified "positive," the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be required to submit to a drug and alcohol assessment and follow the treatment prescribed. If the test is verified "positive," the student will be forbidden to participate in extra-curricular activities of any kind and forbidden to drive to school 1/3<sup>rd</sup> of the trimester. After the student serves his / her suspension, the student may be retested and, if the results are negative, may resume participation in extra-curricular activities. Retests are to be administered by the school agency and paid for by the student and his/her parent/guardian. If a student chooses not to be retested, then he/she will continue to be excluded from participation in extra-curricular activities. If a student is retested and the results are positive, then exclusion will continue for no less than an additional three month's time\* (see athletics). In the event that the testing agency and school principal conclude that a "false positive" reading occurred with a student, privileges will be immediately reinstated and payments will be reimbursed for the cost of the retest.
4. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Results sheets will be locked and secured in a location that only the principal/administrative designee have access to. The results of tests will be kept confidential to protect the identity of all students being tested.

#### **FINANCIAL RESPONSIBILITY**

1. Under this policy, the Community Schools of Frankfort will pay for all initial random drug tests.
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

#### **CONFIDENTIALITY**

Under this drug testing program, any staff member of Community Schools of Frankfort who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Community Schools of Frankfort commitment to confidentiality with regards to the program.

#### **ELIGIBILITY FOR AWARDS**

Any athlete who finishes the season in good standing but tests positive before awards are presented shall still be eligible for the award earned, but the award will be presented to the athlete privately.

Any athlete who previously tested positive but who has served his/her penalty and provided a negative drug screen shall enter the next athletic season with a clean slate and shall be eligible for awards earned unless he/she has another positive drug screen.

#### **CO-CURRICULAR ACTIVITIES**

A student who tests positive will not be permitted to participate in any after school activities and/or performances for 1/3<sup>rd</sup> of the trimester but will be required to attend the event and regular daily class. The student will not be allowed to attend any extended field trips.

#### **Athletics**

Athletes who test positive will follow the procedures stated in the Athletic Policy of the Student Handbook

## **COMMUNITY SCHOOLS OF**

## **FRANKFORT POLICIES**

### **ASBESTOS**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Community Schools of Frankfort is available for review and copying by students, staff and guardians during normal business hours.

### **PESTICIDE EXPOSURE PREVENTION**

The School Corporation maintenance department will periodically need to treat our school grounds with a chemical application for weeds, rodent or insect control purposes. Pesticides will not be applied during school hours or when school activities are taking place.

Parents who would like to receive a 24 hour notice prior to pesticide application are to contact the school office and provide an email address or phone number where you can be notified.

## **NONDISCRIMINATION POLICY STATEMENT**

It is the policy of the Community Schools of Frankfort not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2 Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Superintendent of the Community Schools of Frankfort, 2400 E. Wabash St., Frankfort, IN 46041 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

### **INTERNET ACCESS**

Internet access is available to students in the Community Schools of Frankfort. The policy governing district-provided Internet access is available on request for review by parents, guardians, and community members. The Community Schools of Frankfort also provides parents and guardians the option of requesting alternative activities not requiring Internet use for their children. Anyone abusing the Internet Policy may be restricted, denied permission for use of the Internet, suspended and/or expelled.

### **SEXUAL HARASSMENT**

It is the policy of the Community Schools of Frankfort to maintain a learning environment that is free from sexual harassment. It is a violation of this policy for any employee or student of the Frankfort Schools to harass another student or employee through conduct or communications of a sexual nature.

Any student subjected to sexual harassment should report such activities to a counselor or principal. Penalties will depend on the severity of each individual case and may range from a conference and reprimand to suspension/expulsion proceedings.

### **SMOKING AND OTHER TOBACCO USE**

In accordance with the Community Schools of Frankfort Board of School Trustees Policy 9004, Community Schools of Frankfort and all persons affiliated with the buildings are informed that this is a tobacco free campus. All persons, including students, employees, and visitors, shall not be permitted to possess or use tobacco products of any kind or in any form while:

1. Inside school corporation-owned buildings.
2. Being transported to or from school events in school-corporation owned, contracted, or other authorized vehicles.
3. On school corporation-owned property outside school corporation buildings.

Any individual who observes a violation of this policy is encouraged to report it in accordance with the procedures contained in this policy and regulations. Students who violate the tobacco use policy will receive disciplinary action, and the confiscated products will not be returned. FMS/FHS property is bordered by Maish Road to the west and State Road 28 to the south.

### **ANNUAL NOTICE TO PARENTS AND STUDENTS OF THEIR RIGHTS CONCERNING EDUCATION RECORDS**

Education records are governed by federal and state laws and regulations. The requirements of these laws and regulations are contained in school board policy. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents and students have a right to examine their student's education records at reasonable times.
4. Before education records are disclosed to third parties, the school requires a signed and dated written consent of either: (1) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution; or (2) a student who is at least 18 years of age or attending a post-secondary institution (an eligible student).
5. Certain persons may examine education records without a parent's or eligible student's consent, as provided in the above paragraph. These include school officials who have legitimate educational interests; officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll; and officials of another school, School Corporation, or other educational agency in which the student is enrolled or receiving services. This school corporation forwards education records to these agencies without prior notification to the parent or eligible student.
6. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of a parent or eligible student. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent or eligible student may object to disclosure of any of the categories of directory information by filing form (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than fourteen (14) calendar days from the date of receipt of this notice.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.  
(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent of eligible student of the records request unless it states in its annual notification that it intends to forward records on request).
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**