

2015 – 2016

STUDENT HANDBOOK & CODE OF CONDUCT



Franklin County Schools

Discrimination Statement

Franklin County Schools does not discriminate on the basis of race, color, ethnic/national origin, gender, age, or disability in its educational programs, activities, or employment policies are required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, Title II of the 1990 Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975.

Franklin County Schools expects all employees, students, and other members of the school community to conduct themselves in an appropriate manner with concern and respect for all members of the school community. Discrimination, bullying, and harassment on the basis of race, color, sex, religion, creed, disability, national origin, age, or language minority status will not be tolerated.

Chairperson, Board of Education

Gilbert Johnson
53 W. River Road
Louisburg, NC 27549
919-496-2600

District Title IX Coordinator

Dr. Cheryl Benson
Assistant
Superintendent for
Human Resources
53 W. River Road
Louisburg, NC 27549
919-496-2600

District 504 Coordinator

Jamie Neal
51 W. River Road
Louisburg, NC 27549
919-496-2457

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Elementary Schools

BUNN ELEMENTARY SCHOOL

Grades: K-5 Phone: (919) 496-4015
PO Box 143 Fax: (919) 496-0301
686 Bunn Elementary School Road
Bunn, NC 27508
Principal: Jewel Eason
Assistant Principal: Falisa Carter

EDWARD BEST ELEMENTARY SCHOOL

Grades: K-5 Phone: (919) 853-2347
 Fax: (919) 853-6759
4011 Highway 56 East, Louisburg, NC 27549
Principal: Geoffrey Hawthorne
Assistant Principal: Stephanie Brooks

FRANKLINTON ELEMENTARY SCHOOL

Grades: K-5 Phone: (919) 494-2479
 Fax: (919) 494-7115
431 South Hillsborough Street, Franklinton, NC
27525
Principal: Carol Davis
Assistant Principal: Monica Click

LAUREL MILL ELEMENTARY SCHOOL

Grades: K-5 Phone: (919) 853-3577
 Fax: (919) 853-3579
730 Laurel Mill Road, Louisburg, NC 27549
Principal: Genie Faulkner
Assistant Principal: Trenace Gilmore

LONG MILL ELEMENTARY SCHOOL

Grades: K-5 Phone: (919) 554-0667
 Fax: (919) 554-1765
1753 Long Mill Road, Youngsville, NC 27596
Principal: Dr. Monica Headen
Assistant Principal: Carleen Nichols-Jones

LOUISBURG ELEMENTARY SCHOOL

Grades: K-5 Phone: (919) 496-3676
 Fax: (919) 496-2460
50 Stone Southerland Road
Louisburg, NC 27549
Principal: William Harris
Assistant Principal: Wanda Keith

ROYAL ELEMENTARY SCHOOL

Grades: K-5 Phone: (919) 496-7377
 Fax: (919) 496-7343
308 Flat Rock Church Road, Louisburg, NC
27549
Principal: Shawnee Perry-Manley
Assistant Principal: Dr. John Cubbage

YOUNGSVILLE ELEMENTARY SCHOOL

Grades: K-5 Phone: (919) 556-5250
PO Box 338 Fax: (919) 556-3962
125 Hwy 1A South, Youngsville, NC 27596
Principal: Marylin Newkirk
Assistant Principal: Cindy Miller-Walker

Secondary Schools

BUNN MIDDLE SCHOOL

Grades: 6-8 Phone: (919) 496-7700
 Fax: (919) 496-1404
4742 NC 39 Highway South, Bunn, NC 27508
Principal: Dr. Danielle Jones
Assistant Principals: Robert Kradel Jr., Larranda
Trader

CEDAR CREEK MIDDLE SCHOOL

Grades: 6-8 Phone: (919) 554-4848
 Fax: (919) 570-5143
2228 Cedar Creek Road, Youngsville, NC 27596
Principal: Dr. Laverne Daniels
Assistant Principals: James Elliott, Marian
Ridgeway

FRANKLINTON MIDDLE SCHOOL

Grades: 6-8 Phone: (919) 494-2971
 Fax: (919) 494-1625
3 North Main Street, Franklinton, NC 27525
Principal: Trenton Brown
Assistant Principal: Karen Lindsay

TERRELL LANE MIDDLE SCHOOL

Grades: 6-8 Phone: (919) 496-1855
 Fax: (919) 496-1370
101 Terrell Lane, Louisburg, NC 27549
Principal: Kent Lovett
Assistant Principals: Brian Biles, Valerie Kearson

BUNN HIGH SCHOOL

Grades: 9-12 Phone: (919) 496-3975
PO Box 146 Fax: (919) 496-6943
29 Bunn Elementary School Road, Bunn, NC
27508
Principal: Leslie Wehner
Assistant Principals: Jessica Perry, Daniel
Wright

EARLY COLLEGE HIGH SCHOOL

Grades: 9-13 Phone: (919) 496-1055
 Fax: (919) 496-1033
8150 NC Highway 56, Louisburg, NC 27549
Principal: Jim Harris

FRANKLINTON HIGH SCHOOL

Grades: 9-12 Phone: (919) 494-2332
 Fax: (919) 494-5140
910 Cedar Creek Road, Franklinton, NC 27525
Principal: Russell Holloman
Assistant Principals: David Averette, Erica
Shoulders-Royster

LOUISBURG HIGH SCHOOL

Grades: 9-12 Phone: (919) 496-3725
 Fax: (919) 496-2505
201 Allen Lane, Louisburg, NC 27549
Principal: Freda Clifton
Assistant Principals: Eric Pullen, Julia White

Alternative Learning Programs

NEW DIRECTIONS ACADEMY

Grades: 9-12 Phone: (919) 496-2116
 Fax: (919) 496-2034
102 Dogwood Road, Louisburg, NC 27549
Principal: Zachary Richards

CREATIVE EDUCATION CENTER

Grades: 6-12 Phone: (919) 496-7349
 Fax: (919) 496-1681
53 West River Road, Louisburg, NC 27549
Principal: Zachary Richards

Board of Education

Gilbert Johnson, Chair – District 5
Phone: 919-556-8729
Email: gijohnson@fcschools.net

Dr. Elizabeth S. Keith – District 3
Phone: 919-496-6782
Email: elizabethkeith@fcschools.net

Debra Brodie – District 4
Phone: 919-496-2016
Email: debrabrodie@fcschools.net

Bernard Hall – District 1
Phone: 919-496-7918
Email: bernardhall@fcschools.net

Rosemary Champion – At-Large
Phone: 919-853-2437
Email: rosemarychampion@fcschools.net

Paige Sayles – At-Large
Phone: 919-496-1759
Email: paigesayles@fcschools.net

Synthia Richardson – District 2
Phone: 919-494-2831
Email: synthiarichardson@fcschools.net

District Leadership

Members of the school district's administrative leadership team are located at the Riverside Campus at 53 West River Road in Louisburg. They can be reached at (919) 496-2600 or via email.

Dr. Pascal T. Mubenga
Superintendent
Email: pascalmubenga@fcschools.net

Dr. Rhonda Schuhler
Assistant Superintendent for Curriculum and Instruction
Email: rhondaschuhler@fcschools.net

Thomas E. Piper
Assistant Superintendent for Auxiliary Services
Email: tommypiper@fcschools.net

Douglas H. Moore
Assistant Superintendent for Business and Finance
Email: dougmoore@fcschools.net

Dr. Cheryl Benson
Assistant Superintendent for Human Resources
Email: cherylbenson@fcschools.net

Getting Started & Attendance Information

District and School Websites

The Franklin County Schools district website is a valuable source of current information for parents, students and staff. Please visit us at: www.fcschools.net. Parents will find school menus, kindergarten registration information, attendance zones, district calendar, and more on our site. Web pages for each school within the district may be accessed through the district home page. The website features items of interest for faculty and staff including information regarding employee benefits, staff development opportunities, e-mail access and printable documents and forms. For job seekers, district vacancy announcements and application materials are available online.

Where will my child attend school?

The district is divided into school attendance boundaries approved by the Board of Education. Franklin County Schools operates under a federal court order requiring schools to be racially-balanced. These attendance boundaries are approved by the United States Department of Justice every time a modification is required to attendance boundaries. School boundary maps are located on Pages 7-9.

To view the schools assigned to your residence, please visit our website at <http://www.fcschools.net> and click on "Locate Your Child's School" under "Quick Links". Type in your mailing address to find the schools assigned. Transfer requests are due to the Board of Education each year by May 31.

Each year, the Franklin County Board of Education will, upon request, assign eligible students based on the Majority to Minority Policy for that school year. The eligible students change each year. Parents are notified each spring with the Majority to Minority Policy for the following school year. Eligibility for Majority to Minority is based on race. If your child qualifies for a transfer based on Majority to Minority, please call Debbie Williams at (919) 496-2600, ext. 269 for additional information.

Enrollment Information

The documentation/complete enrollment packet should be completed by the parent and legal guardian to enroll a student in Franklin County Schools and include the following:

1. A withdrawal form from the previous school (if applicable; preferred but not required).
2. Evidence of Age - The parent or guardian must furnish competent and verifiable evidence of the child's date of birth. Such evidence may include, but is not limited to: (1) a certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born; or (2) a certified copy of a birth certificate issued by a church, mosque, temple or other religious institution that maintains birth records of its members. A birth certificate or other satisfactory proof of age issued by a foreign country or institution will be accepted and treated in the same manner as comparable documents issued in the United States. School officials shall use such documents only for the purpose of

establishing the age of the child and not to inquire about the citizenship or immigration status of the child, parent or guardian.

3. Legal guardianship papers if the adult accompanying the child is not listed as the parent on the birth certificate (Exceptions as below).

4. Verification of residence by obtaining a copy of the following documents within 10 days: 1) deed or lease of primary residence and 2) a current utility bill showing reasonable consumption of electricity use for the number of people in the household. The statement of residence form must also be notarized. Exceptions will be made under Subtitle B of Title VII of the McKinney-Vento Homeless Education Act (42 U.S.C. 11431 et. Seq.) Sec. 722 (g)(3)(C)(i). If you are interested in information about the McKinney-Vento Act, please ask an administrator at the school.

5. Ability to confirm that the enrolling student has not been suspended or expelled or does not have a pending suspension or expulsion recommendation.

6. Academic status from the previous school verified telephone/withdrawal form/fax (if applicable).

7. Kindergarten Health Assessment – An up-to-date physical is required for all kindergarten/Pre-K students to enroll in school. The physical must be completed and dated no more than 12 months before the first day of enrollment. The student will be suspended if not received by the 30th day according to

North Carolina State Law, KHA G.S. 130A - 440.

8. Exceptional Children’s Program information (if applicable).

9. Medical information that schools should be aware of such as chronic illnesses/diseases or medications that the students need to take during school hours.

10. Immunization record (The parent/guardian/surrogate shall have thirty days from the first day of attendance to provide this information to the school. Student will be suspended if not received by the 30th day according to North Carolina State law G.S. 130A-152(a). Exceptions are made under Subtitle B of Title VII of the McKinney-Vento Homeless Education Act (42 U.S.C. 11431 et. Seq.) Sec. 722 (g)(3)(C)(iii). The immunization record must clearly document that your child received the following immunizations: DTP (5); Hib (1); Polio (4); Varicella (1); MMR (2); Hepatitis B (3); tdap (1) prior to entering the 6th grade.

Persons who are applying for exceptions to these guidelines may contact the Superintendent or his designee at (919) 496-2600.

The entire enrollment packet, including necessary forms, is located on the district website under “Enrollment Information” in the “Parents” menu.

*****Attendance Zone Maps & School Calendars*****

Please visit the links below to access attendance zone maps and school calendars: [School Calendars](#), [Attendance Zone Maps](#)

School Start Times

All elementary schools, with the exception of Long Mill Elementary School, begin school at 8:00 a.m. and end school at 2:45 p.m. Long Mill Elementary School begins at 8:30 a.m. and ends school at 3:15 p.m.

All middle schools begin school at 8:15 a.m. and end school at 3:15 p.m.

All high schools begin school at 7:45 a.m. and end school at 2:45 p.m.

The Early College High School begins school at 8:10 a.m. and ends at 2:45 p.m.

FCS Attendance Policy

The Board believes that regular school attendance is critical for educational achievement and develops patterns of behavior essential to professional and personal success in life. The Board is committed to enforcing all State laws and regulations which relate to compulsory attendance. Furthermore, the Board is committed to attendance regulations that are nondiscriminatory, encourage regular attendance and discourage dropouts.

Compulsory Attendance Law

In accordance with North Carolina General Statute 115C-378, every parent, guardian, or custodian having charge or control of a child between the ages of seven (7) and sixteen (16) years shall cause such child to attend school continuously for a period equal to the time which the school to which the child is assigned shall be in session. Every parent, guardian, or custodian having charge or control of a child under the

age of seven (7) who is enrolled in a public school in grades kindergarten through two shall also cause such child to attend school continuously for a period equal to the time school is in session unless the child has withdrawn from school.

The principal or designee shall notify the parent, guardian, or custodian by mail of the child's excessive absences after he/she has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that they may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and the Board.

Once the parents are notified, the school attendance counselor shall work with the child and his/her family to analyze the causes of the absences and determine steps to eliminate the problem.

After ten (10) accumulated unexcused absences in a school year, the principal shall review the report of the school social worker or school attendance counselor and shall confer with the student, his/her parent, guardian or custodian if possible to determine whether the parent, guardian, or custodian has received proper notification and has made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not, the principal shall notify the district attorney

and parent in writing of the Compulsory Attendance Law violation. The principal may file a complaint with the juvenile intake counselor that the child is habitually absent from school without a valid excuse. Evidence showing that the parent, guardian, or custodian were notified and that the child has accumulated ten (10) absences which cannot be justified under the established attendance policies of the Board shall establish a prima facie case that the child's parent, guardian, or custodian is responsible for the absences.

Attendance Records

School officials will keep an accurate record of attendance, including accurate attendance records in each class. It shall be the responsibility of each teacher to record the daily attendance of each student assigned to him or her and to inform the students of the value and importance of regular school attendance. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

Attendance Defined

To be considered in attendance, a student must be present in the school for at least one-half of the school day or at a place other than the school with the approval of the appropriate school official to attend an authorized school activity. Such activities may include, but are not limited to, field trips sponsored by the school, job shadows and other work-based learning opportunities as described in G.S. 115C-47(34a), athletic contests requiring early dismissal from school, student conventions, musical festivals, or similar activities. Students

who are assigned to in-school suspension are considered present.

For any/all absences from class due to school sponsored activities or assignment to in-school suspension, students are required to make up all assignments in accordance with the make-up work section of this policy. Students will not be required to make up time as they will be counted present.

Homebound/Hospital-bound

When a parent anticipates a student's extended absence because of severe, prolonged, or chronic illness under a physician's care, the parent shall notify the principal. The principal or designee may make arrangements for homebound/hospital-bound or other appropriate instruction. Once school personnel have made contact (a face-to-face meeting) with the student to provide instruction, the student is counted present. The student should continue to be counted present for the span of time during which regular hospital/homebound instructional services are delivered. This arrangement shall be made only on the advice of the attending physician and supporting documentation should be maintained at the school. Parents should address all questions regarding this type of instruction to the school principal or designee.

Staggered Kindergarten

Kindergarten students who are enrolled on Day 01 are counted as present on the days they are assigned to home as part of a staggered kindergarten enrollment program.

Absences

The school district will have a written procedure for notifying parents regarding student absences in addition to Compulsory Attendance Law requirements. The system's written procedure will be included in the individual school's student handbook.

Excused Absences

The Board and the State of North Carolina recognize situations in which a student may be excused for temporary nonattendance in school.

1. Illness or injury: When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the immediate family: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not limited to, parents, grandparents, brothers and sisters.
4. Medical or dental appointment: When the absence results from a medical or dental appointment of a student.
5. Court or administrative proceedings: When the absence results from the attendance of a student at the proceedings of a

court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.

6. Religious observance: When the student is absent due to a religious observance required or suggested by the student or the student's parent. The student will have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance.
7. Educational opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted by the principal prior to the absence.
8. Pregnancy and Other Related Conditions or Parenting: When medically necessary.

In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment from a combat zone or combat support posting will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian.

Personal contact and/or written notification from the parent, guardian or custodian of the student should be submitted within three (3) days upon the student's return to school for the

absence to be excused. An administrator may require a physician's validation of illness for a student who misses an excessive number of days because of illness.

Any student, parent, guardian or custodian of a student may appeal non promotion or denial of credit for reasons listed above. Such appeal shall be in accordance with Board policy 1740, Section E beginning with "Investigation" and continuing through the end of Section E of Board policy 1740.

Unexcused Absences

The absence of a student without permission from a parent/guardian/custodian for one of the eight reasons listed under excused absences shall be unexcused. The absence of a student without the knowledge/consent of the parent/guardian and/or permission from the principal/designee shall be unexcused and the student shall be considered truant.

Chronic Tardiness and Early Dismissals

Students are expected to arrive on time and remain in school for the entire school day. Tardiness and early dismissals cause students to miss important information and are strongly discouraged. The school principal is expected to deal appropriately with those students who are chronically tardy or who leave early. When tardiness becomes excessive, the student, his or her parents or guardians shall be notified by the principal or designee in

writing of the student's tardiness. If the tardiness continues after parent notification, appropriate disciplinary action will be taken. Students may be suspended for up to two days for such offenses. Tardiness and early dismissals may be excused for the same reasons as listed above for absences.

Make-Up Work

It is the responsibility of the student to request and the responsibility of the teacher(s) to give, on the first day the student returns to school following an excused or unexcused absence, assignment of work to be made up for the period of the absence. Students will have two (2) days to complete make-up work for every one (1) day absent. Make-up work does not have to be the same as the work that was missed. Grades assigned to make-up work shall be considered in computing the student's overall grade for the particular grading period. Failure of a student to satisfy make-up requirements can be the basis for denying credit for a specific course.

All scheduled tests/exams may be made up for full credit for all absences in accordance with the above make-up work guidelines.

Students placed under suspension by the principal will be responsible for work missed during such suspensions. Students who are suspended for less than the remainder of the school year shall be required to make up exams and other required coursework while under suspension.

Elementary and Middle Schools (K-8)

Any student in an elementary or middle school must be in attendance for a minimum of 160 days to be eligible for promotion. A student must be in school for at least one-half of the school day to be counted present. Once a student has accumulated fifteen (15) absences, excused or unexcused, the principal shall notify the student's parents that the student is in jeopardy of retention. Any student who attends fewer than 160 days may appeal to an attendance committee, which may consist of the principal, teacher(s), school social worker, school counselor, and school nurse or other appropriate personnel designated by the principal. Medical or other compelling reasons must support such an appeal.

Students transferring from another school system will be provided a copy of this policy at the time of enrollment and will be allowed to have absences prorated on the basis of the number of school days remaining in the school year.

Students failing to meet attendance requirements necessary for promotion shall neither be promoted nor be allowed to participate in promotion exercises.

High School (9-12) Course Credit

In order to obtain credit in a course, a student must be in attendance for a minimum of 80 days out of a possible 90 days for semester courses and 160 days out of a possible 180 days for year-long courses. Transfer students may miss no more than 12% of the

remaining semester. A student must be in attendance at least one half of a class period to be counted present for that class.

A student who does not receive credit for a course may attend a course recovery program (i.e. Odysseyware, NCVPS), with prior approval of the principal, for each course in order to receive credit. If the student does not satisfactorily complete recovery for each failed course, no credit will be given, and a grade of "F" will be recorded as the final grade for the course.

Any student who attends fewer than 80 days in a semester course will not receive credit for the course; however, the student may appeal to the principal/designee to be allowed to obtain credit for the course. Such appeal must be supported by proper documentation for extended illness or other compelling reasons.

Policy Alternatives

Should there arise any unique situations not specifically addressed by this policy, the Superintendent, upon written recommendation from the school principal, may authorize alternatives to the policy to achieve fairness to the student without compromising the effectiveness of this policy.

Pre-Kindergarten

Franklin County offers a pre-kindergarten program for selected four-year old students. This program is funded through both federal Title I funds and the North Carolina Pre-K (NCPK) Program funded by the North Carolina General Assembly. The Pre-K program

is evaluated by the North Carolina Division of Child Development, Regulatory Services. The program is evaluated for developmentally appropriate areas including: space and furnishings, personal care routines, language-reasoning, activities, interaction, program structure, and the parents and staff. All student applicants are given a developmental screening. Acceptance is based on screening results and need. Most elementary schools offer a Pre-K program. For more information, contact the FCS Curriculum and Instruction Department at (919) 496-2600.

our district website under “Early Kindergarten” in the “Parents” menu.

Early Kindergarten

The 1997 General Assembly passed legislation allowing a child who has reached his/her fourth birthday by April 16 to enter kindergarten if he or she demonstrates an extraordinary level of academic ability and maturity. In determining eligibility, the principal shall convene a committee of educational professionals who will assist him/her in making decisions about each individual child.

Criteria that shall be considered include the following:

- Aptitude
- Achievement
- Performance
- Observable Student Behavior
- Motivation to Learn
- Student Interest

For more information regarding early admission to kindergarten, please visit

Curriculum & Grading

Curriculum Overview

Franklin County Schools will follow the Common Core and Essential Skills Standards. This provides every content area a set of standards for each grade and high school course. The intent is to ensure rigorous student academic performance standards that are uniform not just across North Carolina, but forty-four other states as well. To review the Common Core and Essential Standards, go to www.corestandards.org.

Academically & Intellectually Gifted (AIG)

The Academically/Intellectually Gifted (AIG) Program is based on the concept that outstanding academic abilities can be found in all types of students, regardless of cultural group or economic status. The primary focus of the program is to recognize those students and provide appropriate services. We are committed to meeting the diverse needs through providing an array of service options and the funding necessary to implement them. Special services are often required to meet the unique needs of gifted children. A team of professionals and the child's parent(s) plan the student's educational program based on the assessment information obtained through the evaluation process. All procedural safeguards are followed to ensure evaluation procedures are nondiscriminatory. Anyone, including the student, parent(s), guardian, teacher or community professional may refer a student for nomination and possible evaluation.

For more information on this program, contact AIG Coordinator, Danney Dailey

at (919) 496-2600 or via email at danneydailey@fcschools.net.

Career & Technical Education

Business leaders agree that the public schools must play a major role in preparing students for the changing work of the 21st century. Therefore, the mission of Career & Technical Education is to help empower students for effective participation in an international economy as world-class workers and citizens. Through Career & Technical Education, Franklin County Schools is providing a systematic, comprehensive, community-wide effort to give all young people the opportunity to:

- prepare for further vocational and technical education and lifelong learning,
- prepare for initial and continued employment,
- make educational and career decisions,
- apply/reinforce related learning from other disciplines,
- develop decision-making, communication, problem-solving, leadership, and citizenship skills, and
- prepare to make informed consumer decisions and apply practical life skills.

The middle school programs include courses in Business Education and activities in Career Development. The high school programs include courses in Agricultural Education, Business

Education, Career Development, Family & Consumer Sciences Education, Health Occupations Education, Marketing Education, and Trade & Industrial Education, as well as activities in Career & Technical Student Organizations such as DECA, FCCLA, FBLA, and FFA. In addition, high school students may earn dual credit by taking certain courses at Vance-Granville Community College. Appropriate provisions are made for students with special needs to be successful in the program. Career & Technical Education benefits everyone: students (grades K-12), employers, parents, school systems, and communities. For more details concerning the Career & Technical Education programs at the middle or high schools, contact the Office of Career & Technical Education at (919) 496-2600.

Home Base

The North Carolina Department of Public Instruction implemented a new parent and student information system in 2013-14. Parents and students will have access to their records through the Home Base system. Items available for access include grades and attendance, teacher comments, a school bulletin, course registration, balances (excluding lunch), testing data, classroom assignments, and more. Login information will be distributed to parents and students sometime in the fall. For more information, contact your child's school.

Report Cards

Franklin County Schools sends home report cards at the completion of each

grading period. At the elementary level, students are graded on a standards-based grading system. Report cards list the Common Core and Essential Standards and show the student's progress in each individual standard. At the middle and high school level, students receive regular North Carolina Report Cards. Elementary, middle, and high schools run on a nine-week grading cycle. Report card data is available for parents to view through the Home Base system.

Student Evaluation, Progression, & Placement – Policy 3420

The board believes that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. To the extent reasonably possible, students should be given as much time or as little time as they need to be proficient at a particular level of study. Students will be promoted to the next level of study as described in this policy.

Reference: FCS Policy and Procedures, #3420

Student Dress

A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Student dress that disrupts the school environment or clothing that indicates gang identification or reflects gang symbols will not be tolerated. Clothing must be age appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent,

vulgar, or obscene. Students should be covered from mid-chest to mid-thigh. No shorts higher than mid-thigh; no skirts and dresses more than three inches above the top of the knee; no shirts and blouses that expose waist, midriff, or cleavage. No clothing which promotes alcohol, tobacco, or the use of controlled substances, or which depicts violence, sexual, or disruptive nature; no clothing, jewelry or symbols which convey membership or affiliation with a gang. No excessively baggy clothing or visible underwear. No hats, sunglasses, sweatbands or bandannas. No tank tops, spaghetti straps, or sleepwear. No chains on clothing.

Health & Safety

Bullying and Harassment

A student will not engage in behavior or activities that harass, intimidate, bully, disparage, demoralize, or put down another student or staff member.

****This includes cyber bullying and any harassment that takes place via computer/internet and mobile phone messaging****

Students and parents are encouraged to submit to the building principal or his/her assistant principal or designee any complaints of bullying, discrimination, or harassment.

Children with Diabetes

In North Carolina, schools follow guidelines for the development and implementation of individual care plans for students with diabetes. Please contact the school nurse assigned to your child's school for more information and assistance.

Crisis and Emergency Plan

It is a very high priority of Franklin County Schools to protect the safety of our students and employees. In the event of any emergency, employees follow all guidelines presented in the FCS Crisis and Emergency Guide. This guide is reviewed annually by district and school administrators through the Office of Safety and Security.

A lockdown is an action directed by local law enforcement, the superintendent and/or the school principal to protect the welfare of everyone involved.

During a lockdown or any emergency situation, it is important for parents to do the following:

- Remain calm and do not come to the school. This allows for emergency responders to complete their work.
- Keep phone lines free so school personnel and community responders can communicate with each other. You will receive calls from the school district to keep you informed.
- Look and listen for information from the school district through district and school websites, social media accounts, local TV and radio outlets, and the district's mass communication (automated calls, texts, and emails) system.
- Follow directions provided by the district for reunification with your child.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under that law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the student. The school district does maintain directory information (see listing). Individuals or organizations that wish to obtain student directory information must submit a request for this information to the

superintendent of schools. Requests will be approved only if disclosure of this information could result in some educational or scholarship benefit to the student.

Franklin County Schools classifies the following as directory information:

- Student's name
- Address
- Telephone listing
- Major Field of Study
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of the athletic teams
- Dates of attendance
- Awards received
- School and grade level of current assignment
- Most recent previous school attended by the student
- Eligibility for driver's license permit under North Carolina General Statutes 20-11(n) and 20-13.2(c).

Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify, in writing, the principal of the school where the records are kept within the first full week of school each year. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received, the information will be classified as

directory information until the beginning of the next school year. Complaints about failures of Franklin County Schools to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Health and Human Services, 200 Independence Avenue, SW., Washington, D.C. 20201.

Inclement Weather

At times, weather conditions may warrant the school district to delay, dismiss, or close school. Franklin County Schools works with Franklin County Emergency Management Services to stay informed in severe weather situations. District leadership monitors road conditions as early as possible to make the appropriate decision. Once a decision is made, the Public Information Officer will post a delay or closing status in the following order: District and school websites, district social media accounts, mass-communication system (robo-call, text messaging, email), then local TV and Radio Stations.

If inclement weather occurs as students are on the way to school, our bus drivers are encouraged to use extreme caution and pull over if they feel conditions are unsafe. As a parent, you know what is best for your child and your particular situation. We ask that you make the best decision that you can in the interest of your child(ren) if you feel weather conditions in your area are unsafe.

For more information regarding text message alerts and inclement weather, please visit our www.fcschools.net and

go to our “Inclement Weather Guide,” which can be found under the “Our District” tab.

N.C. Safe Surrender Law

In 2001, the North Carolina General Assembly passed a law, G.S. 7B-500, making it legal for females to surrender their newborn baby to a responsible adult without fear of criminal prosecution. The purpose of this notice is to ensure that students in grades nine through twelve receive information annually on the manner in which a parent may lawfully abandon a newborn baby with a responsible adult (G.S. 115C-47). The Safe Surrender allows an overwhelmed mother to surrender her newborn to a responsible adult and walk away without fear of criminal prosecution. Safe surrender is legal, provided that the infant is 7 days old or less and unharmed. Parents leaving the infant do NOT have to provide any information or name. They can be asked for it, but must be told they are not required to give it.

G.S. 7B-500 (b) identifies the safe havens that MUST, without a court order, accept the infant. They include hospitals, health departments, and nonprofit community health centers, law enforcement officers who are on duty or at a police station or sheriff’s office, social service workers, and certified EMS workers who are on duty or at a fire or EMS station.

G.S. 7B-500 (d) indicates that any other adult MAY, without a court order, accept such infant but is under no requirement to do so. Any individual who takes an infant into temporary custody under this

section shall perform any act necessary to protect the physical health and well-being of the infant and shall immediately notify the Department of Social Services or a local law enforcement agency.

Safety Drills

Each year, schools in the district conduct safety drills. These drills include fire, tornado, lockdown, and more. These drills are in place to prepare students in reacting to emergency situations in case one occurs. In addition to these drills, special instructional units are taught each year designed to reinforce safety rules and procedures.

School Bus Safety

School bus passengers are NOT allowed to:

- Bring bookbags/school projects/athletic equipment onto the bus that will not fit in the lap or under their seat
- Stand up or move around while the bus is moving
- Check the mail during a passenger stop
- Eat, drink or smoke on the school bus
- Throw objects on the school bus
- Horseplay or fight on the school bus
- Sit on or jump/tumble over seat backs
- Damage the bus in any way
- Walk around the bus for any reason
- Bring weapons or unsafe objects on the bus

School bus passengers should:

- Sit in assigned seats facing forward at all times
- Talk in 'normal' tones only with students sharing the same seat row
- Be at the bus stop five minutes early every day
- Be supervised by an adult at the bus stop
- Keep all body parts inside the bus at all times
- Cooperate with the driver at all times
- When preparing to board, allow the bus to come to a complete stop; then board the bus in an orderly manner
- When getting off at a bus stop, remain seated until the bus comes to a complete stop; then leave in an orderly manner
- Cross the road (if necessary) in front of the bus
- Observe all school bus driver hand signals

School Nurses and First Responders

Franklin County Schools has eight full-time school nurses employed by the system. School nurses provide direct student health services. In addition to being planners and coordinators of student care, school nurses assist parents, physicians, and students in managing chronic health problems. They also serve as a liaison and resource person between home, school and community organizations. School nurses also monitor communicable diseases, monitor student's compliance with North Carolina immunization laws, supervise the administration of

medication, monitor chronic illness and render first aid.

First responders are a group of dedicated volunteers that are always on call to handle any school health emergency. They are certified to assist in emergency situations

Student Medication Policy

Chapter 115C-307 of the General Statutes of North Carolina enables public school employees, when given the authority by the Board of Education or its designee, to administer medication prescribed by a doctor upon request of the parents provided that no employee shall be required to administer drugs or medication. As a result, a medication administration policy has been jointly developed by a committee comprised of physicians, nurses, legal experts, a pharmacist, parents and school personnel to address the needs of school employees and students.

Medication Administration Policy

Medication administered during school hours by school personnel should be kept to a minimum. The student in need of medication to sustain his attendance in school may have a chronic health problem, a special health care need, or an unusual health problem where emergency measures are indicated. The policy is intended for this type of child. The school will assume no liability for students who self-medicate. This is the responsibility of the student's parents or guardians.

While most students with asthma function normally at school, their prescribed medications must be readily

accessible to them to avoid exacerbation of symptoms. Students whose parents or guardians and/or licensed health care provider judge that they have sufficient maturity to control the use of these inhaled medications should be allowed to retain them in their possessions.

Some ill children may need medications for short periods of time to enable them to remain in school. Every effort should be made so that medications can be given at home before or after school hours. If this is not possible, it is the parent's or guardian's responsibility to make arrangements with the school administration for medication to be given during school hours as outlined in the "Regulations that Apply to Administration of All Medications."

When children who are subject to unusual health hazards such as allergies to bee stings and/or certain foods attend school, it is the parent's or guardian's responsibility to assure that the school administration is aware of the situation in writing and prepared to implement emergency measures by providing needed medication and information. Depending upon what has been negotiated between the student's parent or guardian, personal physician or health care source, and the school:

- A medication provided by the parent or guardian may be given to allay reactions until the student can be transported to the licensed health care provider's office, or emergency room. Regulations apply for this procedure as well as all medication administered during school hours.

- First aid measures may be instituted. This should be included in a written emergency plan developed for the student, and approved by the parent or guardian and licensed health care provider. The after care of the student is determined by the attending licensed health care provider who sees the student either in the office or in the emergency room. The parent or guardian has responsibility for meeting with school staff to document and review students' needs and develop an action plan approved by the parent or guardian.

I. Regulations that Apply to Administration of All Medications

For all medications including prescription and over the counter medications administered during the school day by school personnel, the following regulations apply:

A. A copy of this regulation, a letter to the parent or guardian regarding administration of medication in school and the appropriate forms (parent permission form and licensed health care provider's authorization form) on which to record the necessary information will be provided to parents or guardians on request. Appropriate forms will be completed before initial dose is administered and annually thereafter for students on medication.

B. Principal's designee will:

1. Inform appropriate school personnel of the medication

2. Keep a monthly medication log of the administration of medicine and date when medicine is discontinued

3. Secure a signature and initial of the person administering the medication with each dose

4. Keep medication in a secured location

5. Refrigerate medication requiring refrigeration in a secure area

6. Return unused medication to parent/guardian or a mutually agreed upon adult only.

C. The school district retains the right to reject a request for administration of medicine.

D. The only responsibility or liability that can be assumed by the school system or its personnel is to comply with the instructions forwarded by the child's parents or guardians, pharmacist and licensed health care provider. The school system will assume no liability for students who self-medicate.

E. The nurse assigned to each school will provide any necessary monitoring and consultation/training concerning medication to the appropriate school personnel on a regular basis.

F. When medication is to be administered in emergency situations, an Emergency Action Plan should be kept in the child's folder.

G. The parents or guardians of the child must assume responsibility for informing the principal in writing, who, in turn, will inform the designee of any change in

the child's health or when a change in medication occurs.

H. An incident report shall be completed immediately when a misadministration of medication occurs. Examples of misadministration include forgetting to give a dose, giving the medicine to the wrong child, giving the wrong medicine or the wrong dose, giving the medicine at the wrong time and giving the medicine by the wrong route. These forms should be filed separately from the student's cumulative folder and are not for public review. The incident report should be given to the school nurse for follow-up. In the event of a drug overdose, poisoning, or the inadvertent administration of the wrong drug, the child's parents or guardians, the licensed health care provider, the local emergency room and/or the poison control center in Charlotte at 1-800-848-6946 should always be called immediately.

I. Records of medication administered by school personnel should be maintained. All written parent and licensed health care provider authorizations, medication logs and records should be retained on file at school for as long as the child is enrolled in the school system plus three (3) years past the time the student reaches 18.

J. It is the responsibility of the parent or guardian to deliver the medication to the school. Exceptions will be made on a case by case basis. Students carrying medication without proper authorization will be subject to discipline according to

the Franklin County Schools' Student Code of Conduct.

K. If a student refuses to take medication or doses are missed, the parents or guardian will be notified and the event documented on the medication log. If the student continues to refuse to take medication, the parents will be responsible for finding an alternative method of medication administration.

L. The licensed health care provider's authorization form may be attained through fax.

M. The parent or guardian will be notified to pick up medication no later than the third day after the licensed health care provider has ordered discontinuation of the medication or the third day after the last student school day. If medication is not picked up, it will be discarded by the school nurse.

N. Responsibilities of the students include (1) to know and follow the regulations of the medication policy and (2) to avoid sharing his/her medication with other students, which is considered a serious offense by school officials and will warrant disciplinary action.

O. If a student is on a school sponsored off campus activity such as field trips, medication will be administered according to "Field Trip Medication Administration Procedures."

II. Dispensing of Medication by School Staff Administration of All Prescription Medications

1. Written instructions signed by the parent or guardian and licensed health

care provider will be required and will include:

- a. child's name
- b. name of medication
- c. purpose of medication
- d. route of administration
- e. time to be administered
- f. dosage
- g. possible side effects and contraindications
- h. termination date for administering the medication
- i. special instructions regarding child and medication

2. The parent or guardian must take responsibility for supplying medication to the school. Such medication must be in a container labeled by the pharmacist.

3. Any changes in medication, dosage, administration time or any other special instructions will require an order from the licensed health care provider. Such medication must be in a container labeled by the pharmacist. A change in medication will require a new parent permission form.

III. Self-Management of Prescription Medication

As with any medication administered at school, a medication authorization form must be completed by the licensed health care provider and a parent permission form by the parent or guardian for the child who has developed competencies in self-medication administration. In addition, the student and parent or guardian will sign the requirements for students with prescribed medication in their

possession at school. Self-managed administration of medications must be evaluated individually by the school nurse such as asthma inhalers, insulin and epinephrine. This policy does not apply to controlled substances such as Dexedrine, Ritalin and narcotics.

IV. Self-Administration of Over-the-Counter Medication

Students who are in the sixth grade and above that have developed the competency and are learning self-care behavior may be allowed to manage their own medication. No controlled substances will be self-managed by students.

When parents or guardians choose to allow students to self-administer medication they must notify the principal in writing. This notification should include the name, dosage, time(s) to be taken, purpose of the medication, along with a statement releasing Franklin County Schools from responsibility of supervising the self-administration of the medication identified.

Forms and more information regarding Student Medication are located on the district website under "School Health Program" in the "Departments" menu.

Use of Seclusion and Restraint

It is the policy of Franklin County Schools to promote the safety of all students, staff, and visitors in its schools. To further this policy, school personnel may, in compliance with G.S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students.

The Superintendent or designee shall provide copies of this policy and G.S. 115C-391.1 to school personnel and parents/guardians at the beginning of each school year. Principals shall notify parents of any prohibited use of seclusion, restraint, or aversive techniques and shall provide a written incident report within 30 days of any such incident as required by G.S. 115C-391.1 and applicable policies and procedures. The Superintendent or designee shall annually provide a record of reported incidents to the State Board of Education. The Superintendent shall develop rules and procedures to implement this policy in compliance with G.S.115C-391.1.

No employee of Franklin County Schools shall retaliate against another employee for making a report alleging a prohibited use of seclusion, restraint, or aversive techniques, provided, however, an employee may be disciplined for making such a report if the employee knew or should have known that the report was false.

Programs & Services

Athletic Eligibility

Students who participate in organized school athletics in Franklin County Schools must maintain proper eligibility requirements. Parents are asked to help protect student-athlete eligibility. To represent their school in athletic contests, student athletes at the middle school level must pass five courses the previous semester. Since the high schools operate on the 4x4 block scheduling system, student-athletes must take and pass three of four courses during the previous semester and meet local promotion standards. In addition to the academic requirements, student-athletes must also:

- be in attendance 85 percent of the time (Students may not miss more than 13.5 days in the previous 90-day semester. This includes excused and unexcused absences.);
- have a medical examination within the past 365 days, and
- adhere to their school's rules and policies.

Eligible students are allowed to participate in high school athletics the first eight semesters after entering the ninth grade. The only exception to this standard is those high school students who turn 19 on or before August 31 during a school year.

NOTE: All student-athletes (Grades 7-12) are insured through an all-athletic accident insurance policy that is purchased by the school district. This policy serves as secondary insurance for students insured through their parent's medical coverage. To view

insurance information and forms, visit the "Athletics" page under the "Departments" menu on the FCS Website.

Before and After School Care

Franklin County Schools offers a Before and After School Care program to most elementary families. This is especially helpful for parents who need child care due to work hours. For more information or pricing of the program, contact Coordinator Pam Tant at (919) 496-2600, ext. 289.

Child Nutrition

Free and Reduced Meals: We are pleased to announce that the following schools will be participating in the Community Eligibility Provision (CEP) for the 2015 - 2016 school year. All students attending Bunn Elementary, Edward Best Elementary, Franklinton Elementary, Franklinton Middle, Laurel Mill Elementary, Louisburg Elementary, Terrell Lane Middle, and Royal Elementary will be eligible for free breakfast and lunch meals each school day. If a student attending one of these schools transfers to a non-CEP school listed below, a free or reduced meal application must be completed in order for benefits to continue if a direct certification letter is not received for the student. Students at Bunn High, Bunn Middle, Cedar Creek Middle, Franklin County Early College High School, Franklinton High, Long Mill Elementary, Louisburg High, and Youngsville Elementary will need to apply for free or reduced meals by completing a family meal application. The exception to this is if the student receives a Direct

Certification benefits letter prior to the first day of school. If a Direct Certification letter is received, please verify that every child in the household receives a letter. If not, please contact the Child Nutrition Office immediately at 919-496-5125.

Charges in the Cafeteria: Please communicate with your student(s) to make sure they have meal money each day if paying full or reduced price for meals. Once students incur a balance of \$7.35 or more they will start receiving a substitute meal until their charges are paid in full. Students are not allowed to charge wrapped a la carte items. If you have questions about your student's cafeteria account, please contact your school cafeteria manager.

A La Carte Pricing: Each school offers a variety of a la carte items that students may purchase. These price lists are available on the district website under "Child Nutrition" in the "Departments" menu. All a la carte items are "Smart Snack" compliant.

Special Messages: If you have a special message that you would like the cafeteria to notice each day, it can be added to your student's account. Messages can range from a la carte purchasing options to special diet needs. Contact your school cafeteria manager or the Child Nutrition Office at 919-496-5125 for more information.

Payment Information: Nexcheck is the collection agency that handles return check collections for FC Schools Child Nutrition. Franklin County Schools uses K12PaymentCenter an online payment system. More information is

available on the district website under Child Nutrition.

The Cafeteria Can Help with Celebrations: Are you looking for a way to celebrate special occasions? Allow the school cafeteria to help you. A variety of snack items are available at a discounted price if purchased in bulk. Classroom parties and other celebrations are a great opportunity to take advantage of bulk pricing of healthy snack items. Also, available for bulk purchasing are paper products such as cups, napkins, plates, etc. This is a great way to eliminate the worry of bringing items to school for your student's special day.

Student Wellness Policy: The Student Wellness Policy and supporting regulations outline many healthy initiatives and practices that are in place to promote healthy bodies and minds. Please refer to Policy 6140.

Special Diets: All students with disabilities will be accommodated based on the written orders by a licensed physician. Students without disabilities will be accommodated through the Offer vs. Serve provision. This includes milk preferences, food allergies, food preferences, etc. Please make sure that you communicate with your school if your student(s) has any special diet needs. Medical statements must be complete for students with disabilities. We recommend that medical statements be completed for any student with special dietary needs.

For more information, contact Jama Stallings, SNS, FCS Child Nutrition Director at

jamastallings@fcschools.net or 919-496-5125.

Children with Disabilities

A broad range of services is provided by the Exceptional Children's Program that enables the system to meet the diverse needs of children with disabilities. Exceptional children's services are available to students whose educational progress is adversely affected by disabilities such as:

- Autism
- Deaf-blindness
- Deafness
- Developmental delay
- Serious emotional disability
- Hearing impairment
- Intellectual disability
- Multiple disabilities
- Orthopedic impairment
- Other health impairment
- Specific learning disability
- Speech or language impairment
- Traumatic brain injury
- Visual impairment including blindness

Related supportive services such as speech/language, occupational, transportation, health, and physical therapy are available.

When a parent/legal guardian recognizes that a child is exhibiting developmental problems or that a child's educational needs are not being met, he

or she will notify the child's teacher. The teacher can initiate the MTSS process at the school level. Schools have committees, or teams, which meet regularly to discuss the special needs of students. These committees or teams help develop practical interventions for students who may be experiencing difficulty in school. The success of these interventions, some as simple as changing a child's seat in the classroom or reassigning the child to a different teacher, provides information that is useful in determining whether a referral to the school's Individualized Education Program (IEP) Team is indicated. This committee is responsible for receiving referrals and arranging for evaluations for students who may need special education and related services after the MTSS process is completed. If the student qualifies for special education, the IEP Team will invite parents to participate in a meeting to place the child and to develop an IEP for their child. Parents who continue to have questions about the special education process or who are not satisfied that their child's needs have been adequately assessed in the local school may wish to discuss their concerns with the principal, and if necessary, the Exceptional Children's Director. This administrator directs all special education programs in the school system and may be the best local resource for problem solving and mediation. Other alternatives and procedures available to parents of exceptional children are outlined in the Handbook on Parents Rights. This publication also includes information on rights to confidentiality and access to

records, and the right to file complaints. Copies of the Handbook on Parents Rights are available at any public school, in the school system's central office, or online. For more information about Exceptional Children's Services, call (919) 496-2457.

Counseling Services

Franklin County Schools recognizes the importance of having school counselors to assist students and their parents in grades kindergarten through 12. At the elementary level, these programs focus on counseling, consulting, and coordinating activities. Counselors provide developmental, preventive, and remedial services to students and assist parents and teachers. At the middle and high school levels, counselors provide assistance in career and vocational development, individual counseling and group guidance, as well as guidance through the maze of college applications and scholarships. Counseling services may be provided through individual, small or large group counseling. Counseling referrals can be made by parents, school staff, community members, agencies, or students themselves. Counselors are obligated to keep information obtained in a counseling session confidential.

Parents may want to contact a school counselor if they believe their child may need some kind of special education services, if the child's behavior has changed, if the child's home or family relationships have changed, or if they have questions about standardized test scores. School counselors can also assist parents and students in finding

financial aid for college or in making course selections that will be appropriate for an individual student. School counselors can also help families find various counseling services provided within our community. Appointments may be scheduled by contacting the school counselor's office

Student Insurance

Franklin County Schools offers parents accident insurance options. These options cover a wide variety of accidents, including athletics and while at school. The school system is not responsible for covering medical expenses of students who have an accident or incur an illness during school hours. Therefore, parents are encouraged to purchase a voluntary accident insurance plan. For more information call (919) 496-2600, ext. 295.

Homeless Students

If due to lack of housing, you are living in a shelter, motel, vehicle, campground, on the street, in an abandoned building or doubled-up with relatives or friends, or are a youth who is not in the company of a parent or guardian, you may qualify for services under the McKinney-Vento Act. If you feel that you or someone that you know meets these criteria or would like more information, please contact Jamie Neal, McKinney-Vento Coordinator, at (919) 496-2457, ext. 229.

Transportation

Bus routes are established for all areas throughout the school district. Routes are designed for efficiency. All yellow buses and activity buses are now equipped with GPS units so school and district administrators can see the location of a bus at any given time.

This is essentially critical in the event of an emergency. Safety is important both on and around school buses. Please teach your child to look both ways before they cross the street to get to either the bus or the bus stop. Students must also obey their bus driver and remain seated and reasonably quiet while riding the bus. Riding the bus is a privilege. Students are required to abide by the same rules on the bus just as they are at school. Each school administrator has the authority to discipline students for misconduct on the bus. For more information about school transportation, contact your child's school or the FCS Transportation Department at (919) 496-3859.

Media Outlets

Radio

WPTF (680 AM), WQDR (94.7 FM), WBBB (96.1 FM), WDCG (105.1 FM), WRDU (100.7 FM), WKSL (93.9FM), WTKK (106.1 FM), WUNC (91.5 FM), WDWG (98.5 FM), WPWZ (95.5 FM), WZAX (99.3 FM), WRMT (1490 AM), WLQC (103.1 FM), WLUS (98.3 FM), WERO (93.3 FM), WRNS (95.1 FM), WXQR (105.5 FM), WMAG (99.5 FM)

TV Stations

WRAL (5), WTVD (11), WNCN (17), News 14, WITN (7), WNCT (9), WFMY (2), WGHP (8), WXLV (45)

Newspaper Outlets

The Franklin Times, The Franklin Weekly, News and Observer, Franklin County News Online

Visitors to Our Schools

The Board encourages the community and parents to be involved in and support the schools and the educational program. To encourage involvement, the following opportunities are provided to visit the schools:

- Visitors are welcome at the schools to observe and learn about the educational program.
- Visitors are encouraged to use facilities made available to the public, such as the media centers or meeting space, as provided in board policy 5030, Community Use of Facilities.
- Visitors are invited to attend public events, such as athletic events, musical programs, and dramatic productions.
- Community members are invited to become volunteers in the schools through the volunteer coordinator or the principal at each school.

While visitors are welcome, the paramount concern of the Board is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized. The Superintendent and each Principal may establish and enforce reasonable rules to address this

concern. In addition, the following requirements apply:

- All school visitors must report immediately to the administrative office at the school for permission to be in the school. Each principal is responsible for ensuring that signs are posted in the school to notify visitors of this requirement.
- Any personnel who sees an individual in a school who has not received permission must either direct the individual to the administrative office or notify the principal, depending on circumstances.
- Students should notify any staff member of any unusual or suspicious behavior that may endanger safety. Staff must report immediately to the principal any student's information or their own observation of such behavior.

Any individual who disrupts the educational environment, acts in a disorderly manner, damages school property or violates board policy or law, may be requested to leave. Such individual also may be prosecuted and may be prohibited from attending any future events.

Student Code of Conduct

Disciplinary Action Level 1 - Conference Level 4 - Suspension (6-9 days) Level 7 - Expulsion Level 2 - Intervention Level 5 - Suspension (10 days) Level 3 - Suspension (1-5 days) Level 6 - Long-term Suspension (11-180 days)			Level of Disciplinary Action		
			Min.	Grade	Max.
Attendance Violations					
Rule 1.	Attendance: A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law, and the student and his/her parent(s)/guardian are subject to its penalties. Efforts will be made to communicate with parents/guardian of absent or truant students. The maximum suspension for any violation listed below cannot exceed two days per state law. Tardiness; Class-Cutting; School-Cutting; Excessive Absences or Tardies	1	PK-12	3	
Discipline Violations					
Rule 2.	Alcohol and Other Drugs: A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. In the event of an infraction, law enforcement will be notified. This prohibition includes, but is not limited to, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia. First Offense <i>Secondary students are required to complete the parent-to-parent program within the initial suspension period, failure to do so will result in an additional 20 day suspension.</i> Repeated Offense <i>Automatic recommendation to the Superintendent for long-term suspension for the remainder of the school year. Students will be referred to the appropriate drug and alcohol rehabilitation agency.</i> Effect on Athletic Eligibility First Offense – <i>Student athlete is ineligible for athletics for the remainder of the current semester, plus the following semester and must enroll in and validate the completion of a substance abuse counseling program.</i> Second Offense – <i>Student athlete is ineligible for athletics for the remainder of his/her high school career.</i> *Violation of this rule will result in the reporting of this offense to the North Carolina Department of Public Instruction and notification to local law enforcement agencies.	2 5	PK-5 6-12	4 7	
Rule 3.	Arson: A student will neither set fire nor attempt to set fire to any property, school or personal. *Violation of this rule will result in the reporting of this offense to the North Carolina Department of Public Instruction and notification to local law enforcement agencies.	2 5	PK-5 6-12	4 7	
Rule 4.	Bomb/Bomb Threats: Any device brought to school that contains combustible material, or making statements that such a device exists in school.	365 Days	PK-12	7	

Student Code of Conduct

Disciplinary Action Level 1 - Conference Level 4 - Suspension (6-9 days) Level 7 - Expulsion Level 2 - Intervention Level 5 - Suspension (10 days) Level 3 - Suspension (1-5 days) Level 6 - Long-term Suspension (11-180 days)		Level of Disciplinary Action		
		Min.	Grade	Max.
	*Violation of this rule will result in the reporting of this offense to the North Carolina Department of Public Instruction and notification to local law enforcement agencies.			
Rule 5.	Bullying: A student will not engage in behavior or activities that harass, intimidate, bully, disparage, demoralize, or put down another student or staff member. **This includes cyber bullying and any harassment that takes place via computer/internet and mobile phone messaging**	1	PK-12	7
Rule 6.	Burglary: A student will not break into, nor attempt to break into, school board property for the purpose of stealing.	2 5	PK-5 6-12	4 7
Rule 7.	Computer Trespass: A student will not misuse a computer or computer network with the actual or attempted intent to do any of the following: data removal or alteration; downloading and installing non-FCS supported software; system malfunction/hacking; property damage; prohibited website access; utilizing FCS technology resources for personal use.	2 5	PK-5 6-12	4 7
Rule 8.	Disrespect: A student will behave in a respectful manner. Examples of disrespectful behaviors are: talking back or walking away from a staff member.	1	PK-12	4
Rule 9.	Disruption: No student may disrupt the class, school, or bus activity. For example: chronic talking; throwing objects; horse play; refusing to remain in seat; rude noises; leaving without permission; chronic lack of supplies	1	PK-12	5
Rule 10.	Extortion: A student will not take or threaten to take the property of others through intimidation, attempted or actual.	2 5	PK-5 6-12	4 7
Rule 11.	Failure to Disperse: A student will not fail to leave a congregated area immediately when ordered to do so by a school or law enforcement official.	2 5	PK-5 6-12	4 7
Rule 12.	False Alarm: Calling 911, or signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists in the school.	2 5	PK-5 6-12	4 7
Rule 13.	<p>Fighting: Assaults on students, *staff, and *other individuals is prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attacker and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.</p> <p>No student shall engage in fighting or physical aggression towards others, including but not limited to: hitting, slapping, shoving, scratching, biting, blocking the passage of, or throwing objects at another person in an aggressive or confrontational manner.</p> <p>A student who is at least 13 years old, enrolled in an elementary school, and violates Rule 13 will receive a consequence reserved for students in Grades 6 through 12.</p> <p>*Assault Involving a Weapon Any violation of Rule 13 by a student in Grades K-12 which involves the use of a weapon or dangerous instrument that could reasonably be considered a weapon shall result in long-term suspension for the remainder of the school year and may result in suspension for 365 days or expulsion where required by law.</p>	2 5	PK-5 6-12	4 7

Student Code of Conduct

Disciplinary Action Level 1 - Conference Level 4 - Suspension (6-9 days) Level 7 - Expulsion Level 2 - Intervention Level 5 - Suspension (10 days) Level 3 - Suspension (1-5 days) Level 6 - Long-term Suspension (11-180 days)		Level of Disciplinary Action		
		Min.	Grade	Max.
	*Violation of this rule will result in the reporting of this offense to the North Carolina Department of Public Instruction and notification to local law enforcement agencies.			
	Instigating a Fight: Students will not instigate a fight	1	PK-12	5
Rule 14.	Food/Beverages: A student will not eat in unauthorized areas of the school.	1	PK-12	2
Rule 15.	Gambling: A student will not play games of chance for money or property.	1 1	PK-5 6-12	4 7
Rule 16.	Gang Activity: No student shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. Conduct prohibited by this policy includes:	1 5	PK-5 6-12	4 7
	Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang.	1 4	PK-5 6-12	4 7
	Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang.	1 4	PK-5 6-12	4 7
	Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans.	3 5	PK-5 6-12	6 7
	Requiring payment of protection, insurance, or otherwise intimidating or threatening any person, related to gang activity.	3 5	PK-5 6-12	6 7
	Inciting other students to intimidate or to act with physical violence upon any other person, related to gang activity.	3 5	PK-5 6-12	7 7
	Soliciting others for gang membership.	3 5	PK-5 6-12	7 7
	Committing any other illegal act or other violation of school district policies that relates to gang activity.	3 5	PK-5 6-12	7 7
Rule 17.	Insubordination: A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property. This includes: failure to comply; refusal to work in class; refusal of detention; refusal to participate in in-school alternatives; refusal to report to office.	1	PK-12	4
Rule 18.	Medication: PK-5 students must have written instructions, signed by the parent or guardian and licensed health care provider, before any medication is administered. All medication at elementary schools is administered by school personnel except for inhalers, insulin or epinephrine. Students who are in sixth grade and above who have developed the competency and are learning self-care behavior may be allowed, with written parent permission, to manage their own medication, including over-the-counter medication. No controlled substances will be self-managed by students.	1	PK-12	6
Rule 19.	Misrepresentation: A student will not lie or cheat. For example: altering report cards or notes; false information; cheating.	1	PK-12	6
Rule 20.	Offenses to Persons: A student may not willfully cause harm or attempt to cause harm to another student. For example: shoving and/or kicking; throwing objects at others; hitting, biting, spitting, pinching or any action which may cause harm to another student or adult.	2	PK-12	6

Student Code of Conduct

Disciplinary Action Level 1 - Conference Level 4 - Suspension (6-9 days) Level 7 - Expulsion Level 2 - Intervention Level 5 - Suspension (10 days) Level 3 - Suspension (1-5 days) Level 6 - Long-term Suspension (11-180 days)		Level of Disciplinary Action		
		Min.	Grade	Max.
Rule 21.	Offensive Materials on Electronic Devices: A student will not possess or distribute through electronic methods any offensive racial, obscene, or sexually explicit materials in any format including written texts, photographs, or videos.	1	PK-12	7
	Possession: A student will not possess offensive materials on electronic devices in any format in school, on school grounds, to and from school, on school bus, or at any school function.	1	PK-12	5
	Distributing/Sale/Forwarding: A student will not distribute or attempt to distribute offensive materials on electronic devices in school, on school grounds, to and from school, on school bus, or at any school function. This includes, but is not restricted to sexting and/or forwarding photographs, videos, or written materials.	4	PK-12	7
Rule 22.	Out-of-School Misconduct: The school's authority to discipline its students reaches beyond the school within certain limits, particularly for instances of assaultive or dangerous behavior that would affect the general welfare of the school. This includes any instances of misconduct that occurs at a visiting school or facility as if they were on their school campus. This includes any school incident that may lead to an altercation off campus.	2	PK-12	7
Rule 23.	Personal Property: A student will not bring or possess any object that has no educational purpose and distracts from teaching and learning. This includes, but is not limited to, toys, tape recorders, electronic devices, and cellular phones.	1	PK-12	5
Rule 24.	<p>Possession of Firearms: A student will not possess, handle, or transport any loaded or unloaded pistol, revolver, firearm, or any other weapon designed or intended to propel a missile of any kind.</p> <p><i>NOTE: N.C. General Statute § 115C-390.11 requires the total cessation of all educational services for a period of 365 days unless the superintendent decides otherwise on a case-by-case basis.</i></p> <p><i>*Violation of this rule will result in the reporting of this offense to the North Carolina Department of Public Instruction and notification to local law enforcement agencies.</i></p>	365 Days	PK-12	7
Rule 25.	<p>Possession of Weapons and Dangerous Instruments/Objects: A student will not possess, handle, transport, or use any weapon, dangerous object, object that can reasonably be considered a weapon, or substance that could cause harm or irritation to another individual. (This rule does not apply to normal school supplies unless they are used as weapons). For example:</p> <p>Reportable Offenses</p> <p>Explosive: Any device containing combustible material and a fuse.</p> <p>Knife/Razorblade/Box Cutter: Possession of any size or shape of blades or other sharp devices.</p> <p>Fireworks, small explosives: Possession of firecrackers or small explosive devices</p> <p>Possession of: any BB gun, air rifle, air pistol, leaded cane, blackjack, slingshots, ice picks, metal knuckles, or stun guns</p>	2 5	PK-5 6-12	4 7

Student Code of Conduct

Disciplinary Action Level 1 - Conference Level 2 - Intervention Level 3 - Suspension (1-5 days) Level 4 - Suspension (6-9 days) Level 5 - Suspension (10 days) Level 6 - Long-term Suspension (11-180 days) Level 7 - Expulsion		Level of Disciplinary Action		
		Min.	Grade	Max.
	<p><u>Non-Reportable Offenses</u></p> <p>Ammunition: Possession of any bullets or shells or any objects that could be considered to be ammunition or resemble ammunition; including caps and snapper pops.</p> <p>Antipersonnel spray: Possession of chemical (such as mace) or pepper sprays.</p> <p>Possession of: any object or substance that could cause injury, including but not limited to, multi-fingered rings, nun-chucks, or clubs; the use of any object or substance that will potentially cause harm, irritation, or bodily injury to students or any other persons.</p> <p>Possession of: an instrument or device that resembles or looks like a pistol, revolver or other weapon not capable of propelling a missile may include but not be limited to a cap pistol, water pistol or any look-alike gun</p> <p><i>*Violation of this rule will result in the reporting of this offense to the North Carolina Department of Public Instruction and notification to local law enforcement agencies.</i></p>			
Rule 26.	Profanity/Obscenity: A student will not use profane or obscene language or make obscene gestures to fellow students or staff. This includes, but is not limited to, swearing, obscene/offensive gestures, and/or derogatory written materials.	1	PK-12	5
Rule 27.	Reckless Vehicle Use: A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health or safety, or a disruption to the educational process.	3	8-12	7
Rule 28.	Repeated Violation: A serious or repeated violation of one or more rules requires a need for strong parent-administrator communication, coordination, consideration of outside assistance and will result in suspension and/or possible expulsion.	2	PK-12	7
Rule 29.	Robbery: A student will not attempt, nor actually take another person's property by force or violence.	2 5	PK-5 6-12	5 7
Rule 30.	Sexual Misconduct: A student will not engage in sexual behavior. This includes, but is not limited to: offensive touching, sexual harassment, consensual sexual acts, and indecent exposure (this includes "moonng").	2 4	PK-5 6-12	6 7
Rule 31.	<p>Sexual Offense: A serious or significant sexual act between two or more individuals with force and against one's will. This includes, but is not limited to: statutory rape, rape, sexual assault with or without a weapon</p> <p><i>*Violation of this rule will result in the reporting of this offense to the North Carolina Department of Public Instruction and notification to local law enforcement agencies.</i></p>			
Rule 32.	Student Dress: A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Student dress that disrupts the school environment or clothing that indicates gang identification or reflects gang symbols will not be tolerated. Clothing must be age appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, vulgar, or obscene. Students should be covered from mid-chest to mid-thigh. No shorts higher than mid-thigh; no skirts and dresses more than three inches above the top of the knee; no shirts and blouses that expose waist, midriff, or cleavage. No clothing which promotes alcohol, tobacco, or the use of	1	PK-12	3

Student Code of Conduct

Disciplinary Action Level 1 - Conference Level 4 - Suspension (6-9 days) Level 7 - Expulsion Level 2 - Intervention Level 5 - Suspension (10 days) Level 3 - Suspension (1-5 days) Level 6 - Long-term Suspension (11-180 days)		Level of Disciplinary Action		
		Min.	Grade	Max.
	controlled substances, or which depicts violence, sexual, or disruptive nature; no clothing, jewelry or symbols which convey membership or affiliation with a gang. No excessively baggy clothing or visible underwear. No hats, sunglasses, sweatbands or bandannas. No tank tops, spaghetti straps, or sleepwear. No chains on clothing.			
Rule 33.	Terroristic Threat: No student shall make a statement or statements declaring an intent to commit a crime of violence against another with the intent of threatening a person, building, or facility.	2 4	PK-5 6-12	6 7
Rule 34.	Theft: A student shall not steal or possess stolen school, staff, and/or student property.	2 2	PK-5 6-12	4 7
Rule 35.	Threatening: A student will not threaten to strike, attack, or harm any student, staff member, or other individual.	2 4	PK-5 6-12	7 7
Rule 36.	Tobacco: No student may possess, use, distribute or attempt to distribute any tobacco products in school, on school grounds, to and from school, on school buses, or at any school function. Tobacco products include any products made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products. Smoking paraphernalia is also prohibited, this includes lighters and electronic cigarette cartridges.	2	PK-12	7
Rule 37.	Trespassing: A student will not enter any school property or school facility without proper authority (including entering any school during a period of suspension or expulsion).	1	PK-12	4
Rule 38.	Vandalism: A student will not willfully or maliciously damage or destroy property belonging to another including school or private property. A student or parent/guardian will be held financially responsible, as allowed by North Carolina law, for willful or malicious destruction of property. This includes, but is not limited to, writing on school property, damaging another person's clothing, or graffiti.	1 1	PK-5 6-12	4 7
Rule 39.	Other Conduct: Any other conduct considered by the principal to be disruptive, disrespectful, threatening, and/or presenting an immediate danger to the welfare, health, and safety of any person.	1	PK-12	7

FCS Student Handbook & Code of Conduct Acknowledgement Form

All students enrolled in Franklin County Schools are responsible for abiding by the Franklin County Schools' Student Code of Conduct. This code is specifically designed to ensure that all schools operate in a safe and orderly fashion. Listed below are a few highlights from the Student Code of Conduct; however, the Student Handbook and Code of Conduct can be viewed in its entirety on line at www.fcschools.net.

Please review the information below, read the Student Code of Conduct online, and return this form signed by your parent or legal guardian.

The Basics

Cell Phones: Cell phones use during the school day is only permitted for educational purposes under the direction and supervision of the teacher.

Dress Code: A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Student dress that disrupts the school environment or clothing that indicates gang identification or reflects gang symbols will not be tolerated. Clothing must be age appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, vulgar, or obscene. Students should be covered from mid-chest to mid-thigh. No shorts higher than mid-thigh; no skirts and dresses more than three inches above the top of the knee; no shirts and blouses that expose waist, midriff, or cleavage. No clothing which promotes alcohol, tobacco, or the use of controlled substances, or which depicts violence, sexual, or disruptive nature; no clothing, jewelry or symbols which convey membership or affiliation with a gang. No excessively baggy clothing or visible underwear. No hats, sunglasses, sweatbands or bandannas. No tank tops, spaghetti straps, or sleepwear. No chains on clothing.

Tobacco: Tobacco use or possession of any kind is prohibited at all FCS campuses, even during athletic events.

Computer use: Students are prohibited from using computers for any activity that is not pre-approved by FCS, and students must be supervised by FCS staff for all computer use. Cyber bullying, gaming, etc. are prohibited. Review Policy 3225.

Attendance: Students are to attend school (including all classes) each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age is required to attend school by law.

It is your obligation to read the Franklin County Schools' Student Handbook and Code of Conduct. You can read the Code of Conduct in its entirety online at www.fcschools.net. If you are unable to access the Student Handbook and Code of Conduct online, please contact your school's office for a printed copy.

I have read the Student Code of Conduct

Student Name: _____

Parent or Guardian Name (Printed): _____

Parent or Guardian Signature and Date: _____

FCS Asbestos Notification

In compliance with the United States Environmental Protection (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), Federal Register (40 CFR Part 763), inspections were performed in the fall of 1988 to record asbestos containing materials located in Franklin County Schools' buildings. The inspection findings are re- corded in each facility's AHERA Management Plan, located in the main office of each school and at the maintenance shop at Franklin County Schools.

The Environmental Protection Agency requires re-inspection of asbestos containing materials every three years. During the spring of 2007, an accredited asbestos inspector performed the re-inspection. An accredited management planner received the results and recorded the recommended actions necessary to safely manage asbestos-containing materials.

Anyone interested in viewing this information may do so by written request to Franklin County Schools, 53 West River Road, Louisburg, NC 27549, Attention: Thomas E. Piper requesting an appointment during regular school hours Monday through Friday from 8:00 a.m. to 5:00 p.m. Questions may also be directed to the LEA. To inquire, call (919) 496-2600.