Franklin
COUNTY SCHOOLS

2026 – 2027
Student Handbook and Code of Conduct

53 West River Road, Louisburg, NC 27549 | Phone: (919) 496-2600, Fax: (919) 496-2104
Visit us at fcschools.net

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 as required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, Title II of the1990 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, FCS Board of Education – Ms. Meghan Jordan (919) 496-2600

District Title IX Coordinator – Ms. Freda Clifton or Ms. Leigh Jones (919) 496-2600

District 504 Coordinator – Ms. Jamie Thieman (919) 494-2642

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, email access and printable documents and forms. For job seekers, district vacancy announcements and application materials are available online.

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 recorded 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 2021, 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: Executive Director of Auxiliary Services, 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.

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Student Code of Conduct (Elementary & Secondary)

FCS Student Handbook & Code of Conduct Acknowledgement Form (last page)

ELEMENTARY SCHOOLS (All Elementary Schools are Grades K-5)

BUNN ELEMENTARY Phone: (919) 496-4015 PO Box 143 686 Bunn Elementary School Road Bunn, NC 27508 *Principal: Mr. Chris Cullom* *Assistant Principal: Mr. Timothy Osso* Fax: (919) 496-0301	**LONG MILL ELEMENTARY** Phone: (919) 554-0667 1753 Long Mill Road Youngsville, NC 27596 *Principal: Ms. Pachette Dunn* *Assistant Principal: Dr. Robert Kradel* Fax: (919) 554-1765
EDWARD BEST ELEMENTARY Phone: (919) 853-2347 4011 Highway 56 East Louisburg, NC 27549 *Principal: Ms. Katie Renze-Beer* *Assistant Principal: Ms. Michele Hunt* Fax: (919) 853-6759	**LOUISBURG ELEMENTARY** Phone: (919) 496-3676 50 Stone Southerland Road Louisburg, NC 27549 *Principal: Ms. Ashleigh Burto* *Assistant Principal: Ms. Wanda Keith* Fax: (919) 496-2460
FRANKLINTON ELEMENTARY Phone: (919) 494-2479 431 S Hillsborough Street Franklinton, NC 27525 *Interim Principal: Ms. Drew Cardwell* *Assistant Principal:* Fax: (919) 494-7115	**ROYAL ELEMENTARY** Phone: (919) 496-7377 308 Flat Rock Church Road Louisburg, NC 27549 *Principal: Ms. Jacquail Green* *Assistant Principal: Mr. Joseph Cobb* Fax: (919) 496-7343
LAUREL MILL ELEMENTARY Phone: (919) 853-3577 730 Laurel Mill Road Louisburg, NC 27549 *Principal: Ms. Jennifer Giandenoto* *Assistant Principal: Ms. Dakisha Perry* Fax: (919) 853-3579	**YOUNGSVILLE ELEMENTARY** Phone: (919) 556-5250 PO Box 338 125 HWY 1A South Youngsville, NC 27596 *Principal: Mr. Frank Wiggins* *Assistant Principal: Ms. Trenace Gilmore* Fax: (919) 556-3962

MIDDLE SCHOOLS (All Middle Schools are Grades 6-8)

BUNN MIDDLE Phone: (919) 496-7700 4742 NC 39 Highway South Bunn, NC 27508 *Principal: Mr. Jovon Blacknall* *Assistant Principal: Mr. Darrell Richardson* *Assistant Principal: Ms. Lorena Dauphinee* Fax: (919) 496-1404	**FRANKLINTON MIDDLE** Phone: (919) 494-2971 3 N Main Street Franklinton, NC 27525 *Principal: Ms. Heidi Boardman* *Assistant Principal: Ms. Jerri Terry* Fax: (919) 494-1625
CEDAR CREEK MIDDLE Phone: (919) 554-4848 2228 Cedar Creek Road Youngsville, NC 27596 *Principal: Ms. Dail Bunting* *Assistant Principal: Ms. Brianna Davis* *Assistant Principal: Mr. Connor McKeithan* Fax: (919) 570-5143	**TERRELL LANE MIDDLE** Phone: (919) 496-1855 101 Terrell Lane Louisburg, NC 27549 *Principal: Dr. Jim Harris* *Assistant Principal: Ms. Kendall Doyle* *Assistant Principal: Mr. Benjamin Eustice* Fax: (919) 496-1370

HIGH SCHOOLS (All High Schools are Grades 9-12 except ECHS; Grades 9-13)

BUNN HIGH Phone: (919) 496-3975 29 Bunn Elementary School Road Bunn, NC 27508 *Principal: Mr. Tyler Morris* *Assistant Principal: Ms. Terika Hooks* *Assistant Principal: Ms. Diana Shaw* Fax: (919) 496-6943	**FRANKLINTON HIGH** Phone: (919) 494-2332 910 Cedar Creek Road Franklinton, NC 27525 *Principal: Dr. David Westbrook* *Assistant Principal: Ms. Heather Lane* *Assistant Principal: Ms. Lavonne Carter* *Assistant Principal: Ms. Petrice Fox* Fax: (919) 494-5140
EARLY COLLEGE HIGH Phone: (252) 738-3649 8150 NC Highway 56 Louisburg, NC 27549 *Principal: Dr. Laura Wilson* Fax: (919) 496-1033	**LOUISBURG MAGNET HIGH** Phone: (919) 496-3725 201 Allen Lane Louisburg, NC 27549 *Principal: Ms. Ashley Stephens* *Assistant Principal: Ms. Lucille Glass* *Assistant Principal: Mr. Larry Watson* *Assistant Principal: Ms. Jasmine Manley* Fax: (919) 496-2505

FCS BOARD OF EDUCATION: 53 West River Road, Louisburg, NC (919) 496-2600

Ms. Meghan Jordan, Chair District 1 (919) 524-3459 meghanjordan@fcschools.net	Mr. Chris Perry, Vice Chair District 5 (919) 757-2511 chrisperry@fcschools.net
Dr. Elizabeth Keith, District 3 (919) 496-6782 elizabethkeith@fcschools.net	Ms. Paige Sayles, At Large (919) 496-1759 paigesayles@fcschools.net
Mr. Thomas Harris, At Large (919) 612-4071 tomharris@fcschools.net	Dr. Candice Hinton, District 4 (919) 274-5323 candicehinton@fcschools.net
Mr. Tommy Piper, District 2 (919) 495-1754 tommypiper@fcschools.net	Ms. Teresa Everett, Clerk to the Board and Student Assignment Coordinator (919) 496-2600 teresaeverett@fcschools.net

DISTRICT LEADERSHIP: 53 West River Road, Louisburg, NC (919) 496-2600

Dr. Nakia Hardy Superintendent nakiahardy@ fcschools.net	Ms. Leigh Jones Deputy Superintendent leighjones@fcschools.net	Ms. Freda Clifton Executive Director of Human Resources fredaclifton@fcschools.net
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GETTING STARTED

WHERE WILL MY CHILD ATTEND SCHOOL?

The district is divided into school attendance boundaries approved by the FCS Board of Education. School boundary maps are located on our website under the About FCS tab, District Facts and Figures, under the Demographics section: Elementary, Middle, and High School District Maps.

To view the schools assigned to your place of domicile, visit our website at www.fcschools.net and click on "Locate My Child's School" under the "Parents" link. Reassignment requests are due to the Office of Student Assignment/Board of Education each year by March 31.

ENROLLMENT INFORMATION

The online enrollment is located on the district website under "Parents;" click on "Enrollment and Reassignment." The documentation/complete enrollment packet must be completed by the parent or 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 domicile by obtaining a copy of the following documents: (1) deed or lease of primary residence and (2) a current electricity bill showing reasonable consumption of electricity use for the number of people in the household. The statement of domicile 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. An up to date health assessment is required for all Kindergarten/Pre-K students AND any child enrolling for the first time in a North Carolina public school. The physical must be completed and dated no more than 12 months before the first day of enrollment and must be documented on the NC Health Assessment Transmittal Form (available at each school and through the online enrollment portal). The student will be excluded from school if not received by the 30th day according to North Carolina State Law, Health Assessments for Children in Public Schools, 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. Complete Immunization Records - Documentation of complete, age-appropriate immunization records is required upon enrollment. NC law allows for a thirty day grace period for submission of these records. The parent/guardian/surrogate shall have thirty days from the first day of attendance to provide this information to the school. Students will be excluded if the record is 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 (3); Pneumococcal (4); Polio (4); Varicella (2); MMR (2); Hepatitis B (3); Tdap (1) prior to entering the 7th grade, Meningococcal (1) prior to entering 7th grade, Meningococcal (booster) prior to entering 12th grade.

Persons who are applying for exceptions to these guidelines may contact Teresa Everett at (919) 496-2600.

SCHOOL START TIMES

Elementary Schools	7:45 - 2:30
Middle Schools	8:30 - 3:15
High Schools	8:15 - 3:00
Early College	8:30 - 2:30

FCS ATTENDANCE POLICY

The Board of Education 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 of Education is committed to enforcing all state laws and regulations which relate to compulsory attendance. Furthermore, the Board of Education is committed to attendance regulations that are non-discriminatory, 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 of Education.

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 of Education 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's instructional minutes 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 handbook. 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 school counselor. 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 1 are counted as present on the days they are assigned to home as part of a staggered kindergarten enrollment program.

ABSENCES

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.

EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after the absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

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.
9. Visitation with the student's parent or legal guardian for a minimum of two days each academic year, if the student is not identified at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, 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.

In the case of excused absences, short term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension). The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. Field trips sponsored by the school, including CTE sponsored activities;
2. Job shadows and other work-based learning opportunities, as described in G.S. 115C-47 (34a);
3. School initiated and scheduled activities;
4. Athletic events that require early dismissal from school;
5. In school suspensions

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

CHRONIC TARDINESS AND EARLY DISMISSALS

Students are expected to arrive on time and remain in school for the entire 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.

EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. If a student is absent for five or more days in a semester, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. The student will not receive a passing grade for the semester;
2. The student's grade will be reduced;
3. The student will receive the grade otherwise earned; or
4. The student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to document chronic health problems are exempt from this policy. In addition, for students experiencing homelessness (see Board Policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

Excessive absences may impact eligibility for participating in interscholastic athletics. See Board Policy 3620, Athletics, Extracurricular Activities and Student Organizations.

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. Makeup 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)

All students in an elementary or middle school should be in attendance to the greatest extent possible. Learning is optimized when students are at school. A student must be in school for at least one-half of the school day's instructional minutes to be counted present. Once a student has accumulated five (5) unexcused absences, the school attendance committee will meet to discuss the impact of absences on student learning. The parent will be contacted to discuss possible solutions for frequent absences. Any student who misses an excessive amount of school 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. Schools will follow procedures established for notification of absences at frequent intervals (3 day, 6 day, 10 day, etc.)

Students transferring from another school system will be provided a copy of this handbook 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.

HIGH SCHOOL (9-12) COURSE CREDIT

In order to obtain credit in a course, a student should be in attendance for that course to the greatest extent possible. 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. 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.

A student who does not receive credit for a course may attend a course recovery program (i.e. Apex Learning, 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.

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.

EARLY ADMISSION TO 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 extra-ordinary 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 will 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 contact your assigned school to inquire if your child meets the criteria.

CURRICULUM AND GRADING

CURRICULUM OVERVIEW

Franklin County Schools will follow the North Carolina Standard Course of Study. This provides every content area and grade level with a set of standards for students to master. The intent is to ensure rigorous academic performance standards for all students. To review the NC Standard Course of Study, visit NCPublicSchools.org.

ACADEMICALLY & INTELLECTUALLY GIFTED (AIG)

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

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 and Technical Education (CTE) is to help empower all students to be successful citizens, workers and leaders in a global economy.

Career and technical education fulfills this mission by:

- Preparing students for postsecondary education in career and technical fields and lifelong learning.
- Preparing students for initial and continued employment.
- Assisting students in making educational and career decisions.
- Applying and reinforcing related learning from other disciplines.
- Assisting students in developing decision-making, communication, problem- solving, leadership, and citizenship skills.
- Preparing students to make informed consumer decisions and apply practical life skills.
- Making appropriate provisions for students with special needs to succeed in career and technical education programs.

Career Development activities are available for students in grades 5-12. We use a Career Development Continuum to guide our work to ensure that all students have access to quality career development. Franklin County Schools uses Xello: College and Career Readiness software to engage students in grades 5-12 in building the skills, knowledge, and plans necessary for future success.

The middle school CTE program includes Business Education courses. Each middle school also has a Paxton Patterson College and Career Ready Lab where students enrolled in an exploring CTE course may explore curriculum in areas such as Robotics, Flight & Drone, Intro to Culinary Arts, Computer Graphics and Game Development, and more!

The high school programs are:

- Agricultural Education
- Business, Finance, and Marketing Education
- Computer Science, IT, and Technology Education
- Family and Consumer Sciences Education
- Health Science Education
- Trade and Industrial Education

High schools also offer activities in Career & Technical Student Organizations such as SkillsUSA, FCCLA, DECA, HOSA and FFA. High school students who meet specific criteria may be invited to be a member of the National Technical Honor Society. In addition, high school students may earn dual credit by taking certain Career and College Promise courses at Vance Granville Community College. Appropriate provisions are made for students with special needs to be successful in the program. Career and Technical Education benefits everyone: students, employers, parents, school systems, and communities. Students also have opportunities to participate in workbased learning activities such as job shadowing, internships, and apprenticeships. To learn more about the Career and Technical Education programs, contact the Office of Career and Technical Education at (919) 496-2600.

NOTIFICATIONS & PARENT PORTAL

Finalsite is how Franklin County Schools communicates to parents and guardians about inclement weather, schools closings, delays and bus changes. If you receive an email, text or call from Finalsite, it contains important information. By signing up, you will receive information from multiple sources through one convenient app. Franklin County Schools, as well as your child's school administrators and teachers, will send you vital updates and information. You can also check grades and track attendance from the same place.

Campus Parent, the Infinite Campus Parent Portal, will allow parents to access assignments, grades, schedules, and attendance. They can also confirm contact information and review any fees.

Campus Student will allow students to access assignments, grades, schedules, and attendance. Students will also be able to register for courses.

Both will be accessible from the app or a web browser.

STUDENT DEVICES

Franklin County Schools is a 1:1 chromebook district in grades K-12 to promote student use of technology and to encourage student creativity, collaboration, critical thinking, and communication. Students should use this device for instructional purposes only. The use of the device falls under the guidelines of the district's Responsible Use Policy (#3225) for Technology. Internet access in the school building is monitored through content filtering software and all rules and expectations are applied to these devices automatically. All students are expected to show good judgment and responsible use of the devices in compliance with the above guidelines as well as the Cell Phone Policy Guidelines.

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 NC Standard Course of Study standards and show the student's progress on each individual standard. At the middle and high school level, students receive traditional 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 PowerSchool/ParentPortal system.

STUDENT EVALUATION, PROGRESSION & PLACEMENT

The Board of Education believes that students should progress to the next level of study only after they are proficient in their current grade level. Students will be promoted to the next level of study as described in Board Policy 3420. Reference: FCS Policy and Procedures, Student Promotion and Accountability.

CLASS RANKING AND ACADEMIC RECOGNITION

Class rankings are one way to measure academic performance, but the district also values other indicators such as grade point average (GPA), course rigor, test results, and teacher recommendations. High schools calculate class rankings at regular intervals and share this information with students, parents or guardians, and other institutions upon request. The principal is responsible for ensuring that rankings are calculated fairly and consistently, following procedures that address how ties or similar grades are handled. While students may use the district's grievance procedure to appeal decisions, informal resolution is encouraged.

Each high school will recognize a valedictorian and salutatorian at graduation based on the highest and second-highest GPAs, respectively. In the event of a tie for valedictorian, no salutatorian will be named. Seniors earning a weighted cumulative GPA of 4.2 or higher will be recognized as High Honor graduates, while those with a 3.5 or higher will be designated Honor graduates. GPA calculations are based on all coursework from grades 9 through 12 and are rounded to the thousandth place. Schools are also encouraged to find additional ways to celebrate academic excellence.

STUDENT ATTIRE

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 gang symbols is not allowed. 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 AND 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. Reference Policy: 1710/4020/7230 Discrimination and Harassment Prohibited by Federal Law

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 nurse assigned to your child's school for more information and assistance.

CRISIS AND EMERGENCY PLAN

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 an 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 school phone lines free so school personnel and community responders can communicate with each other. You will receive calls, texts, and/or emails from the district to keep you informed.
- Look and listen for information from the district through calls, texts, and/or emails, school websites, social media accounts, and local TV and radio outlets.
- 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 below). 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
- Phone number
- Major field of study
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards received
- School and grade level
- Other school attended by the student
- Eligibility for driver's license permit under the North Carolina General Statutes 20-11(n) and 20-13.2(cl)

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 schools. 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 delay, early release or closing status will be posted on the following outlets: district and school websites, social media accounts, phone calls, text messaging, email, our app,local TV channels and radio stations. To make sure you receive these alerts in a timely manner, it is very important all your information is up to date in Infinite Campus. This includes your home and mobile phones and email address. Please contact your school's data manager to verify your correct contact information, or sign up for Finalsite. For more information on how we communicate with parents and the community, please visit our website fcschools.net, and under "About Us" choose "Sign-Up for FCS Info & Updates."

NORTH CAROLINA 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 seven 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. The safe havens that must, without a court order, accept the infant include hospitals, health departments, 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.

PARENT'S BILL OF RIGHTS

The North Carolina General Assembly passed Senate Bill 49—Parents Bill of Rights in 2023. This act was voted on to address the rights of parents to direct the upbringing, education, healthcare, and mental health of minor children. Pre-existing Board Policy and Franklin County School practices address many of these rights. Board policies that relate directly to the Parent's Bill of Rights can be viewed at: https://www.fcschools.net/parents/parents-bill-of-rights.

The Franklin County Schools Board of Education maintains its commitment to honoring the rights of parents/legal guardians. It is the belief of Franklin County Schools that parents are the number one teacher for their children, and that parent involvement in our district is a critical function in the education of students.

It is the goal of Franklin County Schools to provide parents with access to valuable information pertaining to student achievement through the district's Parent's Guide to Student Achievement (PGSA). This guide can also be found on the district's webpage at: https://www.fcschools.net/parents/parents-bill-of-rights.

Paper copies of this document and the information included within it can be obtained through a request from the Franklin County Schools' Office of Communications at 919.496.2600.

PARENT INSPECTION OF AND OBJECTION TO INSTRUCTIONAL MATERIALS AND STUDENT SURVEYS

The Board recognizes that despite the opportunity to participate in the selection of materials, parents still may have concerns about instructional materials used in the school district. Thus, to further involve parents in the education of their children, the Board also provides opportunities for parents to review instructional materials and to object to the use of materials as described in Board Policy 3210. The board and superintendent will work with parents to create policies and guidelines concerning: (1) the administration of surveys by third parties; (2) arrangements to protect student privacy in the administration of surveys containing a protected topic; (3) parental rights to review and inspect instructional materials or survey instruments; and (4) the collection, disclosure or use of personal information for marketing or selling purposes as described in Board Policy 4720.

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, instruction is provided each year designed to reinforce safety rules and procedures.

SCHOOL BUS SAFETY

School bus passengers are NOT allowed to:

- Bring book bags, school projects, athletic equipment or band instruments onto the bus that will not fit in the lap or under the seat
- Stand up or move around while the bus is moving
- Eat, drink or smoke on the bus
- Throw objects inside or outside of the bus
- Horseplay or fight on the bus
- Sit on or jump/tumble over seat backs
- Damage the bus in any way
- Bring weapons or unsafe objects on the bus

School bus passengers should:

- Sit in assigned seat 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 the bus, 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 bus driver hand signals

SCHOOL NURSES AND EMERGENCY RESPONDERS

Franklin County Schools has 8 full time nurses as well as a lead nurse employed by the district. School nurses provide direct student health services as well as manage the delegation of health care procedures in the school setting. 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. Additional information about services provided by school nurses can be found here - Health Services Provided by FCS Nurses.

Emergency responders are a group of dedicated volunteers that are available on campus to assist with health emergencies during school hours. They receive annual training in emergency care for common health conditions as well as CPR/AED.

Nurses and emergency responders are typically available during school hours to assist with student health needs. It is the parent's responsibility to communicate health needs to the coordinator of any sports or other extracurricular activities that occur outside of the school day. Parents should also ensure that students have access to any emergency medications that are required outside of school hours.

GARRETT'S LAW

Enacted in 2004, requires schools to provide parents with information about meningococcal meningitis, influenza, and human papilloma virus (HPV) as well as the availability of vaccines to protect against these diseases. Information regarding these diseases can be found at: www.immunize.nc.gov/schools/resourcesforschools.htm#Garrett's Law. Vaccines for these and other diseases may be obtained from your local health care provider or the Franklin County Department of Health.

STUDENT MEDICATION POLICY (Policy Code: 6125 Administering Medicines to Students)

The board recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner upon the written request of a student's parents. In limited circumstances, a student may be authorized to self-administer medications. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School officials may deny any request to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, other treatment options exist and the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

For purposes of this policy, all references to "parent" include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term "health care practitioner" is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

Unless otherwise indicated, the terms "medication" and "medicine" include any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of any disease. The term includes all prescription medications and all such substances available over-the-counter without a prescription, such as drugs, herbs, alternative medicines, and supplements (hereafter "over-the-counter drugs"). The administration of any prescription or over-the-counter drug to students by school employees is prohibited except when performed in accordance with Section A.

The self-administration of any prescription or over-the-counter drug by students at school is prohibited and constitutes a violation of policy 4325, Drugs and Alcohol, except in the limited circumstances described in Section C.

The administration, including by parents, school employees, or self-administration, of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at school is prohibited unless (1) authorized by and administered by a caregiver in accordance with G.S. 90-94.1 and G.S. 90-113.101 for the treatment of intractable epilepsy, or (2) the CBD or THC product is available by prescription only and has been approved by the U.S. Food and Drug Administration (FDA); and all requirements of this policy are met.

A. Medication Administration by School Employees

1. Conditions for Administering Medicines

School employees are authorized to administer medication when all of the following conditions have been met. These conditions apply to all medications, including those available over-the-counter without a prescription.

a. The student's parent or legal custodian has made a written request that school personnel administer the medication to the student and has provided explicit written instructions from a licensed health care provider describing the manner in which the medication is to be administered.

b. A health care practitioner has prescribed the medication for use by the student (for over-the-counter medications as well as medications available only by a health care practitioner's prescription) and provided explicit written instructions for administering the medication.

c. A health care practitioner has certified that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school (for over-the-counter medications as well as medications available only by a physician's prescription).

d. If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with the child's name, the name of the medication, the exact dose to be given, the time/frequency the medication is to be given, the route of administration, the number of doses in the container, and the expiration date of the medication. If the medication is available over-the-counter, it must be provided in the original, unopened container or packaging, labeled with the student's name.

e. The employee must administer the medication pursuant to the healthcare provider's written instructions provided to the school by the student's parent or legal custodian, and in accordance with professional standards.

The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

2. Procedures for Administering Medications

The superintendent shall develop procedures for the implementation of this policy. These rules and a copy of this policy must be made available to all students and parents each school year. The superintendent's procedures should be developed according to the guidelines below.

a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medicine.

b. Procedures for medication administration must be consistent with recommendations of the School, Adolescence and Child Health Unit of the Whole Child Health Section of the Division of Child and Family Well-Being of the NC Department of Health and Human Services, as described in the *North Carolina School Health Program Manual.*

c. Students with special needs are to be afforded all rights provided by federal and state laws as enumerated in the *Policies Governing Services for Children with Disabilities.* Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

d. Except as permitted by this policy, no student may possess, use, sell, deliver, or manufacture any medication or counterfeit drug prohibited by policy 4325, Drugs and Alcohol, nor be under the influence of any drug in violation of that policy.

e. The board generally encourages school personnel to administer medicine from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medicines kept at school for a student must be kept in a secure place. An exception to the requirement for secure storage may be made for emergency medications that must be immediately accessible. Access to controlled substances should be limited to the school nurse, school staff person authorized to administer medication, and the principal or designee.

f. All school personnel who will be administering medicines must receive appropriate training provided by the school nurse.

g. Only medications clearly prescribed or intended for the student may be administered by school personnel. At the time a parent brings a medicine to school for administration, if school personnel have concerns regarding the appropriateness of a medication or dosage for a student, a confirmation should be obtained from the student's health care provider or another health care practitioner prior to administering the medicine or allowing a student to self-administer the medicine.

h. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or her child at any time while the child is on school property, unless otherwise prohibited by this policy.

i. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

<u>Administration of All Prescription Medications</u>

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.

Over-the Counter Medication

Consistent with the above requirements, over-the-counter medications will only be administered during school hours by school personnel if a health care practitioner has certified that administration of the medication to the student during the school day is necessary and has provided explicit written instructions describing the manner in which the medication is to be administered. Parents who want school personnel to administer over-the-counter medication must provide the medication to school personnel pursuant to the requirements of this policy.

B. Emergency Medication

Students who are at risk for medical emergencies, such as those with diabetes, asthma or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medicine. Students must meet the requirements for subsection A.1, above, including providing authorization and instructions from the health care practitioner and written consent of the parent, in order for emergency medication to be administered by school personnel. It is the parent's or guardian's responsibility to assure that the school administration is aware of the student's health condition in writing and prepared to implement emergency measures by providing needed medication and information.

C. Student Self-Administering Medications

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 over-the-counter medication. NO controlled substances will be self-managed by students.

When parents or guardians choose to allow students to self-administer over-the-counter 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.

Self-Management of Prescription Medication

The board recognizes that some students with chronic health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction may need to possess and self-administer prescription medication on school property in accordance with their individualized health care plan or emergency health care plan. Controlled substances such as ADHD medication and narcotics may not be self-administered.

Students are prohibited from self-administering medication at school unless (1) the medicine has been prescribed for the treatment of a chronic health condition such as diabetes, asthma, or anaphylactic reactions, including insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine auto injector; (2) the medicine is administered in accordance with the student's individualized health care plan or emergency health care plan and any relevant administrative regulations; and (3) the requirements for this section are met. The superintendent shall develop procedures for the possession and self-administration of such medication by students on school property during the school day, at school-sponsored events, and/or while in transit to or from school or school-sponsored events.

1. Authorization to Self-Administer Medication

Before a student will be allowed to self-administer medicine pursuant to this section, a student's parent or guardian must provide to the principal or designee all of the documents listed below.

a. written authorization from the student's parent for the student to possess and self-administer the medication;

b. Written authorization from the student's health care provider verifying:

1.) That the student has a medical condition that requires emergency medication;

2.) That he or she has prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and

3.) That the student understands, has been instructed in self-administration of the emergency medication, has demonstrated the skill level necessary to use the medication and any accompanying device, and has been determined to be competent for self-administration;

c. A written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's chronic health condition and for medication use by the student;

d. A statement provided by the school system and signed by the student's parent or guardian acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of the medication; and

e. Any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medicine at school, the student also must demonstrate to the school nurse, or the nurse's designee, (1) the skill level necessary to use the medication and any device necessary for its administration; and (2) sufficient knowledge and maturity to be independent in the management of the medication with no oversight from school staff.

Finally, for any life-threatening condition that requires emergency medication, the student's parent or guardian should provide to the school backup emergency medication to be kept in an accessible location in the event of an emergency.

All information provided to the school by the student's parent must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the same school for 365 calendar days. Such permission must be renewed each school year.

2. Responsibilities of the Student

A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student's name on the label.

3. Consequences for Improper Use

A student who uses his or her prescribed medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the school disciplinary policy. No one may impose disciplinary action on the student that limits or restricts the student's immediate access to his/her emergency medication.

The board does not assume any responsibility for the administration of drugs or medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students.

Forms and more information regarding Student Medication are located on the district website under the "Health Services" link on the "Departments" tab.

SCHOOL HEALTH SERVICES GUIDELINES FOR EXCLUSION

Listed below are Franklin County Schools' guidelines outlining when to keep your student at home due to illness. Please note, the list does not include every illness and serves as a guideline for parents and school staff on managing the most common illnesses/conditions seen in school age children. Families should follow the guidance of their health care provider for all illnesses. A general rule for all students – if your student is prescribed antibiotics, they should stay at home for at least 24 hours after starting the medication and may need additional time at home based on how they are feeling.

Symptom/Condition	When to keep student home/return to school guidelines
Fever: A temperature of 100.4° F or higher may indicate an infection.	Students should remain at home until they are fever free for at least 24 hours WITHOUT fever reducing medicines (Tylenol, Advil or their generic form).
Symptoms of viral illness (COVID, flu, RSV, common cold, etc)	Anyone with general symptoms of illness (fever, cough, congestion, sore throat, etc) should remain at home until feeling better (symptoms have improved and able to participate in school activities) and seek guidance from your health care provider. Testing for various viral illnesses may be recommended by your health care provider, but is not required to return to school.
Diarrhea (2 or more loose stools in 24 hours): May be a symptom of a disease or condition that can be spread to others.	Student should remain at home during illnesses causing frequent loose stools. Students may return to school when at least 24 hours have passed since the last episode of diarrhea and they are feeling better. Students with persistent bouts of diarrhea should be evaluated by a physician and parents may be asked to provide written documentation from the doctor that no viral, bacteriological, or parasitic condition exists.
Vomiting (2 or more episodes in 24 hours): Usually caused by a virus.	Student should remain at home until at least 24 hours have passed since the last vomiting episode and they are feeling better.
Rashes: May be a sign of a contagious condition such as chickenpox, bacterial meningitis, impetigo, or MRSA.	Students who have any rash that is accompanied by a fever or a rash that is blistered or draining should see a physician and may be required to provide written documentation from the doctor to return to school.

Conjunctivitis (Pink Eye): Inflammation (redness) of the covering of the white part of the eye and inside of the eyelids; may be caused by allergens, viruses, and/or bacteria.	Students who are experiencing eye discharge that is sticky, thick and green/yellow in color should be evaluated by their physician for diagnosis and treatment. Treatment depends on the cause and is not required to return to school. Students may attend school as long as they are able to participate in activities and do not have other exclusion criteria (fever, etc).
Impetigo: A contagious skin infection that usually begins with blister-like bumps. The blisters break open and leave an oozing, sticky, honey-colored crust.	Students who are experiencing symptoms of impetigo should be evaluated by a physician for diagnosis and treatment. The student may return to school after beginning medical treatment if the lesions/sores can be covered until dry.
MRSA (Methicillin-Resistant Staphylococcus Aureus): A type of skin infection caused by a bacteria that is resistant to certain antibiotics. Symptoms may include: redness, swelling, pain at the site, and white/yellow drainage.	Students who are experiencing symptoms of MRSA should be evaluated by a physician for diagnosis and treatment. Students with MRSA may attend school, however skin lesions must be kept covered while at school. NCHSAA guidelines must be followed for student athletes diagnosed with MRSA.
Scabies: A skin condition caused by small insects (mites) burrowing under the skin. This causes a very itchy rash that may be worse at night.	Students who are experiencing symptoms of scabies should be evaluated by a physician for diagnosis and treatment. Treatment must be started before returning to school. Treatment is usually completed overnight and repeated in a week.
Strep Throat and Scarlet Fever: Symptoms may include sore throat, fever, rash (fine, red sandpapery rash), upset stomach.	Any student with a sore throat and fever or sore throat with a rash for more than 24 hours should be evaluated by a physician for diagnosis and treatment. If strep throat or scarlet fever is diagnosed, the student should remain at home until they have been on an antibiotic for at least 12 hours and until fever free for 24 hours without fever-reducing medications.
Varicella (Chickenpox): A viral illness that causes a blister like rash (which may appear in different stages), fever, fatigue and cold symptoms (runny nose, cough).	Any person suspected to have chicken pox should be evaluated by a physician for diagnosis. Students may not return to school until all blisters have formed scabs (usually about 6 days after onset). Vaccinated individuals who may not form scabs may not return to school until no new red bumps have appeared for at least 24 hours. **Unvaccinated students (due to medical or religious reasons) who may have had contact may also be excluded for up to 21 days after the last diagnosed case (based upon guidance from the local Health Department).
Reportable Communicable Diseases: There are other diseases that may occur in the school age population that must be reported to the Health Department. Examples are: Measles, Mumps, Pertussis (whooping cough), Hepatitis B, Meningitis, etc.	Return to school for these diseases will depend upon guidance from the local health department. **For all vaccine preventable illnesses, unvaccinated students (due to medical/religious beliefs) will be excluded from school based upon recommendations/guidelines from the local Health Department and the CDC.

Other:	Students may also be excluded from school for any illness that prevents them from participating comfortably in school activities, any illness that results in a need for care that is greater than the school staff can provide without compromising the health and safety of other students, or any condition that may suggest possible severe illness (fever, lethargy, irritability, persistent crying, difficulty breathing).

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 handbook 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 North Carolina 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.

PEDICULOSIS (HEAD LICE) ACKNOWLEDGEMENT

Every year schools across the nation can expect to have their fair share of students with head lice. The discovery of head lice can cause concern for children and parents. The good news is that lice infestations are able to be treated once detected.

"It is the position of the National Association of School Nurses (NASN) that the management of head lice (Pediculus humanus capitis) infestations in school settings should not disrupt the educational process, including but not limited to the elimination of classroom screening, forced absences from school for nits and/or live lice and broad notification that a case of head lice has been found." No disease is associated with head lice and in-school transmission is considered to be rare.

It is important that parents know the signs of infestations and the steps to be taken. The chief symptom of head lice is itching. Scratch marks at the base of the neck and behind the ears may also be visible. There may be no symptoms at all. The only visible sign of head lice is the presence of lice and nits (lice eggs). Nits appear as tiny silvery ovals located near the base of the hair shaft, especially at the back of the head and the area behind the ears. Nits, unlike dandruff, are difficult to remove from the hair shaft.

Suggestions to parents for the detection and control of head lice:

- Teach your child how to avoid head lice. Lice are passed through head to head contact so children should not share combs or hats.
- Watch to see if your child is scratching his/her head persistently. If noted, examine your child's hair for the presence of lice and/or nits.
- If lice/nits are found, parents should contact their pharmacist or healthcare provider for treatment recommendations.

Home cooperation is vital to the control of head lice infestation. For additional information, please see this resource: American Academy of Pediatrics, "Head Lice: What Parents Need to Know

PROGRAMS AND 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,
- adhere to their school's rules and policies, and
- must also meet all requirements set forth by the North Carolina High School Athletic Association and the NC Department of Public Instruction.

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 6-12) 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 "For Parents" page under the "Resources" menu on the FCS website; fcschools.net.

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 your child's school.

SCHOOL NUTRITION

Charges in the Cafeteria: All FCS students will receive complete Breakfast and Lunch meals at no charge under the Community Eligibility Provision (CEP). Any non complete meals will be charged a la carte prices. 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 School Nutrition Services. 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 School Nutrition Office at (919) 496-5125 for more information.

Payment Information: Nexcheck is the collection agency that handles return check collections for FC Schools Nutrition. Franklin County Schools uses linqconnect.com, an online payment system. More information is available on the district website under School Nutrition Services.

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. Contact the school cafeteria manager or school nutrition office at (919) 496-5125 for more information.

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 Board 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 Liesa Seligman, FCS School Nutrition Supervisor, liesaseligman@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 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 teams, which meet regularly to discuss the special needs of students, 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 working in small groups on sight words, provide information that is useful in determining whether a referral to the school's exceptional children's 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. 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. For more information about Exceptional Children's Services, or to obtain a copy of the Handbook on Parents Rights, call (919) 496-2457.

FRANKLIN COUNTY SCHOOLS COMPREHENSIVE SCHOOL COUNSELING PROGRAM

Franklin County Schools recognizes the critical role of a comprehensive school counseling program in supporting the academic, career, and social-emotional development of all students from kindergarten through 12th grade. Our school counselors are highly trained professionals who provide equitable access to a data-driven counseling program designed to meet the needs of every student.

At the elementary level, the counseling program emphasizes developmental, preventive, and responsive services. Counselors work with students individually and in groups, while also collaborating with teachers and families to support the whole child. Activities focus on building strong character, social skills, emotional regulation, and a foundation for academic success.

In middle and high school, the comprehensive counseling program expands to include academic planning, college and career readiness, and personal/social development. Counselors assist with course selection, goal setting, and navigating the complexities of high school graduation requirements, postsecondary planning, and scholarship opportunities. They also provide individual and group counseling to address student needs and facilitate successful transitions throughout school and beyond.

Counseling services may be accessed through individual sessions, small groups, or classroom guidance lessons. Referrals can be made by parents, school staff, community agencies, or by students themselves. Counselors maintain student confidentiality in accordance with ethical and legal standards.

Parents are encouraged to contact their child's school counselor if they notice changes in behavior, have concerns about family or home life, need support understanding standardized test results, or are seeking resources such as special education services or community-based counseling. Counselors also serve as a valuable resource for planning academic paths, identifying financial aid opportunities, and supporting students' overall well-being. Parents will be notified of the right to opt their students out of participating in certain group academic or career guidance or personal or social counseling services.

Appointments can be scheduled by contacting the school counselor's office directly. Franklin County Schools is committed to ensuring every student receives the support and guidance needed to thrive in school and life.

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, contact your school principal.

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 Lena Robertson, McKinney-Vento Liaison, at lenarobertson@fcschools.net.

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 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.

Parents of Pre-Kindergarten through 3rd grade students must be present or have a designee or older sibling waiting at the bus stop each afternoon. Bus drivers will not be allowed to release students without a parent/guardian or older sibling in place in compliance with the amendment of Policy 6305. In the event that students have to be returned to their base schools, the following regulations will apply:

- 1st Offense: Written Warning Letter from Base School
- 2nd Offense: 5 Day Bus Suspension
- 3rd Offense: 10 Day Bus Suspension
- 4th Offense: Bus Suspension for the Remainder of the Semester
- 5th Offense: Bus Suspension for the Remainder of the School Year

VISITORS TO OUR SCHOOLS

The FCS Board of Education 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. All volunteers must apply and be approved before volunteering - Volunteer with FCS.

While visitors are welcome, the paramount concern of the Board of Education 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 individuals may also be prosecuted and may be prohibited from attending future events.

Elementary Discipline Matrix

Secondary Discipline Matrix

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 online at fcschools.net. Click on "Students," then scroll down to "Student Handbook." Please review the information below, read the Student Code of Conduct online, and return this form signed by your parent or legal guardian.

Cell Phones: Students are permitted to possess cell phones on school property as long as such devices are not powered on, used, displayed or visible in the classroom setting. **Reference policy #4318.**

Image Consent: Franklin County Schools, and its delegated representatives, may capture student images on occasion as part of its ongoing efforts to promote the District and its activities. These images may be captured through digital photography and/or video. Student images might be published in printed materials, broadcast through video, posted on websites and social media channels, and distributed to local and regional media outlets, as well as external agencies and organizations. In addition, students may also be identified in the previously listed media, along with their image, in order to highlight their accomplishments or assist in the branding and promotion of FCS. Your acknowledgement below of this handbook also represents your consent for Franklin County Schools to include any captured images and identifications in any and all reasonable and ethical efforts to promote the District and its activities. To deny such consent and revoke FCS' rights to access and distribute said images and identifications, please submit a signed and dated letter to your child's school principal and copy the FCS Chief Communications Officer. Please include the student(s)' full name(s) and school(s). The revocation letter will remain active for one academic year.

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

Tobacco/Vaping Products: Tobacco/Vaping Product use or possession of any kind is prohibited on 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. Please 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 School Student Handbook and Code of Conduct. You can read it in its entirety online at fcschools.net. If you are unable to access the Handbook and Code of Conduct online, please contact your school's office for a printed copy.

By signing below, I acknowledge that I have read the Student Code of Conduct.

Student Name: _____

Parent or Guardian Name (Printed): _____

Parent of Guardian Signature: _____ 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 recorded 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 2021, 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: Executive Director of Auxiliary Services, 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.

Version 2.3 Date: 8.12.26

Discipline Matrix-Elementary (Grade K-5) 2026-2027

FCS Rule	State Code	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	Subsequent Consequence
Attendance Incidents						
FCS Rule 1		**Attendance**				
	30	Truancy	A,B,F,G	→	→	→
	74	Cutting Class				
	64	Excessive Tardiness (5 in a marking period)	A,B,G,J	A,G,J	→	→
	78	Late to Class				
	67	Leaving School without Permission	A,K,P/Q	A,K,Q/R	→	→
	66	Leaving Class without Permission	A,H/O	A,B,J/P	A,B,J/Q	→
Rule Violation Incidents						
FCS Rule 2		**Student Dress**				
	31	Student Dress Code Violation	A,H	A,H	A, I	→
FCS Rule 3		**Misrepresentation**				
	35	False Information	A,H	A,F,J	A,B,I	→
	28	Honor Code Violation				
Property Incidents						
FCS Rule 4		**Theft**				
	36	Theft	A,B,D,E,J,X	A,D,E,F,J/O,X	A,D,J/P,X	A,D,E,R,X
FCS Rule 5		**Vandalism**				
	39	Property Damage	A,B,D,E,J,X	A,D,E,F,J/O,X	A,D,J/P,X	A,B,E,R,X
FCS Rule 6		**Computer Trespass**				
	91	Misuse of School Technology	A,F,H,K,X	A,I,M	A,I,M	A,L,M
FCS Rule 7		**Arson**				
	53	Burning of School Building **(Reportable Offense)**	F,Q,X	F,R,X	→	→
	18	Unlawfully Setting Fire				

Action Legend: Administrative Consequences/Interventions

Code	Consequence	Code	Consequence
A.	Parent Contact/Conference (Required for each offense)	P.	In School Suspension: 3-5 Days
B.	Collaborative Problem Solving Team (MTSS) Referral	Q.	Out of School Suspension: 1-5 Days
C.	Threat Assessment	R.	Out of School Suspension: 6-9 Days
D.	Confiscation (when applicable)	S.	Out of School Suspension: 10 Days
E.	Restitution (when applicable)	T.	Recommendation for Long Term
F.	Referral to Social Worker/Guidance	U.	365 day Suspension
G.	Attendance/Behavior Contract	V.	Recommendation for Behavior Intervention Program
H.	Verbal Warning/Administrative Conference	W.	Recommendation for Expulsion
I.	Detention/Timeout (Period ISS)	X.	Consultation With Law Enforcement
J.	School Specific Consequence	Y.	Bus – Verbal or Written Reprimand
K.	Loss of Privilege	Z.	1-5 Day Bus Suspension
L.	In School Suspension (less than a day)	AA.	6-9 Day Bus Suspension
M.	Additional Interventions	BB.	10 Day Bus Suspension
N.	Incident codes reported to the State	CC	Bus Suspension for the Remainder of the Year
O.	In School Suspension: 1-2 Days	EE.	Threat Assessment Conducted

NOTE: (*) If behavior becomes chronic the school administrator has the discretion to administer a more exclusionary action on subsequence offenses.

The Discipline Matrix sets forth the guidelines for assessing consequences/interventions for violations of School Board policies. When assigning disciplinary action for a behavior(s) to a student, administrators should use the matrix to help guide in assessing an appropriate consequence/intervention. Administrators should determine the appropriate actions based on the aggravating and mitigating circumstances as to which consequences/interventions will be assigned to the student.

Disruptive Behavior						
FCS Rule 8		**Disruption**				
	42	Disruptive Behavior	A,H	A,F,I	A,F,I/J/L	A,F,J/O
	22	Disorderly Conduct				
	114	Inappropriate Behavior				
FCS Rule 9		**Repeated of Open Insubordination**	A,H	A,F,I	A,F,I/O	A,F,I/P

FCS Rule 9	33	Insubordination	A,H	A,F,I	A,F,J/O	A,F,J/P
FCS Rule 10	32	**Profanity** Inappropriate Language/Disrespect	A,H	A,B,J	A, B, O	A, B, P
FCS Rule 11	34	**Gambling** Gambling	A,D,F,G,I	A,G,O	A,B,J, P	→
FCS Rule 12	61	**Disrespect** Disrespect of faculty/staff including directed profanity, intimidation or abusive language	A,H	A,F,I	A,F,O	A,F,P
FCS Rule 13	40	**Personal Property** Inappropriate Items on School Property/Inappropriate Use of Cell Phone	A,D,H	A,D,B,J	A, B, O	A, B, P
FCS Rule 14	79	**Gang Activity** Gang Activity	A,C,G,I,X	A,B,C,G,Q,X	A,B,C,R,X	A,B,C,S,X
FCS Rule 15	59	**Trespassing** Unauthorized Area	A,F,Q,X	A,F,R,X	A,F,S,X	→
FCS Rule 16	29	**False Fire Alarm** False Fire Alarm	A,I,X	A,B,Q,X	A,B,R,X	→
FCS Rule 17	58	**Reckless Vehicle** Other School Defined Offense	A,H,X	A,Q,X	A,R,X	A,S,X,T
FCS Rule 18	92	**Repeated Violation** Repeat Offender	A,Q	A,R	A,S	A,T
Other Criminal Incidents						
FCS Rule 19	58	**Other Conduct** Other Conduct	A,B,J	A,B,P	A,B,Q	A,B,S
FCS Rule 20	9 104	**Firearms** Possession of a Firearm or Powerful Explosive **(Reportable Offense)** Physical Attack with a Firearm or Explosive Device **(Reportable Offense)**	D,U,X	→		
FCS Rule 21	9	**Weapons and Dangerous Objects** Possession of a Weapon-Excluding Firearms and Powerful Weapons **(Reportable Offense)**	D,Q,X	D,S,X	D,T,X	→
FCS Rule 22	93 10 103	**Robbery** Robbery without a Weapon Robbery with a Dangerous Weapon **(Reportable Offense)** Robbery with a Firearm or Explosive device **(Reportable Offense)**	R,X	S,X	T,X	→
FCS Rule 23	23	**Extortion** Extortion	J/O,X	J/P,X	Q,X	→
FCS Rule 24	43	**Bomb Threat** Bomb Threat **(Reportable Offense)**	U,X	→		

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C.	Threat Assessment	R.	Out of School Suspension: 6-9 Days
D.	Confiscation (when applicable)	S.	Out of School Suspension: 10 Days
E.	Restitution (when applicable)	T.	Recommendation for Long Term
F.	Referral to Social Worker/Guidance	U.	365 day Suspension
G.	Attendance/Behavior Contract	V.	Recommendation for Behavior Intervention Program
H.	Verbal Warning/Administrative Conference	W.	Recommendation for Expulsion
I.	Detention/Timeout (Period ISS)	X.	Consultation With Law Enforcement
J.	School Specific Consequence	Y.	Bus – Verbal or Written Reprimand
K.	Loss of Privilege	Z.	1-5 Day Bus Suspension
L.	In School Suspension (less than a day)	AA.	6-9 Day Bus Suspension
M.	Additional Interventions	BB.	10 Day Bus Suspension
N.	Incident codes reported to the State	CC	Bus Suspension for the Remainder of the Year
O.	In School Suspension: 1-2 Days	EE.	Threat Assessment Conducted

NOTE: (*) If behavior becomes chronic the school administrator has the discretion to administer a more exclusionary action on subsequence offenses.

The Discipline Matrix sets forth the guidelines for assessing consequences/interventions for violations of School Board policies. When assigning disciplinary action for a behavior(s) to a student, administrators should use the matrix to help guide in assessing an appropriate consequence/intervention. Administrators should determine the appropriate actions based on the aggravating and mitigating circumstances as to which consequences/interventions will be assigned to the student.

Substance Abuse/Drug Incidents

Tobacco and Vaping

FCS Rule 25	70	Use of Tobacco or Vaping/Vaping Products	A,D,Q,X	A,D,F,R,X	A,D,S,X	→
	41	Possession of Tobacco or Vaping/Vaping Products				
FCS Rule 26		**Alcohol/Drug**	D,F,Q,X	D,R,X	D,S,X	D,X,S
	48	Use of Alcoholic Beverages				
	20	Alcohol Possession **(Reportable Offense)**				
	95	Under the Influence of Alcohol				
	96	Under the Influence of Controlled Substance				
	6	Possession of Controlled Substance-Marijuana **(Reportable Offense)**				
	51	Possession of Chemical or Drug Paraphernalia				
	49	Use of Controlled Substance				
	5	Possession of Controlled Substance-Cocaine **(Reportable Offense)**				
	17	Possession of Controlled Substance-Other **(Reportable Offense)**				
	7	Possession of Controlled Substance-Ritalin **(Reportable Offense)**				
	87	Possession of Another Person's Prescription Drug **(Reportable Offense)**				
	86	Possession of Student's own Prescription Drug				
	46	Possession of Counterfeit Items				
	118	Possession of Controlled Substance in Violation of Law-Opioid **(Reportable Offense)**				
	47	Use of Counterfeit Items				
	88	Distribution of a Prescription Drug **(Reportable Offense)**				
	54	Sale of a Controlled substance in violation of the law-Cocaine **(Reportable Offense)**				
	55	Sale of a Controlled substance in violation of the law-Marijuana **(Reportable Offense)**				
	56	Sale of a Controlled substance in violation of the law-Ritalin **(Reportable Offense)**				
	57	Sale of a Controlled substance in violation of the law-Other **(Reportable Offense)**				
	119	Sale of Controlled substance in violation of law-Opioid **(Reportable Offense)**				
	116	Possession of Vaping (Non-Tobacco) Device				
	117	Use of Vaping (Non-Tobacco) Device				
	50	Use of Narcotics **(Reportable Offense)**				

Action Legend: Administrative Consequences/Interventions

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O.	In School Suspension: 1-2 Days	EE.	Threat Assessment Conducted

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Acts Against Person

FCS Rule 27		**Bullying/Harassment**	A,B,F,J/M	A,F,M,Q	A,F,M,R	→
	52	Bullying				
	94	Cyber-bullying				
	80	Discrimination				
	102	Harassment-Disability				
	101	Harassment-Racial				
	110	Harassment-Religious Affiliation				
	38	Harassment-Sexual				

	109 25 26	Harassment-Sexual Orientation Harassment-Verbal Hazing				
FCS Rule 28	 24 21 44 44A 72 71 45	**Fighting** Fighting Affray Assault on Student Assault on Staff Member Assault on Student without a Weapon-Not Serious Assault on Non-Student without a Weapon Assault-Other	Q,X	S,X	T,X	→
FCS Rule 29	 27	**Aggressive Behavior toward Staff including physical intimidation or aggressive behavior** Aggressive Behavior	A,/L	A,J/O	A,Q,X	A,R,S,X
FCS Rule 30	 68 63	**Sexual Misconduct** Mutual Sexual Contact between Students Excessive display of Affection	A,F,H,J/O, X	A,F,J/P,X	A,F,R,X	→
FCS Rule 31	 12 14 13 115 15	**Sexual Offense** Rape **(Reportable Offense)** Sexual Assault not involving rape or Sexual Offense **(Reportable Offense)** Sexual Offense **(Reportable Offense)** Indecent Exposure Taking Indecent Liberties with a Minor **(Reportable Offense)**	A,T,X	→		
FCS Rule 32	 107	**Threat** Threat of Physical Attack without a Weapon	A,C,Q,X	A,C,R,X	A,C,S,X	A,C,T,X
FCS Rule 33	 19 105 106	**Terroristic Threats** Communicating Threats Threat of Physical Attack with a Firearm Threat of Physical Attack with a Weapon	C,Q (minimum 5 days OSS),X	C,R,X	C,R,X	C,T,X

Action Legend: Administrative Consequences/Interventions

Code	Consequence	Code	Consequence
A.	Parent Contact/Conference (Required for each offense)	P.	In School Suspension: 3-5 Days
B.	Collaborative Problem Solving Team (MTSS) Referral	Q.	Out of School Suspension: 1-5 Days
C.	Threat Assessment	R.	Out of School Suspension: 6-9 Days
D.	Confiscation (when applicable)	S.	Out of School Suspension: 10 Days
E.	Restitution (when applicable)	T.	Recommendation for Long Term
F.	Referral to Social Worker/Guidance	U.	365 day Suspension
G.	Attendance/Behavior Contract	V.	Recommendation for Behavior Intervention Program
H.	Verbal Warning/Administrative Conference	W.	Recommendation for Expulsion
I.	Detention/Timeout (Period ISS)	X.	Consultation With Law Enforcement
J.	School Specific Consequence	Y.	Bus – Verbal or Written Reprimand
K.	Loss of Privilege	Z.	1-5 Day Bus Suspension
L.	In School Suspension (less than a day)	AA.	6-9 Day Bus Suspension
M.	Additional Interventions	BB.	10 Day Bus Suspension
N.	Incident codes reported to the State	CC	Bus Suspension for the Remainder of the Year
O.	In School Suspension: 1-2 Days	EE.	Threat Assessment Conducted

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Bus Behavior Incidents

FCS Rule 34	37	**Bus Violation** Students will not place head, legs or arms outside of the bus window. Students will not misuse the emergency door. Students will obey all school rules. Students will not fight, use profanity, throw items out of the window, threaten others, or damage the bus. Students will not take any action that impedes the safe, orderly, and timely operation of a bus. Students may only board/leave the bus at their assigned stop.	A,H,Y,Z	A,Z,AA	A,C,BB	A,CC

Action Legend: Administrative Consequences/Interventions

Version 2.3 Date: 8.12.26

Code	Consequence	Code	Consequence
A.	Parent Contact/Conference (Required for each offense)	P.	In School Suspension: 3-5 Days
B.	Collaborative Problem Solving Team (MTSS) Referral	Q.	Out of School Suspension: 1-5 Days
C.	Threat Assessment	R.	Out of School Suspension: 6-9 Days
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E.	Restitution (when applicable)	T.	Recommendation for Long Term
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EXAMPLE: *A student has caused a disruption in class which was determined by the classroom teacher to be a minor offense. The teacher handles the discipline for the incident in the classroom and creates a minor referral. After repeated minor referrals for causing a disruption or the disruptive behavior meets the qualifications for an office referral, the teacher reports the incident to school administration. The school administrator determines if the behavior warrants an office referral. If the referral is deemed an office referral the school administrator handles the disruption offense by reviewing the matrices and determining the appropriate consequence/intervention for the first office referral. If the student continues to cause disruptions, the school administrator will use the matrices to determine the follow-up consequence/interventions so the student has had multiple opportunities to correct their behavior before punitive consequences are administered.*

Version 2.3

Date: 8.12.26

Discipline Matrix-Secondary (Grades 6-12) 2026-2027

FCS Rule	State Code	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	Subsequent Consequence
Attendance Incidents						
FCS Rule 1	30 74	**Attendance** Truancy Cutting Class	A,F,G,H	A,F,G	A,F,G,O	A,F,P,Q (MAX 2 day OSS)
	64 78 67	Excessive Tardiness (5 in a marking period) Late to Class Leaving School without Permission	A,B,G,J A,K,P/Q	A,G,N A,K,Q/R	→	→
	66	Leaving Class without Permission	A,H/O	A,B,J/P	A,O	A,P
Rule Violation Incidents						
FCS Rule 2	31	**Student Dress** Student Dress Code Violation	A,B,H,J	A,I,J	A,J,O	→
FCS Rule 3	35 28	**Misrepresentation** False Information Honor Code Violation	A,B,J	A,J,O	A,J,P	→
Property Incidents						
FCS Rule 4	36	**Theft** Theft	P,X	Q,X	R,X	S,X
FCS Rule 5	39	**Vandalism** Property Damage	Q,X	R,X	S,X	T,X
FCS Rule 6	91	**Computer Trespass** Misuse of School Technology	P	Q	→	→
FCS Rule 7	53 18	**Arson** Burning of School Building **(Reportable Offense)** Unlawfully Setting Fire	S,X	T,X	→	→

Action Legend: Administrative Consequences/Interventions

Code	Consequence	Code	Consequence
A.	Parent Contact/Conference (Required for each offense)	P.	In School Suspension: 3-5 Days
B.	Collaborative Problem Solving Team (MTSS) Referral	Q.	Out of School Suspension: 1-5 Days
C.	Threat Assessment	R.	Out of School Suspension: 6-9 Days
D.	Confiscation (when applicable)	S.	Out of School Suspension: 10 Days
E.	Restitution (when applicable)	T.	Recommendation for Long Term
F.	Referral to Social Worker/Guidance	U.	365 day Suspension
G.	Attendance/Behavior Contract	V.	Recommendation for Behavior Intervention Program
H.	Verbal Warning/Administrative Conference	W.	Recommendation for Expulsion
I.	Detention/Timeout (Period ISS)	X.	Consultation With Law Enforcement
J.	School Specific Consequence	Y.	Bus – Verbal or Written Reprimand
K.	Loss of Privilege	Z.	1-5 Day Bus Suspension
L.	In School Suspension (less than a day)	AA.	6-9 Day Bus Suspension
M.	Additional Interventions	BB.	10 Day Bus Suspension
N.	Incident codes reported to the State	CC	Bus Suspension for the Remainder of the Year
O.	In School Suspension: 1-2 Days	EE.	Threat Assessment Conducted

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FCS Rule	State Code	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence	Subsequent Consequence
Disruptive Behavior						
FCS Rule 8	42 22 114	**Disruption** Disruptive Behavior Disorderly Conduct Inappropriate Behavior	A,B,G,H,J,M	A,B,G,I	A,G,O	A,P
FCS Rule 9	33	**Repeated or Open Insubordination** Insubordination	A,H	A,L	A,O	A,P, *Q
FCS Rule 10		**Profanity** Inappropriate Language/Disrespect directed at a staff member including directed profanity	A,H,Q	A,H,R	A,H,S	A,H, R, S

	32	Inappropriate Language/Disrespect	A,H,O	A,H,P	A,H,Q	
FCS Rule 11	34	**Gambling** Gambling			Q,X	→
FCS Rule 12	61	**Disrespect** Disrespect of faculty/staff including abusive threatening or intimidating conduct	A,H	A,P,O	A,P	A,Q
FCS Rule 13	40	**Personal Property** Inappropriate Items on School Property/Inappropriate Use of Cell Phone	A,D,H	A,D,O,	A,D,P	→
FCS Rule 14	79	**Gang Activity** Gang Activity	S,X	T,X	→	→
FCS Rule 15	59	**Trespassing** Unauthorized Area	A,R,X	→	→	→
FCS Rule 16	29	**False Fire Alarm** False Fire Alarm	A,T,X	A,T,X	→	→
FCS Rule 17	58	**Reckless Vehicle** Other School Defined Offense	A,H,X	A,P,X	A,S,X	A,T,X
FCS Rule 18	92	**Repeated Violation** Repeat Offender	A,Q	A,R	A,S,X	A,T
Other Criminal Incidents						
FCS Rule 19	58	**Other Conduct** Other Conduct	A,F,S	A,T,X	→	→
FCS Rule 20	9 104	**Firearms** Possession of a Firearm or Powerful Explosive **(Reportable Offense)** Physical Attack with a Firearm or Explosive Device **(Reportable Offense)**	D,U,X	→	→	→
FCS Rule 21	8	**Weapons and Dangerous Objects** Possession of a Weapon-Excluding Firearms and Powerful Weapons **(Reportable Offense)**	D,S,X	D,T,X	→	→
FCS Rule 22	93 10 103	**Robbery** Robbery without a Weapon Robbery with a Dangerous Weapon **(Reportable Offense)** Robbery with a Firearm or Explosive device **(Reportable Offense)**	D,S,X	D,T,X	→	→
FCS Rule 23	23	**Extortion** Extortion	D,S,X	D,T,X	→	→
FCS Rule 24	43	**Bomb Threat** Bomb Threat **(Reportable Offense)**	U,X	→	→	→

Action Legend: Administrative Consequences/Interventions			
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B.	Collaborative Problem Solving Team (MTSS) Referral	Q.	Out of School Suspension: 1-5 Days
C.	Threat Assessment	R.	Out of School Suspension: 6-9 Days
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E.	Restitution (when applicable)	T.	Recommendation for Long Term
F.	Referral to Social Worker/Guidance	U.	365 day Suspension
G.	Attendance/Behavior Contract	V.	Recommendation for Behavior Intervention Program
H.	Verbal Warning/Administrative Conference	W.	Recommendation for Expulsion
I.	Detention/Timeout (Period ISS)	X.	Consultation With Law Enforcement
J.	School Specific Consequence	Y.	Bus – Verbal or Written Reprimand
K.	Loss of Privilege	Z.	1-5 Day Bus Suspension
L.	In School Suspension (less than a day)	AA.	6-9 Day Bus Suspension
M.	Additional Interventions	BB.	10 Day Bus Suspension
N.	Incident codes reported to the State	CC	Bus Suspension for the Remainder of the Year
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Substance Abuse/Drug Incidents						

FCS Rule 25		**Tobacco and Vaping**	P	Q	R	→
	70	Use of Tobacco/Vaping Device/materials				
	41	Possession of Tobacco/Nicotine Vaping device/materials				
FCS Rule 26		**Alcohol/Drug** (These offenses lead to loss of athletic eligibility)	D,S,X	D,T,X	→	
	48	Use of Alcoholic Beverages				
	20	Alcohol Possession **(Reportable Offense)**				
	95	Under the Influence of Alcohol				
	96	Under the Influence of Controlled Substance				
	6	Possession of Controlled Substance-Marijuana **(Reportable Offense)**				
	51	Possession of Chemical or Drug Paraphernalia				
	49	Use of Controlled Substance				
	5	Possession of Controlled Substance-Cocaine **(Reportable Offense)**				
	17	Possession of Controlled Substance-Other **(Reportable Offense)**				
	7	Possession of Controlled Substance-Ritalin **(Reportable Offense)**				
	87	Possession of Another Person's Prescription Drug **(Reportable Offense)**				
	86	Possession of Student's own Prescription Drug				
	46	Possession of Counterfeit Items				
	118	Possession of Controlled Substance in Violation of Law-Opioid **(Reportable Offense)**				
	47	Use of Counterfeit Items				
	88	Distribution of a Prescription Drug **(Reportable Offense)**				
	54	Sale of a Controlled substance in violation of the law-Cocaine **(Reportable Offense)**				
	55	Sale of a Controlled substance in violation of the law-Marijuana **(Reportable Offense)**				
	56	Sale of a Controlled substance in violation of the law-Ritalin **(Reportable Offense)**				
	57	Sale of a Controlled substance in violation of the law-Other **(Reportable Offense)**				
	119	Sale of Controlled substance in violation of law-Opioid **(Reportable Offense)**				
	116	Possession of Vaping (Non-Nicotine) Device				
	117	Use of Vaping (Non-Nicotine) Device				
	50	Use of Narcotics **(Reportable Offense)**				

Action Legend: Administrative Consequences/Interventions			
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FCS Rule 28	24 21 44 44A 72 71 45	**Fighting** Fighting Affray Assault on Student Assault on Staff Member Assault on Student without a Weapon-Not Serious Assault on Non-Student without a Weapon Assault-Other	S,X	S,X	T,X	→
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FCS Rule 32	107	**Threat** Threat of Physical Attack without a Weapon	Q,X **(Minimum 3 days)**,EE	R,X,EE	S,X,EE	T,X,EE
FCS Rule 33	19 105 106	**Terroristic Threats** Communicating Threats Threat of Physical Attack with a Firearm Threat of Physical Attack with a Weapon	T,X,EE	→	→	→

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