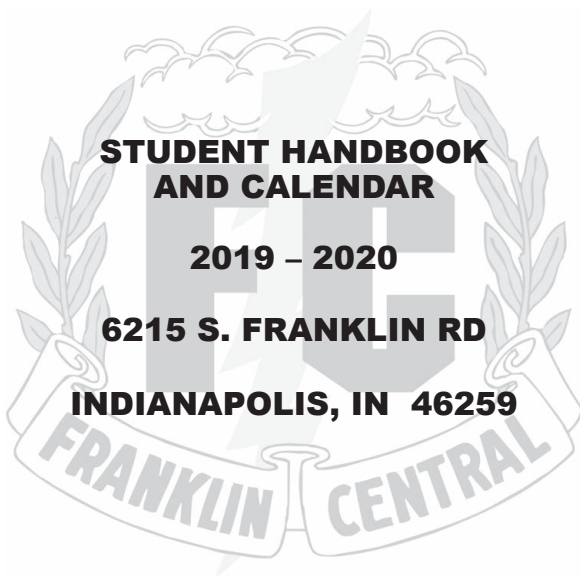


FRANKLIN CENTRAL HIGH SCHOOL



Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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FRANKLIN TOWNSHIP SCHOOL COMMUNITY CORPORATION 2019 - 2020 STUDENT CALENDAR



Franklin Township Community School Corporation

2019 – 2020 Student Calendar

JULY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July
Summer Intercession
Opening Day & PD for Staff -7/30 & 7/31
Back to School Night-Elementary

AUGUST						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August
First Day for Students-8/1
Back to School Event Middle School and High School-8/13,8/14

SEPTEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September
Labor Day Holiday-9/2
No School
Mid-Term Grades Post-9/4
Secondary Parent Conferences-9/12

OCTOBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October
Elementary Parent Conferences-10/2 & 10/3
End of Quarter 1-10/4
Fall Break-10/7-10/18
Students Return 10/21

NOVEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November
Mid-Term Grades Post-11/13
Thanksgiving Holiday - 11/27-11/29
No School

DECEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December
End of Semester 1-12/20
Last Student & Staff Day
Winter Break Begins-12/23- 1/3/20

January
Teacher Record Day – 1/3
Students Return-1/6
Martin Luther King Holiday – 1/20

JANUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February
Mid-Term Grades Post-2/12
Presidents' Day Holiday – 2/17
No School (Possible Snow Make-up Day)
Secondary Parent Conferences-2/20

FEBRUARY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March
End of 3rd Grading Period-3/10
Spring Break-3/23-4/3

MARCH						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

April
School Resumes-4/6
Mid-Term Grades Post-4/22

APRIL						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May
Memorial Day Holiday-5/25
**Snow make-up days will be added to the end of the school year as needed*
End of Semester 2-5/29
-Last Student Day
-Commencement

MAY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June
Teacher Record Day-6/1
Summer Intercession

JUNE						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

KEY	SCHOOL DAY	WEDNESDAY DISMISSAL TIME	STUDENT DAYS	TEACHER DAYS	GRADING PERIOD ENDS
Yellow – Early Release	MSE/MSW 7:10-2:15	1:40	1 st Semester 88	1 st Semester 92	October 4, 2019 (46 Days)
Blue – No School/Holiday	FCHS 7:55-3:00	2:25	2 nd Semester 92	2 nd Semester 93	December 20, 2019 (42 Days)
Gray – Full Day for Teachers	ELEMENTARY 8:50-3:50	3:20	TOTAL 180	TOTAL 185	March 10, 2020 (45 Days)
Green – Parent Information					May 29, 2020 (47 Days)

Board Approved: 11/26/18

FRANKLIN CENTRAL HIGH SCHOOL STUDENT HANDBOOK 2019-2020

VISION STATEMENT

The Vision of Franklin Central High School is to have the most sought after graduates by colleges, universities and the world of work.

MISSION STATEMENT

The Mission of Franklin Central High School is to provide an environment in which all students can learn and achieve their potential personally, academically and socially.

FRANKLIN CENTRAL HIGH SCHOOL'S EXPECTATIONS

Respect – Show Pride in Our School Culture and Community

Accountability – Do the Right Thing

Safety – Making Choices Which Prevent Others from Being Harmed

WELCOME

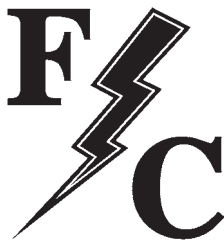
Welcome to Franklin Central High School. Our handbook has been prepared to provide vital information throughout the school year. Make good use of it. Consult it often. If there are concerns or questions at any time, notify us for assistance. We want and need student interest and support in all areas at all times.

Franklin Central High School is a comprehensive high school offering a variety of curricular and extra-curricular opportunities for students. We hope you will take advantage of these opportunities and prepare yourself well for a worthwhile, successful future.

We ask that you respect other people, other people's property, and exert your best effort toward learning. If you do those three things, you will have a successful and enjoyable high school career.

We are here to help you in every way possible to be a better student, a better individual, a better citizen. Please make use of this help.

We have an excellent school with fine facilities, a caring staff and a community that is supportive of education. Please help us continue to make Franklin Central an even better school.



Dear Parent or Guardian:

The Board believes that the education of each student can only be achieved in an orderly and disciplined environment.

The superintendent shall establish reasonable rules and regulations for student behavior that promote the attainment of educational goals set by the Board. The superintendent shall make these written rules and regulations available to students and parents annually.

When students choose to conduct themselves in such a way that they are in violation of established rules and regulations, they will be disciplined in an appropriate manner.

The superintendent shall establish, implement and support discipline procedures appropriate to the age and the misconduct of the student.

These procedures shall also include a process whereby a principal may remove such students from school and at the same time insure that these students' rights to due process are not violated.

1. Along with the other important information in this handbook, please read the pages concerning discipline procedures, school rules and the attendance policy and discuss them with your student.
2. Please, sign below indicating that you have read and understand these pages.
3. Please, detach and return to the high school office.

PRINTED STUDENT NAME

GRADE

STUDENT SIGNATURE

DATE

PRINTED PARENT/GUARDIAN NAME

PARENT SIGNATURE

DATE



SCHOOL PHILOSOPHY

Franklin Central High School strives to nurture the mental, physical, emotional and social development of each student. The school attempts to develop each person's talent and areas of competency. The school, through its professional staff, well-equipped facility and effective teaching methods, seeks to provide the necessary atmosphere for students to master the fundamental skills needed for the pursuit of personal, academic, and vocational goals. A complementary program of physical fitness, fine and practical arts, is available to students for their personal development. We of Franklin Central High School believe that one of our primary goals is to encourage students to develop the talents and qualities, which will best prepare them to meet the future. We would hope to instill within them the self-confidence needed to cope with the challenges of the future. In addition, we would want students to be aware of the world around them. Such awareness would include people as well as institutions. We seek to instill within each student an understanding of and a concern for other human beings regardless of nationality, race, religion, sex or creed. We believe that it is the role of Franklin Central High School to maintain a cooperative relationship between school and community and to teach the democratic ideals of freedom, equality, justice and human dignity. Furthermore, we consider it the responsibility of Franklin Central High School to evaluate frequently all aspects of the curriculum and related programs so that our students are kept current with the demands of the ever-changing world, which awaits them.

COMMISSION AND ACCREDITATION

Franklin Central holds a first-class continuous commission from the state of Indiana for grades nine through twelve. This means that the school satisfactorily meets the standards prescribed by the State Board of Education and that the course of study and character of the work done as required by the statutes of Indiana and the rules of the State Board of Commissioned High Schools are acceptable.

Franklin Central High School is a member of AdvancED. AdvancED is a voluntary accrediting institution, and membership is granted when a school applying for membership meets the criteria established by the association.

GENERAL INFORMATION

School Colors.....	Blue and White
School Athletic Nickname	Flashes
Name of School Newspaper	Pilot Flashes
Name of School Yearbook	Flashback

SCHOOL SONGS

FIGHT SONG

Onward Franklin, Onward Franklin,
Fight right down that floor,
Onward Franklin, Onward Franklin,
Let's pile up that score.
Rah! Rah! Rah!
Fight 'em, boys, for our victory,
Fight 'em for our fame,
Fight boys, fight, fight,
And we will win this game.

ALMA MATER

Hail to thee, dear Franklin Central,
School we love so well.
Loyal we thy sons and daughters
Now thy glories tell.
In each heart, dear Alma Mater,
Ever shalt thou dwell.
Hand and voice we join to serve thee
And thy glories tell.

FRANKLIN TOWNSHIP COMMUNITY SCHOOL BOARD

Judy Shore
Larry Walker

Kelly Foulk
Zach Smith

Dawn Downer

FRANKLIN TOWNSHIP COMMUNITY SCHOOL CORPORATION ADMINISTRATIVE OFFICES

Dr. Bruce Hibbard Interim Superintendent
Kevin Koers Chief Academic Officer
Kent Pettet Chief People Officer
Lynlie Schoene Chief Innovation Officer
Toni Stevenson Chief Academic Officer
Fred McWhorter Chief Financial Officer
Jill Malan-Britt Director of Human Resources
Troy Johnson Assistant Director of Special Education
Ronna Flynn Title I District Coach
Anna Cook Special Programs Coordinator
Dr. Sharon Kight Director of Special Education
Catherine Horning Supervisor of Health Services
Kaitlin Porter Director of Business and Operations
Tyler Knight Director of Information Technology
Betsey Willard Supervisor of Child Nutrition Programs
Todd Livesay Supervisor of Transportation
Ken Short Chief of Police
Rick Hunter Supervisor of Buildings/Grounds

FRANKLIN CENTRAL HIGH SCHOOL 317-862-6646

Chase Huotari Principal
Chris Griffin Dean of Students
Elizabeth Statzer Dean of Students
Kami Phelps Dean of Students
Michael Gaines Assistant Principal
Amy McCabe Assistant Principal
Eric Kellison Assistant Principal
Greg Orr Athletic Director
Nick Stevens Assistant Athletic Director

FCHS SUPPORT STAFF

Julie Humbert	Secretary, Office Manager
Deb MacNaughton	Registrar
Kellie Ruley	Main Office Receptionist
Chris King	Bookstore Manager
Christina Proffer	Treasurer
Angela Schmoll	Freshmen Academy Secretary
Tina Dugan	Secretary
Debbie Sandberg	Guidance Secretary
Brandy Ramsey	Guidance Receptionist
Faith Muston	Nurse
Jessica Lee	Athletic Secretary
Courtney Bailey.....	Attendance Secretary
Deondre Wilson	ISS Supervisor
Sandy Bustle.....	Special Education Assistant

WHERE TO GO

Address Changes	Guidance Office
Athletic Information.....	Athletic Office
Attendance Problems (Absence Slips/Tardy Slips/Signing out Early)	Attendance Office
Book Rental and Refunds.....	Bookstore
Career Information, Scheduling.....	Guidance Office
Class Rank and Grade Point Average.....	Guidance Office
Class Rings	Bookstore
Driver Education Information.....	Main Office
Freshman Academy.....	Freshman Academy Office
Graduation Requirements/Information	Guidance Office
Homework Assignments when Ill.....	Guidance Office
Illness at School & Other Medical Problems	Clinic
Lockers.....	Guidance
Lost and Found.....	Bookstore
Newspaper	Mr. Lichtenberger
New Students	Guidance Office
Parking Permits	Main Office
Report Cards	Guidance Office
Section 504 Coordinator.....	Gretchen Brooks/Director of Guidance
Student Activities	Mr. Kellison/Assistant Principal
Student Announcement Approval	Mr. Huotari/Principal
Transcripts.....	Guidance Office
Transferring to Another School.....	Guidance Office
Vocational Programs (Central Nine).....	Counselors
Withdrawing from FCHS.....	Guidance Office
Work Permits	Main Office
Yearbook	Mr. Lichtenberger

FCHS REGULAR SCHEDULE

Period 1.....	7:55 - 8:45
Period 2.....	8:51 - 9:41
Period 3.....	9:47 - 10:37
Period 4.....	10:43 - 11:33
Period 5.....	11:39 - 1:09

Fifth hour classes are divided into three lunch blocks. A designated set of classes has been assigned to each lunch block.

Lunch Block A	11:36 - 12:06
Lunch Block B	12:07-12:37
Lunch Block C	12:39-1:09
Period 6.....	1:15 - 2:04
Period 7.....	2:10 - 3:00

PROFESSIONAL LEARNING COMMUNITY (PLC) SCHEDULE

The staff at Franklin Central High School is committed to ensuring each and every student will learn. In order for us to accomplish this goal, time for collaboration has been built into the schedule each week. All staff will be involved in Professional Learning Community (PLC) meetings each Wednesday afternoon. All students will be dismissed from classes approximately 35 minutes early. There will be no extracurricular activities or practices during PLC time. Students involved in clubs, band, choir, orchestra or sports will report to designated classrooms for study halls supervised by our instructional assistance and support personnel. Students will be released at the conclusion of PLC meetings and they will then be under the supervision of their sponsor or coach. The bell schedule on PLC days is as follows:

Period 1.....	7:55 - 8:40
Period 2.....	8:46 - 9:31
Period 3.....	9:37 - 10:22
Period 4.....	10:28 - 11:13
Period 5.....	11:19 - 12:49
Lunch Block A	11:16 - 11:46
Lunch Block B	11:47 - 12:17
Lunch Block C.....	12:19-12:49
Period 6.....	12:55-1:37
Period 7.....	1:43 - 2:25

Every Wednesday we will be on a PLC Schedule with dismissal at 2:25, regardless of delay schedules.

As part of Franklin Central's designation by the Department of Education as a Performance Qualified High School, we are granted flexibility in our schedule to provide more College and Career Readiness opportunities for our students. Therefore, we have created a more college-like schedule for our students on each Thursday and Friday.

While the schedule for Monday, Tuesday and Wednesday PLC Schedule will remain the same, Thursday and Friday will be transformed in to 92- minute class periods with student attending each of their classes on only 1 of the 2 days. Students will attend periods 1,3,5 and 7 (odd numbered class periods) on Thursday and periods 2, 4, and 6 (even numbered classes) on Friday. Please note that the dismissal time on every Friday will move from 3:00 p.m. to 1:28 p.m.

This is an exciting opportunity for our students! The 1:28 – 3:00 time period will be a great time for students to take part in study sessions, or receive additional instruction from their teachers – very similar to a college professor's "office hours" where students can seek the help they need to improve achievement.

This change is only for the high school and the C-9 schedule will not be impacted.

The College and Career Readiness Schedule is on the following page

FRANKLIN CENTRAL HIGH SCHOOL COLLEGE AND CAREER READINESS SCHEDULE ODD DAYS

Period 1.....	7:55-9:27
Period 3.....	9:33-11:05
Period 5.....	11:11-1:22
Lunch Block A	11:08-11:38
Lunch Block B	11:44-12:14
Lunch Block C.....	12:52-1:22
Period 7.....	1:28-3:00

FRANKLIN CENTRAL HIGH SCHOOL COLLEGE AND CAREER READINESS SCHEDULE EVEN DAYS

Period 2.....	7:55-9:27
Period 4.....	9:33-11:05
Period 6.....	11:11-1:22
Lunch Block A	11:08-11:38
Lunch Block B	11:44-12:14
Lunch Block C.....	12:52-1:22
Student Dismissal	1:22

SCHOOL SERVICES

BOOKSTORE

The bookstore is located across from the cafeteria. It is for the students' use in purchasing school supplies, Franklin Central apparel and items, and paying book fees. The bookstore is closed during 5th period each day.

LATE ENROLLMENT

Students who enroll during the first and third grading periods will be charged total book fees. Students who enroll during the second and fourth grading periods will be charged a pro-rated amount for rented textbooks. Workbooks, lab fees, consumables, activities fees, gym suits, industrial art kits and business practice kits will be full price.

TEXTBOOK RENTAL

Textbook rental money must be paid in full within the first two weeks of school. All parents and legal guardians are financially responsible for textbook rental fees and any charges the school may assess for, but not limited to, lost books, cafeteria fees, library books, extracurricular activities and fund raising. Parents and legal guardians are also responsible for all reasonable costs of the collection of this account, which may include, but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balances. Parents who feel they do not have sufficient means to pay for textbook rental need to complete a textbook rental assistance form.

INFINITE CAMPUS PORTAL

You have the right to opt out of the Infinite Campus Portal. If you wish to do so, you must notify your school principal in writing in the first 14 days of enrolling your child.

REFUNDS

Students who withdraw during the first and third grading periods will be refunded one-half of their book rental. Fees for consumables, activity fees, workbooks, industrial arts kits, business practice sets, lab fees and gym suits will not be refunded. No refunds will be given to students who withdraw during the second and fourth grading periods.

SCHEDULE CHANGES

Schedule changes made after fees are collected will be due within five working days of the change. If a credit is due in the amount of \$10 and under, that amount will be applied to second semester fees. Amounts over \$10 will be refunded by check and mailed to a parent or guardian. A student who drops a class during the second and fourth grading periods will not receive a refund for the class.

LOST AND FOUND

The Lost and Found area is located in the bookstore. All items not claimed within 30 days will be thrown away or given to a local charity.

STAR EXPRESS CHILD NUTRITION MEAL PROGRAM

STAR EXPRESS CHILD NUTRITION MEAL PROGRAM

Go to: <https://ftcsc.org/nutrition-department> and <http://www.ftcsc.nutrislice.com> to find a more complete list of what your child nutrition program is doing for your students. Also available: menus, meal prices, nutritional data and requirements, payment options, charge policy, allergy management, free & reduced meal application, Summer Servings, wellness policy, and contact information.

As a result of the USDA Nutrition Standards for the National School Lunch, five meal components are offered daily with a variety of choices in each category. Of those five components (Meat/meat alternative, grain/bread, fruit, vegetable and milk), the students must choose at least 3 different components. Each student is **required** to take either a fruit or vegetable serving as part of the reimbursable meal and may take up to two fruits and/or two vegetables as part of their meal. *Star Express* offers breakfast daily and provides a variety of entrees that are whole grain rich and packed with essential vitamins and minerals needed for everyday function. Four food items from 3 meal components are offered each day at breakfast. Of those four food items (Meat/meat alternative, grain/bread, fruit, and milk), the students must choose at least 3 different items. Each student is **required** to take the fruit or juice serving as part of the reimbursable meal.

Federal regulations require that meals are priced as a unit and no reduction is given if a student takes less than the offered items. Students are encouraged to take all of the items offered. In addition, a la carte items are available for purchase. The child nutrition department uses a computerized meal payment system. Each student is issued their own personal keypad number. Students will continue to use their same personal keypad number throughout their school experience. (Few exceptions.) New students and incoming kindergarten students will be issued numbers following enrollment. It is important that each student memorize their keypad number. Please emphasize that these numbers are confidential and should not be shared with other students. The system allows a student to make payments into his/her own personal account. Prepayments for meals are encouraged to reduce the need for frequent deposits and daily cash handling; however, he/she may still pay cash daily. Either cash or checks will be accepted for deposit. In addition, on-line payments can be made through PayPams.com with a debit or credit card. PayPams is accessible through the district website. An account balance cannot be shared by different children in the same household. Money in a student's account may be used for complete meals and a la carte sales. The system allows one student meal for breakfast and one for lunch. All other purchases will be charged at a la carte pricing.

If a household chooses not to use PayPams, students paying by check/cash may drop off their deposit to the main office drop box or to the Child Nutrition office by 9 a.m. Elementary students are to bring checks or cash in an envelope marked with the child's name and teacher's name on it and submit it to the classroom teacher each morning. Deposits are also accepted on the line. We request that you write both the child's name AND keypad number on checks. Checks should be made payable to Franklin Township Food Service (FTFS). In order to expedite the line speed, a "no cash back policy" has been implemented for MS and HS students. Any remaining cash paid at the register will go into the student's account instead of refunding it to them.

Eligible students may qualify for free or reduced price meals. Applications are available online at the Franklin Township Community School Corporation Child Nutrition website.

Students may charge a full reimbursable meal (entrée, up to two fruits and/or two vegetables and a milk). Charges are not permitted for a la carte items.

Students/Parents are informed of low account balances by three different methods: (1) Verbal reminders from the cashier, (2) Letters are sent to households once monthly with account balances greater than (-\$10.00), (3) Parents can sign up with PayPams to receive low balance reminders, free of charge. Utilizing PayPams is highly encouraged by the child nutrition department. Parents/Guardians are responsible for the maintenance of their students' account. At the end of each semester, any account that is greater than (-\$20.00) will be sent to Statewide Credit for collections.

Funds remaining in the students' meal account at the end of the school year will be applied to the students' balance for the next school year.

Inactive accounts (withdrawn or graduated students) are eligible for refunds with a written request to the Child Nutrition Department. The request must be submitted 30 days after the end of the school year, or 30 days after the date the student leaves the district.

We encourage parents to join their child for lunch and may use their student's meal account if they so choose. If your student has a diet restriction/food allergy that requires monitoring, please contact your school's Community Health Network RN. The district procedure can be found at:

<https://ftcsc.org/health-services/forms>

If you have any questions regarding the meal program, please contact the Star Express manager and/or visit our website:

<https://www.ftcsc.org/nutrition-department>

<http://ftcsc.nutrislice.com>

(web based menus)

email: StarExpress@ftcsc.k12.in.us

Follow us on Facebook and Twitter! @FTStarExpress

2019-20 FTSC STUDENT HEALTH SERVICES

CLINICS: Parents/guardians have primary responsibility for the health care their children receive, but schools have a responsibility for health and safety while children are at school. Health services include programs, services, and activities that assure a healthy environment, thereby promoting and protecting the health, learning, and well-being of all students. The school clinics are available for emergencies, injuries, and illness that arise while the child is at school, in addition to management of chronic illnesses and special needs. Each FTSC clinic is staffed with a Community Health Network nurse (RN or LPN), provided at no cost to the school district. Nurses do not make medical diagnoses, but are skilled in assessment, data collection, planning, intervention, evaluation, wellness promotion, health education, prevention, emergency care, referral, and communicable disease surveillance.

Students must have a CHN consent to treat form on file in order for the nurse to see them for a clinic visit. Students without permission will be seen for emergencies only. The permission form is available during both the new and returning student online registration process. It is also available on the FTSC website under "Health Services." Please speak with the nurse at the school if you have questions about the permission form or if you require a paper copy of the form.

The clinics are open daily during school hours. Students must have a pass to enter the clinic. Those without a pass will be sent back to class to obtain a pass. He/she will be asked the nature of the complaint, may have his/her temperature taken, and may be allowed to rest for a short period of time. Please remember that time in the clinic is time out of class—instructional time is being lost; upper grade students may incur an absence from time spent in the clinic during a class period. The nurse will send students home who display outward signs of illness. The nurse will call the phone numbers on file if the student feels he/she is too ill to be at school, or if a symptom of illness below is manifested. It is essential that phone numbers be updated if contact information changes during the school year. If the nurse is unable to reach a contact, the student will be sent back to class, unless there are signs of a contagious illness (below). If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.

ILLNESS: General guidelines for illness follow the guidelines, laws, and recommendations of the IN Dept. of Health, the Marion County Health Dept., Community Health Network, and IN Code to prevent the spread of communicable diseases. When the nurse calls the parent to pick up the child, it is in accordance with these laws and directives and the public health setting of school. Parents should make every effort to come to the school to pick up their students in a timely manner. Bus transportation cannot be utilized if the child exhibits symptoms of a contagious illness.

Please do NOT send your child to school if one or more of the following symptoms are present: diarrhea, vomiting two or more times in a 24 hour period, undiagnosed body rash, sore throat with swollen lymph nodes, severe coughing, eye discharge or redness, or fever of 100 ° or more. Please do NOT send the child back to school until he/she has been fever-free (without fever-reducing medications) and with no vomiting/diarrhea for 24 hours. Antibiotics prescribed for eye or throat infections must be given for 24 hours before the student returns to school. The school nurse may request a doctor's note for return to school if there are symptoms of communicable disease. This will help prevent the spread of infection to others and ensure that the student is feeling better to learn. Students who have had surgery may be asked to provide a doctor's release to return to school.

INJURY: Students who are injured at school should report to the clinic to be assessed at the time of the injury. If a student has a deep laceration, cannot walk, has extreme swelling or pain, obvious deformity, head injury, or any other sign of an emergent/urgent need for further evaluation, the nurse will determine the best course of action for the situation, which may include a call for a parent to pick up, or to EMS.

The clinics possess wheelchairs for emergency response by school staff only. FTCS cannot provide a wheelchair or any other medical supplies or devices which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

MEDICATIONS: Medication given for the academic success of students, or other medications given for acute or chronic conditions may be administered at school. Please administer one-, two-, or three-time-per-day medication (such as antibiotics) at home. Medication administration forms are available at each school or online, and the parent must also have completed a CHN consent to treat form for students needing medication at school. Written permission must be on file before medication will be administered by the nurses.

All Parents of students grades K-12 must bring medication(s) to the school nurse (prescription or OTC) when medicine must be given during the school day.

Per IN Code, all medications must be in the ORIGINAL containers; medication received in a baggie or envelope cannot be given, for the safety of the students. Please do not bring more than 4 week supply of medication, as controlled substances are counted daily by nurses, and upon receipt in the clinics. Expired medications and prescriptions more than a year old will not be accepted.

Over-the-counter (OTC) medications may be given to students. Please send only a small bottle, due to cabinet space constraints. The label on an OTC serves as the guideline for dosing and frequency, including appropriate duration before a doctor is consulted. If the parent desires a dose or schedule that is different from the label, a physician's order is necessary to administer.

Students less than 12 years of age must have age-appropriate children's medication. Aspirin cannot be given to students, due to risk of Reye's syndrome—please check labels of various pain relievers and stomach medications to make sure aspirin, salicylates, or bismuth are not ingredients. Supplements and Non-FDA medications are not appropriate for school and will not be dispensed by the nurse. Medication guidelines are online.

A physician's order is necessary in order for an emergency medication (EpiPen or inhaler) to be carried and administered by a student with a life-threatening condition. It is helpful to have a backup of the medication in the clinic. Emergency medications that are controlled substances will be locked in the clinics only.

MISCELLANY: Once confirmed and sent home for treatment, students with head lice (live or nits) must have a parent bring them to clinic to be checked in order to return to school. Nurses will assist parents with strategies for prevention and ways to enable the student to return to school as quickly as possible.

In the event that Indiana Poison Control is consulted, the instructions received shall be absolutely followed by nurses/school personnel, to include emergency transport.

If cough drops are needed, please substitute hard candy; students do not need to miss class to obtain a cough drop. Schools vary as to requests to carry water.

It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes dressing supplies for injuries beyond initial first aid, supplies of clothing, hygiene items, equipment/supplies/food for any type of special need, etc. Payment of \$0.25 is expected for feminine hygiene items beyond the first item.

Immunization records are reviewed at the time of enrollment, or whenever a change in the law requires additional immunizations for current students. Parents will be informed about changes in state laws pertaining to immunizations, typically January prior to the new school year. New students may enroll but may not attend if the immunization record is not up-to-date with the current state requirements. Appointments to receive shots may allow the student to attend until the day following the appointment.

All students are expected to be independent in caring for their toileting needs, and will be given the necessary items to clean themselves up in case of an accident. Parents of young students are encouraged to provide spare items in the student's backpack during the first semester. Extra clothing is in short supply. Parents are expected to launder and return school clothing that is worn home. Upper grade levels have no clothing; parents will be contacted if clothing is needed, or students may purchase PE attire at the bookstores.

Vision (grades 1, 3, 5, 8) and hearing (grades 1, 4, 7, 10) screenings take place during the year and are performed by the school professional staff, eye doctor, or health department. Referrals for follow-up are mailed to the home. Parents should make every effort to act promptly if a referral is received, as vision and hearing deficits greatly impact educational performance. The handbook shall serve as notice that screening will occur. Check buildings' calendars for specific dates.

STUDENT BUS REGULATIONS

PERMANENT BUS STOPS

- Permanent bus stops will be established by the Franklin Township Community Schools (FTCSC) Transportation Office. Bus stops will be published annually and made available to the community via the FTCSC website. Bus stops will be located on publicly serviced roadways. Buses will NOT load/unload students at areas deemed unsafe by the Transportation Department. Students must use the bus stop assigned to them.
- Students and parents are required to ensure the safety of all individuals to and from the bus stop and while waiting for the bus.
- Students that do not reside in a neighborhood and reside off a main roadway will be picked up at their driveway.
- Bus drivers are not authorized to change, edit or add bus stops to their route. Please do not approach the driver at the bus stop. Requests or concerns are handled by the FTCSC Transportation Office.
- Students need to be at their scheduled bus stop at least 5-10-minutes prior to the time scheduled. Buses will not be sent back to retrieve students that missed the bus.

CUL-DE-SACS/COURTS/DEAD END ROADWAYS

- FTCSC will not allow its buses to travel down cul-de-sacs, courts or dead end roadways due to inherent risk.

BUS ROUTES AND CHANGES

The change must be permanent and a consistent daily pick-up or drop-off location (no variant day/week locations will be approved).

In order to provide a safe and secure experience for our students, **FTCSC is unable to temporarily alter a student's scheduled stop location** and or route. This ensures that all students will be picked up and dropped off at the appropriate time and location. In addition, this allows FTCSC to maximize bus capacity and routing efficiencies. Transportation can only provide rides to and from the assigned bus stop. Please do not send notes to the school, give notes to the drivers or contact the transportation office with requested changes as they will be unable to assist and may create confusion. Thank you for your understanding in this matter.

- Bus routes will be designed to utilize the maximum capacity rating for each bus. Routes will be designed and built for students to ride to and from their assigned stop based on their home address or daycare provider.

- If you are using a daycare provider, please use the **Pick-up/Drop-off Information Form**, which is available at school offices, school website and CTEC (Administration Office on Franklin Rd). This form may be turned in to the school office, emailed or faxed to Transportation Office at 317-803-5070. Changes may take up to 3-5 days to process. Parents/Guardians should have a back-up plan in place until services are altered to accommodate request. **No changes may start until approved, authorized and scheduled by the FTCSO transportation office.** Once the request is approved, the Transportation Office will notify the bus driver and guardian of student with start date and routing information. This form **MUST** be completed each school year.
- Due to bus capacity and routing efficiencies students will NOT be able to use multiple bus stops or day variant scheduling.
- There may be times routes may need to be consolidated to account for shortage of drivers or situations unforeseen by the transportation office.
- In the event the transportation department changes a bus route and the times are altered more than +/-10 minutes students and parents will be notified via letter indicating the schedule changes at least 3 days prior.
- One week prior to school starting bus route information will be available on the corporation website www.ftcsc.org. Use the login and passwords provided on that page. In the event last minute changes may be made it is recommended to double check the night before school starts.

BUS STOP ETIQUETTE

Students and parents are to respect the property where the bus stops are located. Individuals are not to damage or vandalize the property where the bus stops are located. Failure to comply may result in a loss of riding privileges.

LOADING AND UNLOADING SAFETY

- Students are to wait at least 10 feet away from the curb while waiting for the bus.
- Students that are required to cross the street must cross in front of the bus, **ONLY** after the driver has activated the red warning lights, stop arm, and they are indicated by the driver that it is safe to cross.
- Students are **NOT to cross behind the bus**. Due to severity of the safety risk, students that cross behind the bus may lose riding privileges.
- Students are to be at their bus stop ready to board the bus at least 5-10 minutes prior to scheduled pick-up time. Students that are not at the bus stop and visible to the driver may be missed.
- If a student misses the bus, they are **NOT to chase, follow or board the bus at any other location other than their assigned bus stop**. Doing any one of these can be extremely dangerous and can result in serious injury.

CONTACT

In order to maintain bus routes running in an efficient and timely manner, we request that all communication be handled through the Transportation Office and not at the bus stop. In the event you need to contact your child's bus driver to discuss a disciplinary concern, bus times, or items related to the bus ride please contact the Transportation Office at 317-862-2314 and a message will be left for the driver.

BUS SAFETY DRILLS

Throughout the school year, students will participate in bus safety drills. The dates will be posted online. This program is to help assist students in the education process of understanding their role and what to do in the event the bus needs to be evacuated.

- Students will be taught how to evacuate, where to evacuate and how the emergency exits operate.
- Students shall dress accordingly on these dates as they will be evacuating out of the bus through the front, middle or rear exits.

CARRY-ON ITEMS

Carry-on items must fit the following criteria:

- Fit on top of students lap
- Sit below the lower window level
- Are not to interfere with other students sitting in their seat.
- Must keep the aisle and emergency exits clear, per state law.

Students are not to bring toys, electronic devices, collectible cards, laser pointers, balloons or other distracting items to school or onto the bus. Any items needed for a school project, etc. should be kept in the students backpack. Items that do not fit in the backpack may not be transported. FTCSC is not responsible for loss, damage or theft of electronic devices or other items brought onto the bus.

BUS RULES

The bus is an extension of the school therefore; students are expected to follow the same rules that apply in a classroom. In addition, students are expected to follow the Bus Discipline Plan listed below: Failure to follow the Bus Discipline Plan may result in a loss of bus riding privileges:

Expectations for Riding a FTCSC Bus:

- Follow directions first time given
- Treat other riders with respect and consideration to safety
- Be at the designated stop prior to the bus arrival
- Go straight to assigned seat and remain seated while bus is in motion (use seatbelt if applicable).
- Keep all items in a bag that is small enough to be held in the lap. All items must be maintained in the space of your child's seat and may not be in the aisle or impede into the space of others. If allowed at your school electronic devices, food, gum or drinks are to be kept in the backpack.
- Be responsible for your belongings; items that could be lost damaged or stolen are not the responsibility of FTCSC.
- Ask before putting windows down.
- Keep hands feet and objects to yourself and inside the bus.
- Use kind words and talk with appropriate voice levels.

INFRACTIONS THAT WILL RESULT IN IMMEDIATE SUSPENSION FROM THE BUS:

- Verbal or physical abuse of students or staff
- Destruction or vandalism
- Possession of sprays, combustibles, tobacco, alcohol, drugs or weapons (guns, knives, lighters, etc.)

BUS DISCIPLINE ACTION PLAN

Please be aware that the following is just a guideline. Serious infraction may dictate a more severe action. When able, the driver will verbally warn the student and or move seats. After that, the driver is instructed to follow the discipline plan as outlined:

1. **WARNING:** No time off the bus – Form sent home for parent awareness only
2. **FIRST ACTION:** One day off the bus - Form sent home
3. **SECOND ACTION:** 3-10 days off the bus - Form sent home
4. **THIRD ACTION:** Up to remainder of year off the bus -Form sent home

*** Students riding the Friday 3:30 school bus are under a zero tolerance policy.**

Any Form sent home will have two sheets. The white copy is for the parent/guardian to keep. **The yellow requires a parent/guardian signature and is your child's pass to get back on the bus.** This ensures the Transportation Department and school that you are aware of the incident.

FTCSC staff will use all means possible to investigate discipline complaints. Video viewing is done by FTCSC transportation staff and building principals/deans. However, to protect the privacy for ALL FTCSC students we do not allow parents to view video.

Parents may contact the Transportation Office at 317-862-2314 with any transportation concerns.

COUNSELING DEPARTMENT

FCHS COUNSELING DEPARTMENT

317-862-6646

Christy Addison.....	School Counselor
Rebecca Fledderman	School Counselor
Tami Jacobs.....	School Counselor
Tim Siegert.....	School Counselor
Ellen Simpson.....	School Counselor
Wendy Ternieden.....	School Counselor
Gretchen Brooks.....	Director of Guidance

The goal of Franklin Central High School's Counseling Department is to provide a comprehensive, developmental counseling program addressing the academic, career and personal/social development of all students. The school counselors at Franklin Central are professional school advocates who provide support to maximize student potential and academic achievement. The Counseling Department will make every effort to ensure that all students have a successful academic career by helping students overcome personal and social problems that interfere with student learning and school attendance. Counselors will facilitate communication with parents, teachers, students and community agencies to enhance student success.

The Counseling Department will serve students and parents through programs that address educational assessment, career development, scholarship opportunities and college selection. Counselors will meet frequently with students to help them take full advantage of school programs and activities, thereby allowing them to become the most sought after graduates by colleges, universities, and the world of work.

NAVIANCE

Naviance is a college, career and scholarship database that is available to all Franklin Central students. In addition to providing students with a list of scholarship opportunities, the ability to conduct online college searches, access to career interest inventories and access to college admissions data, Naviance is also a communication tool between students and their counselor. The guidance office helps students register for Naviance during their freshman year. If your child does not remember his or her password for Naviance, it can be reset at the Naviance website.

The Naviance website is www.connection.naviance.com/fchs

GRADING SYSTEM

Individual grading cards are distributed each nine-week period. The grade sheet bears a nine-week, examination, and a semester grade.

- The grade "A" represents work of definitely superior quality. It is definitely the honor grade.
- The grade "B" represents work of high quality clearly above average.
- The grade "C" represents work of average quality and is given to that large group of substantial students who do average work.
- The grade "D" represents work, which is clearly below the average but above failure.
- The grade "F" represents work that is not of an acceptable quality.
- The grade "Withdraw" (W) is given to students who withdraw without penalty from a class. Any withdrawal must have the approval of an administrator.
- The grade "Withdraw Failure" (WF) is given to students who withdraw with a failing grade from a class. Any WF grade must have the approval of an administrator.

For purposes of eligibility, honor roll, GPA, and class ranking, the following grade-point values will be used: A (4.0), A- (3.667), B+ (3.333), B (3.0), B- (2.667), C+ (2.333), C (2.0), C- (1.667), D+ (1.333), D (1.0), D- (.667), F (0). For GPA and class ranking, weighted semester grades of C- or better will gain an additional .667 grade points.

GRADING SCALE

93 – 100	A	73 – 76	C
90 -- 92	A-	70 – 72	C-
87 -- 89	B+	67 – 69	D+
83 – 86	B	63 – 66	D
80 -- 82	B-	60 – 62	D-
77 -- 79	C+	0 – 59	F

HONOR ROLL

Honor Roll is determined each grading period using the student's unweighted 9 weeks GPA. Students must be enrolled in five (5) solid subjects before being eligible for Honor Roll. Any grade lower than a C- disqualifies a student from Honor Roll.

High Honor Roll.....A average for grading period

Honor Roll.....B average for grading period

GPA AND CLASS RANK

GPA and class rank are calculated using a student's weighted semester grades. Weighted grades of C- or better receive an additional 0.667 grade points in these calculations. Students will receive a final GPA and class rank after they have completed eight semesters of school and graduated.

Valedictorian and Salutatorian

The valedictorian and salutatorian of the graduating class will be determined by grade point average and class rank at the end of seven semesters.

CHANGE OF SCHEDULE

Change of schedule days are assigned and given to students during the scheduling process. After early June, approved schedule changes will be made only for the following reasons:

- (1) Correct computer errors
- (2) Remove conflicts in the student's schedule
- (3) Correct level placement
- (4) Medical grounds
- (5) Other exceptions, as approved by an administrator

Please refer to the Course Catalog on the Franklin Central High School website for further detail on student scheduling guidelines.

GRADUATION POLICY

To receive a high school diploma, a student must have satisfactorily completed the graduation requirements as set forth by the State Department of Public Instruction and Franklin Central High School. The Franklin Township Board of Education has adopted a Graduation Policy that states that seniors, beginning with the Class of 2010, will be allowed to participate in the commencement ceremony and receive a diploma ONLY if they have earned credit in ALL required classes (minimum 43 credits) AND have passed all required End of Course Assessments or have completed an Alternative Graduation Pathway as set forth by the Indiana Department of Education. Students earning credit in all required classes (minimum 43 credits) who have not passed all required End of Course Assessments may participate in the commencement ceremony and receive a Certificate of Completion.

FOREIGN EXCHANGE STUDENTS

Franklin Central High School accepts each year a limited number of students from foreign exchange programs, which are approved by the Indiana State Department of Education. These students live with families in the Franklin Township school district and attend Franklin Central as a cultural exchange. Foreign Exchange students will be enrolled as juniors and will not be eligible to participate in graduation.

GRADPOINT CREDIT RECOVERY

Students may be assigned to the GradPoint Computer Lab for the purpose of taking a course that they have previously failed in order to recover the credit for the course. GradPoint courses require that a student has taken the course previously. **Assignment is given only with approval of the Franklin Central Guidance Department.**

SUMMER SCHOOL

When available, students may consider attending summer school for credit recovery in order to keep the student on track to graduate. Students may take one class during the summer school session at Franklin Central High School. Students registering for summer school at another school must first obtain approval from their counselor before enrollment.

ON-LINE COURSES

In certain circumstances, students may take approved on-line courses to apply toward their graduation requirements. Permission to take on-line courses must be granted by the principal/designee prior to taking the course.

POSTSECONDARY CREDIT

Under certain circumstances, students in grade 11 and 12 are allowed to take classes at an accredited college or university and also receive high school credit. Information about this option is available from the guidance director.

RESIDENCY AND EDUCATIONAL RIGHTS

If your family is in an extreme living situation such as: living in a motel, car, campsite, shelter, temporary housing, combined housing, public places, etc., you could qualify for the McKinney-Vento (homeless) Act. Please contact your school counselor to discuss ways we can possibly support your situation.

ACCESS TO STUDENT RECORDS

STUDENT RECORDS

A "student's record" consists of all official records, files, and data directly related to a student and maintained by the school, intended for school use, or to be available to parties outside the school. Such record encompasses all the material incorporated in the student's cumulative folder and includes but is not limited to general identifying data, records of attendance and of academic work completed, records of achievement in the school curriculum and on standardized achievement tests, results of other evaluative tests (including intelligence, aptitude, psychological, and interest inventory tests), school discipline and health data.

1. Students may obtain copies of their transcript at no charge through August of their graduation year.
2. After that time they will be charged a fee of \$2.00 for each transcript.
3. Such records shall be the property of the school system. Access to, correction, and disposition of student records is governed by the following policy
 - a. **Right of Access.** A parent/guardian of a student who is under age of eighteen (18) years and is either currently enrolled in, or the student's records are otherwise maintained by, the school system, has a right to inspect and review such student's record or any part thereof.
 - b. **Manner of Exercising Such Rights.** Such rights shall be exercised by presenting a written request to the office of the superintendent or his designee. The request shall specify the specific records which the parents wish to inspect or examine. In the event the school cannot determine the exact records as described, the designated school employee will immediately contact the parents by letter to determine the desired scope of records to be inspected.

Such inspection shall be made during reasonable business hours determined by mutual agreement between the school employee and the parents, but in no event shall be more than ten (10) school days after submission of the written request. A school official shall be present during any such inspection to assist in the interpretation of the records where they reasonably require professional interpretation.

- c. **Records Involving More Than One Student.** Where the records requested include information concerning more than one student, the parents shall either receive for examination that part of the record pertaining to their child, or where this cannot reasonably be done, be informed of the contents of that part of the record pertaining to their child.
- d. **Students Over 18 Years of Age.** Whenever a student has attained eighteen (18) years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to parents under this policy, shall thereafter only be required of and accorded to the student.

MEDIA CENTER

The FCHS Media Center and FA Media Center house library books, magazines, newspapers, and audiovisual materials such as videos, DVDs, audiobooks, eBook readers, flip cameras, etc. Audio-visual equipment may be borrowed by teachers or students for use in the classroom.

Most media center books may be borrowed for two weeks with an overdue fine of five cents per school day. A total of four items may be borrowed at one time. Audiovisual materials which are borrowed overnight by students for research purposes are due the first period of the following school day. The overdue fine for videos, DVDs, audiobooks, eBook readers and cameras is \$1.00 per day. Students are responsible for all materials borrowed against their account.

Computer stations are available for homework, practicing keyboarding skills and research. Internet research is available and FCHS students have access to a wide range of databases to be used for student research. These databases are located on the Destiny Shortcut when accessing from school. To access databases from home, students must have the database password. Complete directions are available in the FCHS Destiny Homepage via the district website.

Study hall students must first report to their assigned study hall to get a pass to visit the media center. A report of their attendance will be sent to the study halls. Students must remain in the media center the entire period and will not be allowed to visit lockers or restrooms without a pass from media center staff. Students entering the media center from a class must have a research pass from the teacher sending them. Students may visit the media center during their designated lunch block without a pass, but they must arrive by the lunch bell and stay in the media center for the entire lunch block.

The media center maintains an atmosphere conducive to individual study and learning for all students present. Students misusing the media center will be written up and returned to study hall for one week. The second offense in a nine-week grading period may result in the student's loss of media center privileges for up to nine weeks. Future offenses may also result in loss of privileges up to nine weeks.

WORK PERMITS

Any young person between 14 and 17 years of age who is employed must secure an employment certificate (work permit). Employment certificates are issued through the Main Office. Students should obtain an Intent to Employ form from your future employer or the Main Office. Return the Intent to Employ form with all information completed and the signatures of the employer, your parent or guardian and yourself. Bring in your BIRTH CERTIFICATE with your Intent if you have not applied for a work permit at Franklin Central before. If your Intent and Birth Certificate are brought into the Main Office before 8:00 a.m., your work permit will be processed the same day. If it is brought in after 8:00 a.m., please do not expect it until the following day. A child may hold more than one (1) employment certificate at a time. However, a child who holds more than one (1) employment certificate at a time is subject to the same total work hour and day restrictions of a single permit. **PLEASE NOTE:** If you have previously had a work permit, your **TERMINATION NOTICE** from the previous employer must be received in the main office before a new work permit can be issued. Please remind your employer to mail the termination notice to Franklin Central when you terminate your employment. It is your employer's responsibility to do this. You may, with your employer's consent, hand carry the termination notice to the main office. We cannot call employers to obtain a termination date. We must have the termination notice to mail to the Department of Labor. Please check the back of your work permit for the appropriate hours you are permitted to work for your age.

The Indiana Child Labor Law (IC. 20-33-3-20) states: **“An employment certificate may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in any of the following since the issuance of the permit”:**

- The student’s grade point average
- The student’s attendance at school

A minor whose work permit is revoked is entitled to a periodic review, to be conducted not less than once per school year, to determine whether the revocation should continue. If upon review the issuing officer determines that the minor’s grade point average or attendance, or both, have improved substantially, the issuing officer may reissue a work permit to the minor.

THE ISSUING OFFICER MAY DENY A WORK PERMIT TO A MINOR:

- Whose attendance is not in good standing, as determined by the school; or
- Whose academic performance does not meet the school’s standards.

The denial of a work permit may be appealed to the principal or designee of the school that the minor attends. The work permit may then be issued or denied at the discretion of the principal or designee.

A minor may appeal the revocation of a work permit or the refusal to reissue a work permit upon review to the principal or designee responsible for the appointment of the issuing officer. The work permit may then be issued or the revocation continued at the discretion of the principal or designee.

An issuing officer who revokes a work permit shall immediately send written notice of the revocation to the minor’s employer.

PICTURE TAKING AT SCHOOL FUNCTIONS

PARENTS: We respectfully ask that you refrain from using your camera or smart phones to take pictures of children other than your own while at school or at school related functions. We like to respect the privacy of all of our students and families.

MEDIA REQUESTS FOR STUDENT PHOTOS AND NAMES

The Franklin Township Community School Corporation is often asked by local newspapers, television stations and web news sites to supply photographs and names of students involved in a variety of activities, clubs and special events. We release this information to those outlets unless a refusal is on file for the current school year. You have the right to request that the school not disclose any or all information. **If you do not wish for your child’s name and/or identifying information or photo to appear in any school or school related publication or announcement, please notify your child’s principal in writing within 14 days of the start of the school year or within 14 days of enrolling your child. If submitted after the first 14 days of school or enrollment the school will make an effort to withhold publications, but no guarantees will be made due to productions that may have occurred prior to the request.**

FTCSC POLICE DEPARTMENT

There are three ways to submit anonymous tips to

CRIME STOPPERS

BY PHONE:

- 317-262-8477 (TIPS)
- 1-800-222-8477 (TIPS)
- Phones are answered 24 hours a day.
- No caller ID.
- Will not ask your name.

ON LINE:

- Secure anonymous online form @ CrimeTips.org
- Available 24 hours a day.
- Online identifiers removed.
- Two-way online dialogue with Crime Stoppers



BY TEXT MESSAGING:

- Text "INDYCS" + message to 274637 (CRIMES)
- Secure texting
- Available 24 hours a day.
- Phone number removed.
- Two-way anonymous texting with Crime Stoppers.

Crime Stoppers now has a mobile application for tipping. Search the Apple or Android stores for P3tips and then download the free app. You will be able to submit your tip with any photo's or video you want to attach. You can always submit tips by calling 317-262-TIPS (8477) or 1-800-222-TIPS (8477) or go to our website www.CrimeTips.org and submit a web tip. All ways of tipping keep you anonymous

ATTENDANCE

Franklin Central High School encourages all students to attend school daily. Parents will receive electronic correspondence via email after the fifth absence. **After the ninth absence, the parent will be sent a letter informing them that their student's number of absences is excessive.**

Student attendance will be reviewed by the Attendance Dean and a meeting will take place between the student and the attendance dean to discuss strategies for improving attendance. Appropriate consequences may be issued at that time. Students that continue to accumulate absences will need to provide documentation and there may be a loss of credits.

Parents are strongly encouraged to utilize Infinite Campus to monitor their student's attendance, as well as academic progress.

Only a Parent or Legal Guardian are permitted to call as student in as absent or to leave school early.

- Absences that **count** towards the eight-day attendance policy:
 - Absent unexcused
 - College Visit
 - Medical Appointment with no verification from doctor
 - Driver Test
 - Family Emergency
 - Funeral
 - Illness (excused—called in by parent)
 - No Call—unexcused
 - Other—excused
 - Pre-Arranged absence—excused
 - Runaway
 - Truant
 - Vacation
 - Clinic
- Absences that **do not count** towards the eight-day attendance policy:
 - Out-of-School Suspension
 - In-School Suspension
 - Court Appearance (verified by the Court)
 - Field Trip
 - Juvenile Detention
 - Poll Worker (when properly arranged and verified)
 - Military Appointment
 - Medical Appointment verified by the doctor
 - Illness verified by note from the doctor
 - Office
 - Homebound
 - Legislative Page

In order to maintain your records properly, please follow these steps:

1. If possible, have a parent/guardian call in for you on the day of your absence. If this is not possible, bring a note the following day. The note should have the reason for your absence, the date of your absence, your parent/guardian's home and work telephone numbers and a valid signature. Failure to adhere to this policy will result in an unexcused absence. (All forged notes will become a discipline matter).
2. Upon return to school, **if your parent/guardian called or if your absence was properly prearranged**, please report directly to class. If you are unsure whether we received a telephone call, please stop by the attendance office between 7:35 and 7:50 to clarify your absence.
3. Upon returning to school **if your absence is unexcused**, please report to the attendance office between 7:35 and 7:50 a.m... With a note from your parent or guardian.
4. Students leaving the building for doctor's appointments are encouraged to get their pass between 7:35 and 7:50 a.m. from the attendance office. **All students must sign out of the building before leaving for their appointment.** Also, all students must sign back into the building upon return from their appointment. Students must bring a note from their health care giver to validate the absence. The sign in/out sheet will be in the attendance office. In order to assure the student can be retrieved in a timely fashion, all students leaving for a doctor's appointment need to inform the school at least two hours prior to the appointment. It is recommended that students provide a written note.

An absence from school is either excused or unexcused.

The following are **EXCUSED ABSENCES**:

1. Personal illness (students are not permitted more than five [5] consecutive excused absences without a written doctor's excuse)
2. Death, or serious illness in the family, or extreme family emergencies
3. Attendance at funerals of relatives when **properly arranged**
4. Medical and dental appointments when **properly medical documentation**
5. Working as a page in the state legislature or as an official at the election polls when properly prearranged
6. Prearranged absences.

When a student is absent from school for one of the above reasons, a parent or guardian must call the attendance office 317-803-5535 or fax 317-803-5546 the day of the absence to ensure that the student's name is marked excused on the daily attendance sheet. Notes written by the parent or guardian will be accepted upon the student's return. If the parent or guardian does not contact the school either by phone or by note, the absence will be recorded as unexcused.

Excused absences in excess of five (5) consecutive days require documentation such as doctor or dental appointment slips, obituary notices, subpoenas to appear in court, or other documentation of a similar nature.

To be excused to work at the polls for any election, a form must be filled out and signed by a parent. This form must be obtained and **confirmed** by the attendance secretary **prior** to Election Day. After working at the polls, students should return the bottom half of the form, signed by a person in charge at the polls, to the attendance office.

Sections A through E below give further explanation of some types of excused absences.

A. Prearranged Absences

Permission to participate in school sponsored field trips, religious events, educational activities, trips with the immediate family, and other special activities which require a student to be absent from school may be granted if they are prearranged, fully documented in writing, and approved by the principal or designee. The principal's decision to grant permission for the student to be absent from school without penalty will be based on the following:

1. The overall attendance record of the student
2. The overall academic record of the student
3. Is the absence at a time convenient for both the student and the school?

These absences must be arranged well in advance by the parent or guardian and fully documented before they can be approved an administrator.

Prearranged absences will NOT be granted during the weeks before and after fall, winter and spring recesses if such absences include the day before or after either holiday period. No prearranged absences will be granted during the week of semester final exams.

B. School-wide Funeral Arrangements

Students wishing to attend the funeral need to present written permission from their parent or guardian. The attendance office will issue a pass to be shown to the appropriate teacher when the students are released at the designated dismissal time.

C. Dental and Medical Appointments

When a student has a dental or medical appointment, he/she must bring a note from his/her parent or guardian (or telephone call from parent or guardian). The note should be dated and state the time, which the student needs to leave the building. The student, upon return to school, must bring a note from his/her health care provider verifying the appointment. Medical and dental notes must be turned in to the attendance office within two (2) weeks in order to fully excuse the absence. Students must sign out and in through the attendance office.

D. Minimal Attendance for Participation in Activities

Students must be present at school a minimum of four (4) periods of the school day or of the day before (Saturday) to participate in his or her next extra-curricular activities event. Truancy during any part of a school day is cause for loss of participation in extra-curricular activities.

E. Truancy Court

When it appears that a student's attendance patterns are becoming such that they may have a negative effect on school success, a conference may be held to discuss strategies to improve attendance. If appropriate, a referral will be made to Truancy Court. Both parent and student will be slated to appear. Students beyond the age of involvement with the court may be asked to sign an attendance contract with which they must adhere to or be withdrawn/expelled.

UNEXCUSED ABSENCES result from but are not limited to the following:

1. No call or note from a parent or guardian on the day of the absence by the date of return.
2. More than five (5) consecutive excused absences (times, not days) per semester without a written doctor's excuse.
3. Cutting classes or leaving school or class for any part of the day without authorization.
4. Oversleeping, car trouble, and other absences determined by the administration to be unjustified.

ADMIT SLIPS

Students arriving late to school must check in with the attendance office at the high school or freshman academy to obtain an admit slip.

If a parental/guardian call was received on the day of the absence or if the absence was prearranged, the student is not required to report to the attendance office, but should report directly to his/her first period class. The student may make up tests and classroom assignments to the extent which makeup work is reasonable for both the teacher and student.

MAKE-UP WORK

It is the student's responsibility to make arrangements to complete homework assignments and tests at the convenience of the teacher. This process should be done in such a manner that does not interfere with the normal teaching process

Parents are strongly encouraged to utilize Infinite Campus to monitor their student's attendance, as well as academic progress.

HABITUAL TRUANT

Students who accumulate ten or more unexcused absences in one school year are considered to be a "habitual truant." Habitual truants are ineligible for driver's license or learner's permits under IC 20-33-2-11. Habitual truants may also be expelled from school according to the Franklin Central Student Conduct Code.

FINAL EXAMS

Each student in attendance shall have the opportunity to take final exams. If a student misses a final exam due to an excused absence, a zero will appear on the report card for the final exam grade and the grade will be calculated accordingly. The student may come in to make up the final exam. The teacher will then recalculate the grade with the final exam score. All final exams must be made up within **five schools days** unless an alternative plan has been made with the individual teacher. **No semester exams will be not early given due to test security.**

ILLNESS DURING SCHOOL HOURS

If students become ill during class, they should ask the teacher for a pass and report to the health clinic. If students become ill between classes they should ask the next period teacher for a pass and report directly to the health clinic unless the situation is an extreme emergency.

Restroom facilities, beds and adult assistance are available in the health clinic. If students become seriously ill or have a personal physical problem, that office is where they belong and where they can receive assistance. If students are ill to the extent that it is necessary to go home, a supervising adult must obtain parental permission before students are allowed to leave the building. The absence from class counts against the eight-day attendance policy.

If students are absent from class or leave the building without reporting to the health clinic and complying with these requirements when ill or indisposed, the absence will be treated as a cut/truancy and students will be disciplined accordingly.

COLLEGE VISITS

While FCHS encourages students to take advantage of college visitations, they should be planned for school breaks, holidays and/or weekends whenever possible in order to avoid school absences that will count toward eight-day attendance policy.

TARDINESS

A student is considered tardy to any class when he/she arrives after the passing period bell, without a valid excuse, and within the first 20 minutes of class. Arrival after 20 minutes will result in a recorded unexcused absence. **This includes first period.**

The teacher will apply these corrective measures to all tardies.

- If tardiness exceeds three (3) in number during the semester and the teacher has applied corrective measures, the teacher will submit a tardy referral to the attendance office showing the number of tardies, the dates of the tardies, and the corrective measures which were attempted.
- After the student has been properly referred, the student will be assigned a detention for each of the fourth (4th) tardy and fifth (5th) tardies. For each of the sixth (6th) and seventh (7th) tardies, the student will be assigned a Friday School.

Failure to respond to these measures (continued tardiness) will result in out-of-school suspension.

First Period Tardiness – All students arriving late to first period must receive a pass from the tardy room and/or attendance office.

Hall Freeze - Franklin Central will continue to have "Hall Freezes." The guidelines for Hall Freezes are as follows:

1. Students not in the classroom when the bell rings will be directed to the cafeteria.
2. Each tardy student will be automatically assigned a detention. Failure to serve the assigned detention will result in a more severe consequence.
3. If you have any questions, please see one of the administrators.

Tardiness of Students Who Drive or Ride to School - Students who provide their own transportation to school or ride to school with others who are tardy will be required to correct the problem. Failure to comply with this requirement could result in loss of driving privileges and/or suspension from school.

Car problems, bad weather, oversleeping and difficulties of a similar nature will NOT be excused. It is the responsibility of the students to assure that they arrive to class on time.

STUDENT CONDUCT CODE

FRANKLIN CENTRAL HIGH SCHOOL'S EXPECTATIONS

Respect – Show Pride in Our School Culture and Community

Accountability – Do the Right Thing

Safety – Making Choices Which Prevent Others from Being Harmed

In order for each Franklin Central student to have a clear understanding of what is or is not expected from him or her, the following guidelines for student behavior are outlined. For each offense there will be disciplinary action taken which may include suspension or expulsion from school. Withholding of information concerning student(s) infractions is a violation of this code. **The administration will determine the severity of disciplinary actions to be taken for any offense.**

WHERE?

The following infractions could take place:

- A. In the school building or on its grounds
- B. Traveling to or from school
- C. Off school grounds at a school function
- D. Traveling to or from a school function

WHEN?

The following infractions could take place:

- A. Before, during or after school
- B. Before, during, or after any school function
- C. Any time at school
- D. Before, during, or after school or school function, riding a bus
- E. Before, during or after school or school function, riding in a car

WHAT?

1. **WEAPONS** - In Possession of, Transmitting, Selling and/or using Weapons; Being with someone who has, transmits, sells or uses a weapon; or Knowledge of Deadly or Dangerous Weapons...for example:
 - A. Knife
 - B. Blackjack
 - C. Gun
 - D. Toy Gun
 - E. Water gun of any type
 - F. Pellet Gun
 - G. BB Gun
 - H. Bullets
 - I. Brass Knuckles
 - J. Mace/Pepper Spray
 - K. Any chemical spray propellant

Because the FTCSC believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the school administration. Failure to report such knowledge is a violation of this code.

2. **THEFT / VANDALISM** - Breaking into belongings, stealing from, or vandalizing any property or aiding or assisting another student in breaking into belongings, stealing from, or vandalizing any property belonging to students, teachers, administrators, substitute teachers, student teachers, guests in the building, security people, support staff, any vehicle, school grounds, or the school itself
 - A. Stealing
 - B. Destroying
 - C. Defacing

- D. Writing on
 - E. Painting on
 - F. Carving on
 - G. Breaking
 - H. Damaging
 - I. Tearing
 - J. Burning
 - K. Using bodily waste inappropriately
 - L. Being a lookout for offenders
 - M. Misusing
 - N. Helping someone in any way to do these things
3. **DRUG /ALCOHOL** -Possessing, Transmitting, Being under the Influence of or Withholding Information about:
- A. Marijuana
 - B. Alcoholic beverage
 - C. Someone else's prescription medication
 - D. Non-prescription drugs, unless properly authorized.
 - E. Narcotics
 - F. Amphetamine
 - G. Hallucinogen
 - H. Inhalant
 - I. Barbiturate
 - J. Intoxicant of any kind
 - K. Lighters or matches
 - L. Paraphernalia for drugs or tobacco
 - M. Any other substance that is controlled/illegal, or represented to be
 - N. Improper use of prescription drug
- Withholding of information about student(s) possession, use and/or transmission of drugs, alcohol, paraphernalia and look-alikes is a violation of this code.
4. **TOBACCO** - Possession/use of smoking materials, tobacco products or vaporizers (i.e. cigarettes, chewing tobacco, lighters, electronic cigarettes, nicotine or other vaporizer paraphernalia, etc.).
5. **FIGHTING** - Fighting: Engaging in a physical contest or struggle with one or more persons, in the course of which punches are thrown or any part of the body is used either aggressively or in retaliation for the purpose of restraining or inflicting injury or pain upon another. The definition of self-defense per Franklin Township Community School Corporation is a reasonable and non-aggressive way to defend oneself against an aggressor.
6. **BULLYING** - Franklin Township Community School Corporation prohibits bullying in all forms. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest and/or prosecution. "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:
- A. places the targeted student in reasonable fear of harm to his or her person or property;
 - B. has a substantially detrimental effect on the targeted student's physical or mental health;
 - C. has the effect of substantially interfering with the targeted student's academic performance; or
 - D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities or privileges provided by the school.

Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor or administrator (including the Corporation Lead Administrator). All staff, volunteers and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Corporation Lead Administrator. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, staff members, visitors or volunteers who make false reports of bullying.

7. **INTIMIDATION / HARRASSMENT (Student/Staff)** - Placing another person in fear of physical harm through actions or words.
8. **GROSS INSUBORDINATION / DEFIANCE** - Continued refusal to obey a teacher's or staff member's order or direction in an emotionally charged or volatile situation, or involving the safety of people. Failure to comply with a reasonable request may be considered gross insubordination.
9. **INTERNET ABUSE / TAMPERING WITH COMPUTERS** - Any misuse or abuse of telecommunications privileges, including but not limited to acceptable use privileges, access, etiquette, security, disk use, and vandalism determined by the Internet use committee; using a device in any manner other than its intended educational purpose.
10. **BATTERY** - The act of touching another person in a rude, insolent or angry manner, which could potentially result in injury.
11. **VERBAL/RACIAL ABUSE (STUDENT)** - The use of foul, lewd or offensive language or gesture against a student.
12. **VERBAL/RACIAL ABUSE (STAFF)** - The use of foul, lewd, threatening or offensive language or gestures against a staff member/adult.
13. **SEXUAL HARRASSMENT** - Unwelcome sexual advances, requests for sexual favors, and any other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student.
14. **IMPROPER SEXUAL CONDUCT** - Engaging in improper sexual conduct, making improper sexual advances or contact, either with part of the body or with an object. Also, sending, sharing, viewing or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
15. **FAILURE TO COMPLY** - Failing to comply with school personnel when under school jurisdiction.
 - A. Disruption of class
 - B. Noise
 - C. Disrespect
 - D. Defying
 - E. Threatening
 - F. Ignoring
 - G. Disobeying school rules, classroom rules or oral directions
 - H. Failing to accept assigned punishment
 - I. Refusing to identify self
 - K. Forging
 - L. Running/horseplay
 - M. Lying
 - N. Leaving school without permission of an administrator
 - O. Driving to school without proper permit or permission from administration

- 16. INDECENT EXPOSURE** - The intentional act of exposing private parts of the body in a lewd or indecent manner in a public place.
- 17. PROFANITY / OFFENSIVE LANGUAGE** - Use of profanity, offensive language or inflammatory actions that could create a disturbance:
- A. Swearing/ Cursing
 - B. Using degrading racial, ethnic, religious or sexual words or phrases
 - C. Obscene gestures, noises, gang signs/signals
 - D. Wearing clothing that is profane, sexually suggestive, advertising or alluding to drugs or alcohol, or any attire that is inappropriate for the school setting.
- 18. EXPLOSIVES** - Possessing, selling, transmitting or giving away any explosives, fireworks, or incendiary devices or objects, for example:
- A. Smoke bombs
 - B. Firecrackers
 - C. Stink Bombs
 - D. Poppers
 - E. Chemical explosives
- Withholding information about such items is a violation of this code.
- 19. TARDIES / FOGERY / Truancy** - Tardiness, cutting class, forgery, false reporting of attendance, truancy, or helping someone else to cut class, forge, or be truant.
- 20. UNEXCUSED ABSENCE:** Cutting class, missing one or more periods
- 21. FALSE REPORTING / EQUIPMENT TAMPERING** - Setting off a fire alarm, calling in a false alarm (fire or bomb), encouraging or helping another student set off or call in a false alarm (fire or bomb), or spreading rumors of a fire or bomb. Setting fires at school or any threat to the school, staff or students.
- 22. CHRONIC / HABITUAL OFFENDER** - Being a chronic or habitual offender. A review of a student's behavior and academic record will be made by the administration at the 10th violation of the discipline code (fewer if offenses are of a serious nature).
- 23. UNLAWFUL RETURN** - Returning to school or a school function for any reason while serving an out of school suspension
- 24. UNLAWFUL ENTRY** - Going into unauthorized areas in or on the school building, helping, or encouraging another student to go into unauthorized areas in the school building:
- A. Bookstore
 - B. Departmental offices
 - C. Teachers' restroom
 - D. Into upper level of building through the ceiling or roof
 - E. A class when or where the student is not assigned
 - F. Cafeteria kitchen
 - G. Custodians' work area
 - H. The carpeted area during student's assigned lunch times
 - I. Any other area where not assigned
 - J. Leaving school building without permission
 - K. Loitering outside the school building
- 25. TRESSPASSING** - Going into or being in or on the school or grounds without proper supervision
- 26. PROHIBITED USE OF KEYS** - In possession of, transmitting, stealing, selling, giving away, replicating keys
- 27. GAMBLING** - Any form of gambling by students is strictly prohibited. Students are also prohibited from the unauthorized selling, buying trading of ANY items including to/from school.

28. PROHIBITED USE OF ELECTRONICS - Unauthorized possession and/or use on school grounds during school hours of an electronic communication device (ECD), handheld portable cell/cell camera phone, pager, text-messaging device, music device, PDA, etc.

- A. Use of these devices is prohibited except in the hall during passing period or in the cafeteria during a student's lunch block. Items are to be turned off during class time (between passing periods) and are subject to being confiscated.
- B. Students are prohibited from using ECDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
- C. The use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool.
- D. Recording, possessing, and/or transmitting any images of a violation of the school handbook policies is considered a violation of this code.
- E. Where reasonable suspicion exists, school officials may examine electronic devices for evidence of student conduct code violations.
- F. Confiscated electronic devices may only be returned to parents/guardians. Confiscated items will be held for one to thirty days, depending on circumstances surrounding the confiscation (level of cooperation, number of times confiscated, etc.).
- G. While every effort is made to safeguard confiscated items, the school and school corporation are not responsible for damage or disappearance of any confiscated item. Students are expected to ensure that electronic devices are not to be brought to school. School employees and/or school officials are not responsible for lost/stolen electronic devices.

29. UNAUTHORIZED TRANSPORT - Driving, riding or transporting students to and/or from C-9 without permission.

30. RECKLESS DRIVING - Driving in an unsafe manner or breaking any laws having to do with driving.

31. CHEATING - Use of any unauthorized assistance, or giving unauthorized assistance to another student, in the completion class assignments/tests.

32. PLAGIARISM - Claiming to be the author of material that someone else actually wrote or the use of another's production without crediting the source.

33. SUBSTANTIAL DISRUPTION TO THE SCHOOL PROCESS - A violation of any school rule which causes a substantial disturbance to the learning environment or safety of students, staff or others.

In an effort to insure every student with a quality education, void of distractions, the following guide has been created to help parents and students understand the general progression of consequences for infractions found on pages 26-30 of this handbook. Details of any discipline assigned will be at the discretion of school administration.

OFFENSE	1ST	2ND	3RD	4TH
Possessing, Using, Selling or Giving Away Weapons (#1)	Police Referral Expulsion			
Stealing or Possession of Stolen Goods over \$100 (#2)	Police Referral Expulsion			
Stealing or Possession of Stolen Goods Less than \$100 (#2)	Restitution 3 Days OSS Police Referral	Restitution 5 Days OSS Police Referral	Expulsion Police Referral	
Malicious Damage to School or Other's Property at School Less than \$100 (#2)	Restitution OSS 3 Days	Restitution 5 Days OSS	Expulsion	
Malicious Damage to School or Other's Property at School More than \$100 (#2)	Pay Damage Expulsion			
Possession, Using, Stealing or being under the Influence of Drugs/Alcohol (#3)	Police Referral Expulsion			
Smoking, possession of Tobacco or vaporizer (#4)	Warning/Fine 1-3 Days ISS	Fine 3 Days OSS Revoke driving privileges	Fine 5 Days OSS	Expulsion
Fighting (#5)	10 Days OSS Police Referral	Police Referral Expulsion		
Bullying (#6)	3 Days OSS Police Referral	5 Days OSS Police Referral	Expulsion	
Intimidation (#7)	Police Referral 5 Days OSS	Police Referral Expulsion		
Gross Insubordination (#8)	3 Days OSS	5 Days OSS	Expulsion	
Internet Abuse/Tampering with Computers (#9)	3 Days OSS Loss of Internet Privileges	5 Days OSS	Expulsion	
Battery (#10)	Police Referral Expulsion			
Verbal, Racial Abuse to a Student (#11)	1-3 Days ASD/ISI/Oss	1-3 Days OSS	3-5 Days OSS Police Referral	Expulsion
Verbal, Racial Abuse to Staff (#12)	3 Days OSS	5 Days OSS	Expulsion	
Sexual Harassment/Abuse (#13)	5 Days OSS Police Referral	Expulsion Police Referral		

OFFENSE	1ST	2ND	3RD	4TH
Improper Sexual Conduct, Advances, Contact (#14)	3 Days OSS Police Referral	5 Days OSS Police Referral	Expulsion Police Referral	
Failure to Comply (#15)	Detention 1-3 Days ISI	1-3 Days OSS	5 Days OSS Behavior Contract	Expulsion
Indecent Exposure (#16)	5 Days OSS	Expulsion		
Profanity, Offensive Language (#17)	Detention 1-3 Days OSS	1-3 Days OSS	5 Days OSS	Expulsion
Possessing, Using, Selling, Giving Away Explosives or Fireworks (#18)	Expulsion Police Referral			
Cutting Class, Forgery or Truancy (#19)	Detention 1-3 Days ISI	1-3 Days OSS	5 Days OSS	Expulsion
Unexcused Absence (#20)	Detention	FNS	1 Days ISS	OSS – Parent Meeting
Setting Off Fire Alarm, Calling in false alarm or bomb threat or spreading rumors of a fire or bomb, school threat (#21)	Expulsion Police Referral			
Chronic or Habitual Offender (#22)	Expulsion Recommended			
Returning to school or school function while serving an out of school suspension (#23)	Police Referral OSS	Expulsion		
Off limits in building (#24)	Detention	ISI 1-3 Days	OSS 1-3 Days	OSS 5 Days
Off limits out of building (#24)	OSS 1 Day	OSS 3 Days	OSS 5 Days	Expulsion
Trespassing (#25)	Detention	ISI 1-3 Days	OSS 1-3 Days	
In possession of, transmitting, stealing, selling or giving away keys to school (#26)	3-5 Days OSS	Recommended for Expulsion		
Gambling (#27)	1-3 Days ISI	1-3 Days OSS	5 Days OSS	Expulsion
Possession of Electronic Devices (#28)	Confiscate Parent Pick-Up 1-3 Days ISS	Confiscate 10-Day Hold Parent Pick-Up 3 Days OSS	Confiscate 20-Day Hold Parent Pick-Up 5 Days OSS	Confiscate 30-Day Hold Parent Pick-Up Expulsion
Driving to or from C-9 without proper permission(#29)	FNS Loss of Driving Privileges	3 Days OSS	5 Days OSS	Removal from C-9 Program
Driving in an unsafe manner on School Property(#30)	Police Referral Loss of Driving Privileges			
Cheating(#31)	Loss of Credit on assignment Detention	Loss of Credit on assignment FNS/ISI	Loss of Credit for Course OSS	
Plagiarism (#32)	Loss of Credit on assignment ISI/OSS	Loss of Credit for Course OSS		
Substantial Disruption (#33)	Expulsion			

STUDENT DISCIPLINE AND DUE PROCESS INFORMATION

A major purpose at Franklin Central High School is to establish a climate in which all students are able to learn with a minimum of disruption and interference; consequently, all students at Franklin Central High School are expected to behave in a way that does not disrupt or interfere with the education of fellow students. The guidelines for student conduct contained in this handbook have been established to set a standard of student behavior, which will allow our school to accomplish, with maximum effectiveness, its primary purpose—the provision of the best educational opportunity for each student.

Administrative decisions in disciplinary matters will reflect the laws of the State of Indiana and the student behavior codes established by Franklin Central High School. The seriousness of the offense committed by each student and the degree to which the offense interferes with the educational function and purposes of the school will determine the type of disciplinary remedy, which is applied.

The jurisdiction of Franklin Central High School to enforce these codes and guidelines extends to any activity for which Franklin Central High School is responsible, whenever and wherever it occurs. Students are also subject to this jurisdiction while traveling to and from any school-related activity, whatever the form of transportation may be.

Disciplinary action taken by officials at Franklin Central High School will be in accordance with guidelines set forth in IC 20-33-8. Such action may occur in the following forms:

1. **Detention** - mandatory study hall held on Wednesdays after school. Students must bring study materials. Failure to serve a detention without prior permission will result in Out of School Suspension. Detentions will not be rescheduled without permission of the dean's office, and such rescheduling will only be considered upon parent request prior to the originally scheduled detention. Failure to cooperate while in detention will result in Out of School Suspension.
2. **In-School Intervention** - denial of permission to attend regular classes. Students will be placed in the In-School Intervention room for a period of time, depending upon the severity of the offense. This time will be considered excused from class. During In-School Intervention, students will be required to complete assignments and a self-evaluation of behavior problems. Failure to cooperate in In-School Intervention will result in Out of School suspension.
3. **Friday School** - mandatory attendance for three hours on Friday afternoon. Failure to serve Friday School without prior permission will result in an In School Suspension. Students must bring study materials. Students will not be allowed to attend Friday School without sufficient study material. Students will not be allowed to go to their lockers after they arrive at the school site. Failure to cooperate in Friday School will result in one day of In Suspension. Students are responsible for transportation.
4. **Out-of-School Suspension** - denial of permission to attend classes for a designated period of time. The period of suspension may range from one class period to ten days, depending upon the severity of the offense. Suspensions will be served out of school. Parent/guardian may request assignments assigned while student is suspended out of school. To receive credit for the work, the student must complete and turn in all work at the beginning of class on the day the student returns to school. Quizzes and tests will be administered upon return to school. Students on suspension are prohibited from returning to school campus or any school activity prior to their official return to school. Violators are subject to a charge of trespass or further disciplinary action, per IC 35-43-2-2 Criminal Trespass, Sec. 2 (a) A person who: (1) not having a contractual interest in the property, knowingly or intentionally enters the real property of another person after having been denied entry by the other person or that person's agent. VIOLATION OF THIS DIRECTIVE AND STATUTE not to return to Franklin Township Schools properties and/or activities MAY RESULT IN ARREST.*
- *5. **Expulsion** - denial of permission to attend classes for a period of time greater than ten days. The procedures outlined in the Indiana Student Conduct Code will be followed.
6. **Alternatives** will be sought by the administration in cases where the above actions are deemed inappropriate. Additional disciplinary actions authorized under IC 20-33-8-25 include:
 - A. Assignment of up to 120 hours of Community Service.
 - B. Counseling with a student or group of students.
 - C. Conferences with a parent or group of parents.
 - D. Assignment of additional work.
 - E. Rearrangement of class schedules.
 - F. Restricting extracurricular activities.

- G. Removal of a student from school sponsored transportation.
- H. Assignment to an alternative education program.
- 7. **Drug Referral Program** - Franklin Township Community School Corporation may provide an option for service to designated students who violate school rules involving drug or alcohol abuse. Referrals will be limited to first-time offenders and non-providers.
- 8. **On Second Suspension** - Loss of driving privileges through the BMV.
- 9. **Review of Student's Behavior and Academic Record** - A review of a student's behavior and academic record will be made by the administration at the 10th violation of the student conduct code (fewer if offenses are of a serious nature). At that time, a recommendation for expulsion from school may be made.
- 10. **Law Enforcement Intervention** - Students may be arrested and/or ticketed if local, state and/or federal laws are violated.

DISCIPLINE

The Board believes that the education of each student can be achieved only in an orderly and disciplined environment. The superintendent shall establish reasonable rules and regulations for student behavior that promote the attainment of educational goals set by the Board. The superintendent shall make these written rules and regulations available to students and parents at least annually.

When students choose to conduct themselves in such a way that they are in violation of established rules and regulations they shall be disciplined in an appropriate manner.

The superintendent shall establish, implement and support discipline procedures appropriate to the age and the misconduct of the student.

These procedures shall also include a process whereby a principal may remove such student from school and at the time insure that these students' rights to due process are not violated.

AUTHORITY TO REMOVE STUDENTS FROM SCHOOL ACTIVITIES

The Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **Removal from Class or Activity - Teacher:** A teacher may remove a student from that teacher's class for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **Suspension from School - Principal:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to (10) school days.
3. **Expulsion:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of IC 20-33-8-16.

INDIANA CODE GRANTING SCHOOLS THE AUTHORITY TO SUSPEND AND EXPEL STUDENTS

IC 20-33-8-8 Duty and powers of School Corporation to supervise and discipline students:

Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

1. a school corporation; and
2. the students of a school corporation.

In all matters relating to the discipline and conduct of students, School Corporation personnel:

1. stand in the relation of parents to the students of the school corporation;
2. have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and
3. have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable.

Students must:

1. follow reasonable directions of school personnel in all educational settings; and
2. refrain from disruptive behavior that interferes in any way with the educational environment.

IC 20-33-8-14 Grounds for suspension or expulsion:

1. Student Misconduct
2. Substantial Disobedience

The grounds for suspension and expulsion apply when a student is:

1. On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function or event.

IC 20-33-8-15 Unlawful activity:

In addition to the grounds specified in Section 14 (above), a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity on weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

IC 20-33-8-16 Possession of firearms, deadly weapons or destructive devices:

A student who is:

1. Identified as bringing a firearm or destructive device to school or on school property; or
2. In possession of a firearm or destructive device on school property, must be expelled for a period of at least one (1) year, with the return of the student to be at the beginning of the first semester after the end of the one (1) year period.

IC 20-33-8-17 Student's legal settlement not in attendance area:

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

SUSPENSION PROCEDURES (IC 20-33-8-18)

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to the following:
 - a. The student will receive a written or oral statement of the charges,
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES (IC 20-33-8-19)

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take action found to be appropriate, and give notice of the action taken to the student and the student's parent.

POLICIES PERTAINING TO STUDENTS AND MISCELLANEOUS STUDENT CONDUCT INFORMATION

GANG RELATED ACTIVITY:

The School Board of the Franklin Township Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

- (1) either promotes, sponsors, assists in, participates in; or
- (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Anyone who believes that a student is possibly involved in a gang or is a victim of gang related soliciting or activity is to immediately report the activity to a school administrator, teacher or school safety officer.

ALLERGY PRECAUTION

Due to allergy precautions, latex balloons and latex gloves are NOT to be utilized within any FTSC building.

HOMEWORK POLICY

Research has shown that student achievement rises significantly when teachers regularly assign homework and students conscientiously do it. Parents of Franklin Central High School students may expect students to have homework assigned daily. We believe that students' completion of daily homework must be of highest priority with both parents and students. Students must assume primary responsibility for completion and/or make-up of homework assignments.

AFTER SCHOOL HOURS

Students are to leave the building after school is dismissed unless they are under the supervision of a teacher. School facilities are not to be used for group meetings during the evenings, weekends or holidays unless the meetings have been scheduled with the designated administrator in charge. A staff member must be present at all meetings after school and assume responsibility for all members of the group.

CAFETERIA CONDUCT

Students must use the cafeteria assigned to them (Freshman Café or Main Café). Students may use any of the serving lines in the cafeteria. There will be no running or cutting into the serving lines. Students may sit at the table of their choice. After eating, the students must return their trays and dishes to a trash receptacle. Failure to do so will result in a referral. No food or beverages are to be taken out of the cafeteria.

CENTRAL NINE STUDENTS

All students who attend Central Nine Career Center must ride the school bus provided by our corporation both to and from the school each day. *Failure to comply with this regulation will result in disciplinary action, which could include suspension and removal from the Central Nine Career Center program. All students are to report to the Performance/Athletic Entrance for attendance. Once attendance is taken students will board the bus to Central Nine. Upon returning to Franklin Central, students will report directly to their 5th Period assignment.

On rare occasions, students may need to drive to Central Nine to pick up or deliver material or projects. The student must first obtain a permission form from the Central Nine administrator at least two days in advance. The student must then secure their parent's signature and the signature of the designated administrator for Franklin Central. Students arriving late to school, missing the Central Nine bus, will be placed in the in-school suspension room through period 4. This will result in an unexcused absence periods 1-4 at Central Nine.

If a student is removed from Central Nine Career Center for any reason, the student will also be removed from all classes at Franklin Central. Suspensions initiated by either school will be in effect for both schools. Students who choose to withdraw from Central Nine will also be withdrawn from classes at Franklin Central.

DANCE GUESTS

A student requesting to bring a guest or friend who is not a Franklin Central High School student must complete the "School Dance Guest Request Form" and return it to the main office before the end of school on the day prior to the event. This form requires the signature of the principal or administrator of the guest's school and approval of FCHS administration. The minimum grade level for all guests is ninth grade and the maximum age is twenty.

PROM GUESTS

Franklin Central High School Prom is open for attendance by currently enrolled Franklin Central Students and their guest. All guests attending prom who are not Franklin Central students must be under the age of twenty-one and be able to provide verification they are a student in good standing at another high school, a college or university or a member of the Armed Services.

DRESS AND APPEARANCE

We realize that questions will sometimes arise concerning a student's dress, appearance or clothing fads. In these cases, building administrators will determine the appropriateness of the student's appearance and will determine whether his or her appearance is disruptive to the learning environment or is inappropriate for safety reasons. It is understood that some exceptions may be necessary, if there are valid health/medical or religious reasons. Students must obtain written approval from building administrators in advance, if they believe it is necessary for them to wear clothing or appear at school in a way that does not meet the dress code standards.

Violation of the Dress Code – Upon seeing a student in violation of the dress code, teachers or staff members will submit a referral in Infinite Campus for the student. When possible the classroom teacher will send the student to the Dean's office the last few minutes of the class period. In extreme cases, it might be necessary to refer the student to the Dean's office immediately. **First Offense** – a disciplinary referral will be logged and parent contact will be made. **Second Offense (and all thereafter)** – a disciplinary referral will be logged and the offense will be considered a failure to comply with school rules (see rule #17) and the appropriate consequence will be assigned.

DRESS CODE STANDARDS

Students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. Whenever a school official considers a student's appearance to be inappropriate, immodest or distracting to the educational environment, a conference will be held and the student will be asked to make the necessary accommodations. The following are examples of clothing or items that are considered to be inappropriate:

- Clothing and/or any adornment displaying messages not appropriate for school. Examples would be messages containing profanity, sexual innuendo, depicting violence, and references to drugs, alcoholic beverages or tobacco products
- Clothing revealing bare midriffs, shirts and tops must be able to be tucked in
- Clothing which reveals undergarments or the lack of undergarments

- No head coverings, except those worn for religious purposes, may be worn. Other requests must be submitted in writing to the principal. Hats are not to be carried or displayed. Examples of headwear would be sweatbands, scarves, bandanas and earmuffs.
- Heavy winter or long coats worn in class or throughout the school day in the building
- House slippers and gloves
- Sagging pants or shorts worn more than two inches below the hips
- Shorts, pants, skirts and dresses need to be of an appropriate length. The guide to use is the length of the fingers as the arm hangs down the side
- Strapless, spaghetti strap, or tank tops. Studded or spiked items, chains, or any item that might cause a concern for student safety

*Students who violate the dress code will face disciplinary action. The administration reserves the right to determine appropriate dress or attire.

DRIVING AND PARKING REGULATIONS

Driving to school is a privilege reserved only for juniors and seniors who meet the required qualifications

1. All vehicles parked on the school grounds must be registered with the school and must display the current permit on the rear view mirror, number facing towards the front of the vehicle.
2. Parking is strictly limited to the student parking areas.
3. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
4. There is to be no loitering or unauthorized visitation to the parking lot.
5. There will be no speeding over 15 miles per hour, or any form of reckless driving on or around school properties.
6. Vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in the vehicle.
7. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension from school may occur when violations of these regulations occur.
8. All driving regulations and laws set by the State of Indiana apply to driving on school grounds unless otherwise noted.
9. At the conclusion of the school day, students are to leave the parking lot by the exits onto Franklin Road.
10. SEAT BELTS MUST BE WORN IN VEHICLES AT ALL TIMES.
11. Upon a student's 4th tardy to first period, driving privileges may be revoked for the remainder of the semester. If the 4th tardy occurs within the last two weeks of a semester, driving privileges will be revoked for the following semester.
12. Bicycles and scooters are not approved as transportation to school.
13. Students who leave the school building without permission from an administrator will forfeit their parking permit for the remainder of the year, in addition to other school discipline procedures.

Students who fail to comply with driving and parking regulations may have their cars towed at their own expense and be denied the privilege of driving to school, in addition to other disciplinary actions.

FOOD AND DRINKS

Food or drinks are permitted in the cafeteria only. Students are not to take snack items, colas, etc., from the cafeteria or gym or bring snack items and colas from outside the building. Food/Drinks taken out of approved areas are subject to confiscation and further disciplinary action.

FREEDOM OF EXPRESSION

Every member of the school community, including students, parents, and school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student. Freedom of expression may not be used to present material or actions, which tend to be obscene, profane, suggestive, degrading, slanderous, or to defame character, or to advocate violation of federal state, and local laws, or official school policies, rules, and regulations. Students may present complaints to the administration in an orderly fashion.

HALLWAY LIMITATIONS

All students who are present in the hallways during non-passing periods **MUST** have passes. All students who are in the hallways must refrain from making noises or acting in any other manner, which would distract the students who are being taught in the classrooms. No student is allowed in areas where adult supervision is not present. These restrictions also include leaving the lunchroom area during lunch period and going through the hallways without a pass, or using restroom outside of the cafeteria area during lunch periods.

LEAVING THE BUILDING

Students may not leave the building during the time of their scheduled school day without written administrative approval. Parental permission is required if the student leaves the school grounds. **Failure to “sign out” in the attendance office will result in disciplinary action.**

LOCKERS

All lockers are the property of Franklin Township Community School Corporation and are for the purpose of storing supplies and personal items necessary for use in school. Lockers will not be used to store items, which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function (For information on expectation of privacy/ Policy on Search and Seizure see pg. 34, #3). For the safety and security of all concerned, students should not share lockers, or tell combinations to other students. The school cannot be responsible for property stolen from lockers. Each student is responsible for any damages to his or her locker.

PASSES

Every student is assigned to a faculty member during each period of the school day. Each faculty member is responsible for the students assigned to him/her for each period regardless of where they may be in the building. Thus, each student who leaves a classroom must have a properly signed and timed pass/handbook.

Passes out of class are generally reserved for emergencies.

POLICY ON SEARCH AND SEIZURE

Franklin Central High School recognizes that students maintain their rights of privacy while attending school and that those rights include the right to be free from unreasonable searches by school personnel. These rights will not be disturbed unless it is necessary to do so to enforce the law or school rules. In all circumstances, students shall be treated with dignity and respect. In order to clarify the rights of the students and the responsibilities of the school, Franklin Central High School adopts the following policy:

1. **General.** Certified school personnel may search a student's person, locker or vehicle if there are reasonable grounds for that search. As used in this policy, reasonable grounds for the search exist if the circumstances would cause a reasonable person to suspect that the search may turn up evidence that the student has violated or is violating the law or the rules of the school. Periodic unannounced searches, incorporating metal detection devices and/or narcotic detection dogs, will be conducted to help insure the safety and well-being of all students and adults on the Franklin Central High School campus.
2. **Search of Student's Person.** A search of a student's person may occur if reasonable grounds exist for the search. Generally, searches of a student's person shall be limited to searching the pockets of the student; searching any objects in the student's possession such as a purse or backpack; and a "pat down" of the student's clothing.
3. **Search of Student Lockers.** Under IC 20-33-8-22, a student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or its contents. An administrator (designee) may search a student's locker and the lockers contents at any time. If requested, law enforcement officers may assist a school administrator in searching a student's locker and its contents.
4. **Search of Motor Vehicles.** A student will be denied the privilege of bringing a motor vehicle onto school premises unless the student, the owner of the vehicle, and the parent of the student consent to a search of that vehicle when there is reasonable grounds for that search. Franklin Township Community School Corporation reserves the right to enter any vehicle when, in our judgment, that vehicle may contain anything which might be dangerous to the welfare of any student or staff member.

SCHOOL PROPERTY

Students who damage school property will be required to pay restitution for the property and will be subject to any additional disciplinary action, which is deemed appropriate. Students should not write on or deface school property including the building, walls, bulletin board notices, posters, desks, tables, or other school property such as books. Return borrowed library books promptly. Possession of library books, which have not been checked out, will be identified as theft. Students should take good care of lockers; clean orderly property is beneficial to everyone involved.

We expect students to be courteous citizens who appreciate the school and the opportunities it provides. Helping to pass these opportunities on to succeeding Franklin Central High School citizens will leave our school the better for your having been here.

TELEPHONES

The telephones in the school offices are to be used only to carry on school business. Students should use them only in the case of an emergency. Students will not be called to the telephone except in the case of an emergency.

NON-RESIDENT TRANSFER STUDENTS

The Board of Education recognizes that a child must be a legal resident of the Franklin Township Community School Corporation in order to attend its schools. Students residing outside Franklin Township will not be considered for enrollment. It is the policy of the Board of Education not to accept non-resident student transfers except as otherwise would be required by Federal and/or State law.

CLASS SCHEDULES

Regular Class Schedule is used except when the need arises for one of the other types of schedules. A change in class scheduling will be posted. Tardiness because of schedule change is unexcused.

MOVING FROM CLASS TO CLASS

Students are expected to be in their classroom with proper materials at the scheduled class time. Students are expected to move swiftly to their next class during passing period. Loitering is not permitted during passing period. Running, loud and boisterous conduct has no place in the classroom or in the hallway.

DAILY BULLETINS

The daily bulletin is our way of communicating necessary information from the administration, faculty and student organizations to both teachers and students. Bulletin notices are read over the public address system shortly after the tardy bell rings. The following policies must be adhered to:

- a. All notices for the day's bulletin must be in the office no later than the end of 5th period prior to the day they are to be read.
- b. Bulletin notices referring to student activities must be signed by teacher-sponsor.
- c. Notices should be legibly written or typed on the yellow announcement form.
- d. Statements should be brief and to the point.
- e. Only notices of interest to a large number of students will be made over the public address system. Other notices should be memoranda to the students concerned and will be posted on the bulletin board in the main hall.
- f. All bulletin notices must have the approval of the principal.

FINANCIAL OBLIGATIONS

Students are expected to meet their financial obligations. Students who owe money to the library, bookstore, cafeteria, office or other departments within the school will be referred to a collection agency.

SENIOR PICTURES

Seniors must be enrolled at Franklin Central for their final semester and be in status to graduate in June or August to be included in the composite picture and yearbook. Students who complete all graduation requirements in January will be included.

VISITATION TO FRANKLIN CENTRAL HIGH SCHOOL

Parents/legal guardians are welcome to visit classrooms following advanced consultation and approval from Franklin Central High School building administrators – generally one full day notice. Parents should check in and receive a visitor badge on the day of their scheduled visit.

Guests/Former Students may not visit Franklin Central High School during the school day. Visitation after school hours may occur with administrative approval.

LOST AND FOUND

Articles that are found should be brought to the bookstore. Anyone losing an article should make inquiry about the lost article at the bookstore.

EMERGENCY SCHOOL CLOSINGS/DELAYS

When school is closed or delayed due to bad weather, a phone message will be sent to the student's main contact number via Connect-Ed. Notice will also be made to local media outlets. If you do not wish to receive Connect-Ed messages, you may notify the school district by calling 317-862-2411. It may take up to five business days to process the request.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Level 6 felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

INELIGIBILITY OR INVALIDATION OF DRIVER'S LICENSE OR PERMIT

INDIVIDUALS PROHIBITED FROM OBTAINING A LICENSE OR PERMIT

Indiana Code (IC 9-24-2-1) states: "The bureau shall suspend the driving privileges or invalidate the learner's permit of an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant.
2. Is under least a second suspension from school for the school year.
3. Is under an expulsion from school.
4. Is considered a dropout."

INVALIDATION OF LICENSE OR PERMIT

Indiana Code (IC 9-24-2-4) states: "If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion, or has withdrawn from school, the bureau shall, upon notification by the person's principal, suspend the person's driving privileges until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended,
3. The suspension, expulsion or exclusion is reversed after the person has had a hearing under IC 20-33-8.

For purposes of the invalidation of a license or permit, the principal shall notify the Indiana Bureau of Motor Vehicles in the following circumstances, with each notice indicating the last day of the semester in which the student returns to school:

- a. The student receives a second suspension from school in any one school year; or,
- b. The student is expelled from school for any reason.
- c. The student is a habitual truant.
- d. The student is considered a dropout under IC 20-33-2-28.5.

Should any such second suspension or expulsion be reversed after the student has utilized the procedures under Indiana Student Due Process Code (IC 20-33-8), the principal shall notify the Indiana BMV in writing.

STUDENT RESPONSIBLE USE POLICY

We seek to provide a productive and positive learning environment for our students. An increasing part of this environment includes technology. Students agree to read and follow all guidelines set forth in the board-approved Student Responsible Use Policy (RUP). The most current version is available on the FTCS Information Technology website located at <http://www.ftcsc.k12.in.us/it>.

INTERSCHOLASTIC ATHLETICS PROGRAM

The athletic program at Franklin Central High School is organized with definite objectives for the participant, the school and the community. The program provides for many varied interests for girls and boys. The sports activities for girls may include basketball, cross-country, golf, gymnastics, soccer, softball, swimming, tennis, track and volleyball. The program for boys may include baseball, basketball, cross-country, football, golf, soccer, swimming, tennis, track and wrestling.

All students are subject to the rules and regulations set forth by the Indiana High School Athletic Association (IHSAA).

Scholarship: To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least five full credit subjects or the equivalent and must be currently passing in at least five full credit subjects or the equivalent. SEMESTER GRADES TAKE PRECEDENCE.

Enrollment: In order to be eligible for athletic competition during any semester, a student must have entered some high school within the first fifteen (15) school days of the semester in which the contest occurs.

Age: Students whose twentieth (20th) birthday occurs before the state championship of a particular sport are ineligible for interschool athletic competition in that sport.

Conduct: Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the IHSAA, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. Special Note: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.

A physician's and parent's certificate must be on file in the school office for the current school year before the athlete may participate in an organized practice.

PRICES OF ADMISSION TO FRANKLIN CENTRAL HIGH SCHOOL ATHLETIC EVENTS

All admissions to regular season athletic contests at FCHS are \$5.00. Occasionally, Franklin Central is obligated to host events for the conference, the county, the IHSAA and emergencies for other schools. These ticket prices are determined by the event and the sponsoring group of the school.

COLLEGE FRESHMAN ATHLETIC ELIGIBILITY REQUIREMENTS

For students entering college in 2008 or after, you will need to pass 16 core courses with the following breakdown:

- 4 years of English
- 3 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (one must be a lab science)
- 1 year of additional English, math or science
- 2 years of social studies
- 4 years of additional core courses (from any area listed above, or from foreign language, non-doctrinal religion or philosophy)
- Earn a qualifying score on either the ACT or SAT.

For more information, see your counselor or visit www.ncaa.org

NONDISCRIMINATION STATEMENT

Franklin Township Community School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Superintendent of Schools
Franklin Township Community School Corporation
6141 South Franklin Road
Indianapolis, IN 46259
317-862-2411

STUDENT GRIEVANCE PROCEDURE

This grievance procedure applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions and national origin, including limited English proficiency.

FILING A GRIEVANCE

1. A student who believes his/her rights have been violated may submit a grievance in writing to the building principal. The student must explain in writing the specific act or omission, the date, and who was involved.
2. The principal will initiate an investigation of the complaint as soon as possible.
3. After the investigation, the principal will give a written decision to the student.

APPEAL PROCESS

1. If the student disagrees with the decision of the principal, he/she may appeal to the superintendent of schools. The appeal must be in writing and state the reason for the disagreement.
2. The superintendent will review the written request for appeal and schedule a meeting with the student as soon as possible.
3. The superintendent will consider the original decision made by the principal and the information discussed at the meeting with the student and make a final decision. The final decision will be delivered to the student in writing as soon as possible and that decision shall be FINAL.

JULY 2019

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MONDAY JULY 29

TUESDAY JULY 30

obsolete – *outdated. The computer he purchased last year is already obsolete.*

WEDNESDAY JULY 31

Flashes

“Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks down.” – Oprah Winfrey

THURSDAY AUG. 1

FRIDAY AUG. 2

-viv- (life) – vivid, vivisection, vivacious, convivial, bon vivant, viva, revive

SATURDAY AUG. 3 **SUNDAY** AUG. 4

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MONDAY AUG. 5

TUESDAY AUG. 6

disgruntle – make discontented. The passengers were disgruntled by the delay of the flight.

WEDNESDAY AUG. 7

Flashies

“Be who you are and say what you feel because those who mind don’t matter and those who matter don’t mind.” – Dr. Seuss

THURSDAY

AUG. 8

FRIDAY

AUG. 9

-morph- (*shape*) – *amorphous, morphology, polymorphous*

SATURDAY

AUG. 10

SUNDAY

AUG. 11

Eid al-Adha begins at sundown

AUG. 2019

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MONDAY AUG. 12

TUESDAY AUG. 13

implicit – understood without being stated. It is implicit that she be at the airport on time.

WEDNESDAY AUG. 14

Flashes

“One of the secrets to life is to make steppingstones out of stumbling blocks.” – Jack Penn

THURSDAY

AUG. 15

FRIDAY

AUG. 16

-vest- (clothes, endow) – vestry, vestment, vestibule, vest, investiture, divest

SATURDAY

AUG. 17

SUNDAY

AUG. 18

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MONDAY AUG. 19

TUESDAY AUG. 20

urbane – *suave; refined; elegant. The count was urbane and sophisticated in his dress.*

WEDNESDAY AUG. 21

Flashes

"Truth is the only safe ground to stand upon." – Elizabeth Cady Stanton

THURSDAY

AUG. 22

FRIDAY

AUG. 23

bene- (good) – benefit, benevolent, beneficial, benediction, benefactor, benign

SATURDAY

AUG. 24

SUNDAY

AUG. 25

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AUG. 2019

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MONDAY AUG. 26

TUESDAY AUG. 27

warranty – *guarantee. The manufacturer's warranty replaces all defective parts for up to five years.*

WEDNESDAY AUG. 28

Flashes

"There is no shortage of good days. It is good lives that are hard to come by." – Annie Dillard

THURSDAY

AUG. 29

FRIDAY

AUG. 30

Muharram begins at sundown

-pond- (weight) – ponderous, ponder; preponderant, pound, imponderable, compound

SATURDAY

AUG. 31

SUNDAY

SEP. 1

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MONDAY SEP. 2

Labor Day

TUESDAY SEP. 3

histrionic – *overly dramatic. The actor's histrionic performance made his character seem foolish.*

WEDNESDAY SEP. 4

Flashes

"Nothing is so embarrassing as watching someone do something that you said couldn't be done." – Sam Ewing

THURSDAY SEP. 5

FRIDAY SEP. 6

corp- (body) – corpulent, corporation, corporeal, corporal, corpse, corpuscle

SATURDAY SEP. 7 **SUNDAY** SEP. 8

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MONDAY SEP. 9

TUESDAY SEP. 10

culmination – end or final result. His inauguration as president marked the culmination of his campaign days.

WEDNESDAY SEP. 11

Patriot Day

Flashies

"I like pressure. If I am not on the edge of failure, I'm not being sufficiently challenged." – Jewel

THURSDAY

SEP. 12

FRIDAY

SEP. 13

dorm- (sleep) – dormitory, dormant, dormer, dormancy

SATURDAY

SEP. 14

SUNDAY

SEP. 15

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MONDAY SEP. 16

TUESDAY SEP. 17

hedonism – belief that pleasure is the sole aim in life. Hedonism and asceticism are opposite philosophies of human behavior.

WEDNESDAY SEP. 18

Flashes

"I can accept failure. Everyone fails at something. But I can't accept not trying." – Michael Jordan

THURSDAY

SEP. 19

FRIDAY

SEP. 20

-pater- (*father*) – *paternalistic, patronize, paternity, patriarch, expatriate, paterfamilias*

SATURDAY

SEP. 21

SUNDAY

SEP. 22

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SEP. 2019

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MONDAY

SEP. 23

First Day of Autumn

TUESDAY

SEP. 24

opulence – wealth. Visitors from other countries are often amazed at the opulence in the United States.

WEDNESDAY

SEP. 25

Flashes

"It's lack of faith that makes people afraid of meeting challenges, and I believe in myself." – Muhammad Ali

THURSDAY

SEP. 26

FRIDAY

SEP. 27

-nov- (*new*) – *novel, nova, novice, novitiate, Nova Scotia, innovation, renovate*

SATURDAY

SEP. 28

SUNDAY

SEP. 29

Rosh Hashanah begins at sundown

Oct. 2019

SEPTEMBER 2019						
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MONDAY

SEP. 30

TUESDAY

OCT. 1

traverse – go through or across. When you traverse this field, be careful not to step on the wildflowers.

WEDNESDAY

OCT. 2

Flashies

“Challenges make you discover things about yourself that you never really knew. They’re what make the instrument stretch — what make you go beyond the norm.” – Cicely Tyson

THURSDAY OCT. 3

FRIDAY OCT. 4

-punct- (*point*) – punctuate, punctilious, puncture, punctual, acupuncture, contrapuntal

SATURDAY OCT. 5 **SUNDAY** OCT. 6

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MONDAY OCT. 7

TUESDAY OCT. 8

Yom Kippur begins at sundown

betroth – become engaged to marry. The announcement that they were betrothed surprised everyone.

WEDNESDAY OCT. 9

Flashes

"If you want to make peace with your enemy, you have to work with your enemy. Then he becomes your partner." – Nelson Mandela

THURSDAY

OCT. 10

FRIDAY

OCT. 11

-ject- (throw) – eject, reject, conjecture, dejected, inject, subject, projection, interject

SATURDAY

OCT. 12

SUNDAY

OCT. 13

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Oct. 2019

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MONDAY OCT. 14

Columbus Day (Observed)

TUESDAY OCT. 15

evasive – not frank, not direct. Her evasive answers convinced the judge she was withholding important information.

WEDNESDAY OCT. 16

Flashes

"Courage is the ladder on which all the other virtues mount." – Clare Boothe Luce

THURSDAY

OCT. 17

FRIDAY

OCT. 18

-tion (act or state) – completion, reaction, devastation, production, creation, transition

SATURDAY

OCT. 19

SUNDAY

OCT. 20

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Oct. 2019

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MONDAY

OCT. 21

TUESDAY

OCT. 22

denouement – *outcome; final development in a play. The denouement was obvious as early as the middle of the first act.*

WEDNESDAY

OCT. 23

Flashies

“Some of the world’s greatest feats were accomplished by people not smart enough to know they were impossible.” – Doug Larson

THURSDAY

OCT. 24

FRIDAY

OCT. 25

-loc- (place) – locomotive, location, local, locus, relocate, dislocate, localize

SATURDAY

OCT. 26

SUNDAY

OCT. 27

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Oct. 2019

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MONDAY OCT. 28

TUESDAY OCT. 29

impale – pierce. He was impaled by the spear his enemy hurled.

WEDNESDAY OCT. 30

Flashcards

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.” – Margaret Mead

THURSDAY **OCT. 31**

Halloween

FRIDAY **Nov. 1**

-dox- (opinion) – orthodox, heterodox, doxology, indoctrinate, paradox

SATURDAY **Nov. 2** **SUNDAY** **Nov. 3**

Standard Time returns

Nov. 2019

OCTOBER 2019						
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MONDAY Nov. 4

TUESDAY Nov. 5

Election Day

penchant – strong inclination; liking. *She had a penchant for fine jewelry.*

WEDNESDAY Nov. 6

Flashes

"You can always wish for what you don't have, but always respect what you do have." – Suzanne Vermilyea

THURSDAY

Nov. 7

FRIDAY

Nov. 8

amphi- (*both*) – *amphibious, amphitheater, amphibian, amphiboles*

SATURDAY

Nov. 9

SUNDAY

Nov. 10

Mawlid al-Nabi begins at sundown

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Nov. 2019

OCTOBER 2019						
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MONDAY Nov. 11

Veterans Day (Observed)

TUESDAY Nov. 12

trilogy – group of three works. We read *Heir to the Empire*, the first book of the Star Wars trilogy.

WEDNESDAY Nov. 13

Flashes

"If there is to be any peace, it will come through being, not having." – Henry Miller

THURSDAY

Nov. 14

FRIDAY

Nov. 15

magn- (*great*) – *Magna Carta, magnanimous, magnate, magnificent, magnum opus*

SATURDAY

Nov. 16

SUNDAY

Nov. 17

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Nov. 2019

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MONDAY Nov. 18

TUESDAY Nov. 19

restitution – payment for damage or loss. He offered to make restitution for the window he broke.

WEDNESDAY Nov. 20

Flashcards

“To fulfill a dream, to be allowed to sweat over lonely labor, to be given a chance to create is the meat and potatoes of life.” – Bette Davis

THURSDAY Nov. 21

FRIDAY Nov. 22

eu- (good) – Eucharist, euphony, eulogy, euphemism, Europe, eugenics

SATURDAY Nov. 23 **SUNDAY** Nov. 24

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Nov. 2019

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MONDAY

Nov. 25

TUESDAY

Nov. 26

increment – increase. The job offers a 10 percent annual increment in salary.

WEDNESDAY

Nov. 27

Flashes

"There is no man living who isn't capable of doing more than he thinks he can do." – Henry Ford

THURSDAY

Nov. 28

Thanksgiving

FRIDAY

Nov. 29

endo- (within) – endoplasm, endocrine, endogamous, endoskeleton, endothermic

SATURDAY

Nov. 30

SUNDAY

DEC. 1



NOVEMBER 2019						
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MONDAY DEC. 2

TUESDAY DEC. 3

frugality – thrift. We must live with frugality if we are to get ahead financially.

WEDNESDAY DEC. 4

Flashes

"You really can change the world if you care enough." – Marian Wright Edelman

THURSDAY

DEC. 5

FRIDAY

DEC. 6

-phobia (*fear*) – *claustrophobia, acrophobia, xenophobia, agoraphobia, hydrophobia*

SATURDAY

DEC. 7

SUNDAY

DEC. 8

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MONDAY DEC. 9

TUESDAY DEC. 10

deviate – turn away from, sidestep. Don't deviate from the truth.

WEDNESDAY DEC. 11

Flashes

"Action is the antidote to despair." – Joan Baez

THURSDAY

DEC. 12

FRIDAY

DEC. 13

ortho- (straight) – orthopedics, orthodontist, orthodox, orthography, orthogonal

SATURDAY

DEC. 14

SUNDAY

DEC. 15

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DEC.

2019

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MONDAY DEC. 16

TUESDAY DEC. 17

bogus – counterfeit; not authentic. *The police quickly found who was producing the bogus money.*

WEDNESDAY DEC. 18

Flashes

"The time is always right to do what is right." – Martin Luther King Jr.

THURSDAY

DEC. 19

FRIDAY

DEC. 20

-put- (*think*) – reputation, putative, impute, dispute, computer, disreputable

SATURDAY

DEC. 21

SUNDAY

DEC. 22

*First Day of Winter
Hanukkah begins at sundown*



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MONDAY DEC. 23

TUESDAY DEC. 24

glut – overstock; fill to excess. The market is glutted with athletic shoes.

WEDNESDAY DEC. 25

Christmas

Flashes

"Where there is great love there are always miracles." – Willa Cather

THURSDAY

DEC. 26

Kwanzaa begins

FRIDAY

DEC. 27

-ver- (true) – verify, veracity, veritable, verdict, verisimilitude, aver, cinema verity

SATURDAY

DEC. 28

SUNDAY

DEC. 29

JAN. 2020

DECEMBER 2019						
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MONDAY DEC. 30

TUESDAY DEC. 31

desecrate – violate the sanctity of. The robbers desecrated the temple.

WEDNESDAY JAN. 1

New Year's Day

Flashes

"It's kind of fun to do the impossible." – Walt Disney

THURSDAY

JAN. 2

FRIDAY

JAN. 3

matri- (*mother*) – *matricide, matron, matriarch, matrimony, matrilineal*

SATURDAY

JAN. 4

SUNDAY

JAN. 5

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MONDAY JAN. 6

TUESDAY JAN. 7

goad – urge on. *The boy was goaded by his friends until he gave in to their wishes.*

WEDNESDAY JAN. 8

Flashes

"No man fails if he does his best." – Orison Swett Marden

THURSDAY

JAN. 9

FRIDAY

JAN. 10

mega- (large) – megalith, megaphone, megalomania, megalopolis, megahertz

SATURDAY

JAN. 11

SUNDAY

JAN. 12

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MONDAY JAN. 13

TUESDAY JAN. 14

tureen – deep table dish for holding soup. Her great-grandmother had served soup in the antique tureen.

WEDNESDAY JAN. 15

Flashies

“The formula for success is simple: practice and concentration then more practice and more concentration.” – Babe Didrikson Zaharias

THURSDAY

JAN. 16

FRIDAY

JAN. 17

pop- (people) – popular, populist, populate, population, popularize, populous

SATURDAY

JAN. 18

SUNDAY

JAN. 19

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MONDAY JAN. 20

Martin Luther King, Jr. Day (Observed)

TUESDAY JAN. 21

ornithology – study of birds. John James Audubon was a famous scholar of ornithology.

WEDNESDAY JAN. 22

Flashes

"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy." – Martin Luther King Jr.

THURSDAY

JAN. 23

FRIDAY

JAN. 24

-sangui- (blood) – sanguinary, sanguine, consanguinity, sangria

SATURDAY

JAN. 25

SUNDAY

JAN. 26

Chinese New Year

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MONDAY JAN. 27

TUESDAY JAN. 28

supple – flexible; pliant. *The fisherman found a supple tree limb to use as a fishing rod.*

WEDNESDAY JAN. 29

Flashes

"You cannot achieve a new goal by applying the same level of thinking that got you where you are today." – Albert Einstein

THURSDAY

JAN. 30

FRIDAY

JAN. 31

-vita- (life) – vitamin, vitality, vital, revitalize, viable, vitalize

SATURDAY

FEB. 1

SUNDAY

FEB. 2

	<i>Groundhog Day</i>



JANUARY 2020						
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MONDAY FEB. 3

TUESDAY FEB. 4

itinerary – plan of a trip. She left her itinerary with us in case we need to contact her.

WEDNESDAY FEB. 5

Flashes

"Laziness may appear attractive, but work gives satisfaction." – Anne Frank

THURSDAY

FEB. 6

FRIDAY

FEB. 7

-demo- (people) – democracy, demography, undemocratic, democratize

SATURDAY

FEB. 8

SUNDAY

FEB. 9

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MONDAY FEB. 10

TUESDAY FEB. 11

coerce – force. Don't try to coerce me into doing this.

WEDNESDAY FEB. 12

Lincoln's Birthday

Flashes

*“The world is round, and the place which may seem like the end
may also be only the beginning.” – Ivy Baker Priest*

THURSDAY

FEB. 13

FRIDAY

FEB. 14

Valentine's Day

stereo- (*solid*) – *stereoscope, stereophonic, stereotype, stereopticon, stereotropism*

SATURDAY

FEB. 15

SUNDAY

FEB. 16

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MONDAY FEB. 17

Presidents' Day

TUESDAY FEB. 18

dissertation – formal essay. For her degree, she wrote a dissertation on learning disabilities.

WEDNESDAY FEB. 19

Flashes

"Without discipline, there is no life at all." – Katharine Hepburn

THURSDAY

FEB. 20

FRIDAY

FEB. 21

-ism (doctrine) – *Marxism, capitalism, Imagism, Cubism, nihilism, pluralism*

SATURDAY

FEB. 22

SUNDAY

FEB. 23

Washington's Birthday

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MONDAY FEB. 24

TUESDAY FEB. 25

amble – move at an easy pace. He ambled around the town.

WEDNESDAY FEB. 26

Ash Wednesday

Flashes

"Attempt the impossible in order to improve your work." – Bette Davis

THURSDAY

FEB. 27

FRIDAY

FEB. 28

-cognosc-, -cognit- (to learn) – agnostic, incognito, cognition

SATURDAY

FEB. 29

SUNDAY

MAR. 1

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MONDAY MAR. 2

TUESDAY MAR. 3

epitome – a representative or example of a type. He is the epitome of a male chauvinist.

WEDNESDAY MAR. 4

Flashes

"Adventure is worthwhile in itself." – Amelia Earhart

THURSDAY

MAR. 5

FRIDAY

MAR. 6

-graph-, -gram- (writing) – epigram, telegram, stenography

SATURDAY

MAR. 7

SUNDAY

MAR. 8

Daylight-Saving Time begins

MAR. 2020

FEBRUARY 2020						
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APRIL 2020						
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MONDAY MAR. 9

TUESDAY MAR. 10

adhere – stick fast. I will adhere to my opinion until I'm proven wrong.

WEDNESDAY MAR. 11

Flashes

“Once you realize how good you really are, you never settle for playing less than your best.” – Reggie Jackson

THURSDAY

MAR. 12

FRIDAY

MAR. 13

-ile (*pertaining to, capable of*) – *civil, ductile, puerile*

SATURDAY

MAR. 14

SUNDAY

MAR. 15

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MONDAY

MAR. 16

TUESDAY

MAR. 17

St. Patrick's Day

ogle – look at with strong interest; stare. It is impolite to ogle at people walking by.

WEDNESDAY

MAR. 18

Flashes

"This is the team. We're trying to go to the moon. If you can't put someone up, please don't put them down." – NASA motto

THURSDAY

MAR. 19

First Day of Spring

FRIDAY

MAR. 20

-dict- (to say) – *abdicate, diction, verdict*

SATURDAY

MAR. 21

SUNDAY

MAR. 22

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MONDAY MAR. 23

TUESDAY MAR. 24

infamous – notorious; disreputable. *Jesse James was an infamous outlaw.*

WEDNESDAY MAR. 25

Flashes

"If it had not been for the wind in my face, I wouldn't be able to fly at all." – Arthur Ashe

THURSDAY

MAR. 26

FRIDAY

MAR. 27

-ab-, -abs- (*from, away from*) – *abduct, abdicate, absent*

SATURDAY

MAR. 28

SUNDAY

MAR. 29

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MONDAY MAR. 30

TUESDAY MAR. 31

verdigris – a green coating on copper due to oxidation. The statue became coated with verdigris.

WEDNESDAY APR. 1

April Fools' Day

Flashes

"I have found that among its other benefits, giving liberates the soul of the giver." – Maya Angelou

THURSDAY

APR. 2

FRIDAY

APR. 3

-jur-, -jurat- (to swear) – abjure, perjure, jury

SATURDAY

APR. 4

SUNDAY

APR. 5

Palm Sunday



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MONDAY APR. 6

TUESDAY APR. 7

soporific – sleep-producing. Thanksgiving dinner had a soporific effect on all our guests.

WEDNESDAY APR. 8

Passover begins at sundown

Flashes

"The harder you work, the harder it is to surrender." – Vince Lombardi

THURSDAY

APR. 9

FRIDAY

APR. 10

Good Friday

-solv-, -solut- (to loosen, explain) – absolve, dissolute, absolute

SATURDAY

APR. 11

SUNDAY

APR. 12

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APR. 2020

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MONDAY APR. 13

TUESDAY APR. 14

antipathy – aversion. *Dogs are her greatest antipathy.*

WEDNESDAY APR. 15

Flashies

"The quality of an individual is reflected in the standards they set for themselves." – Ray Kroc

THURSDAY

APR. 16

FRIDAY

APR. 17

-cord- (*heart*) – *accord, cordial, discord*

SATURDAY

APR. 18

SUNDAY

APR. 19

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MONDAY APR. 20

TUESDAY APR. 21

ruddy – *having a fresh, healthy color. The athlete's ruddy skin was a sign of good health.*

WEDNESDAY APR. 22

Earth Day

Flashes

"Nothing in life is to be feared. It is only to be understood." – Marie Curie

THURSDAY

APR. 23

Ramadan begins at sundown

FRIDAY

APR. 24

acr- (sharp) – acrimonious, acerbity, acidulate

SATURDAY

APR. 25

SUNDAY

APR. 26

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MONDAY APR. 27

TUESDAY APR. 28

maudlin – tearfully sentimental. I am annoyed when a movie turns needlessly maudlin.

WEDNESDAY APR. 29

Flashes

“Common sense is seeing things as they are and doing things as they ought to be.” – Harriet Beecher Stowe

THURSDAY

APR. 30

FRIDAY

MAY 1

-ag-, -act- (to do) – act, agent, retroactive

SATURDAY

MAY 2

SUNDAY

MAY 3

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MAY 2020

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MONDAY MAY 4

TUESDAY MAY 5

Cinco de Mayo

vilify – make abusive and slanderous statements. The Nazi propaganda vilified the Jews.

WEDNESDAY MAY 6

Flashes

"No one can make you feel inferior without your consent." – Eleanor Roosevelt

THURSDAY

MAY 7

FRIDAY

MAY 8

ad- (to, forward) – admit, adhere, advance

SATURDAY

MAY 9

SUNDAY

MAY 10

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JUNE		2020				
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MONDAY MAY 11

TUESDAY MAY 12

inter – bury. They had plans to inter the body after an autopsy.

WEDNESDAY MAY 13

Flashes

"There are no gains without pains." – Benjamin Franklin

THURSDAY

MAY 14

FRIDAY

MAY 15

-mon-, -monit- (to warn) – admonish, premonition, monitor

SATURDAY

MAY 16

SUNDAY

MAY 17

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JUNE							2020						
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MONDAY MAY 18

Laylat al-Qadr begins at sundown

TUESDAY MAY 19

tractable – manageable. His new computer made complex graphic design more tractable, so he got more done.

WEDNESDAY MAY 20

Flashes

“Do the best you can in every task, no matter how unimportant it may seem at the time. No one learns more about a problem than the person at the bottom.” – Sandra Day O’Connor

THURSDAY MAY 21

FRIDAY MAY 22

-agri-, -agrari- (field) – agrarian, agriculture

SATURDAY MAY 23 **SUNDAY** MAY 24

Eid al-Fitr begins at sundown



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JUNE							2020	
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MONDAY MAY 25

Memorial Day (Observed)

TUESDAY MAY 26

steadfast – *firm; unwavering.* *The president spoke with steadfast resolve.*

WEDNESDAY MAY 27

Flashes

"Make the most of yourself, for that is all there is of you." – Ralph Waldo Emerson

THURSDAY

MAY 28

FRIDAY

MAY 29

-ali- (another) – alias, alienate, inalienable

SATURDAY

MAY 30

SUNDAY

MAY 31

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JUNE 2020

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	1	2

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	<hr/> <hr/> <hr/> <hr/> <hr/>
12	13	14 <i>Flag Day</i>	<hr/> <hr/> <hr/> <hr/> <hr/>
19	<i>First Day of Summer</i>	20 <i>Father's Day</i>	<hr/> <hr/> <hr/> <hr/> <hr/>
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JULY 2020

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30 <i>Eid al-Adha begins at sundown</i>

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
3 <i>Independence Day</i>	4	5	<hr/> <hr/> <hr/> <hr/> <hr/>
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31	1	2	<hr/> <hr/> <hr/> <hr/> <hr/>

AUGUST 2020

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
3	4	5	6
10	11	12	13
17	18	19	20 <i>Muharram begins at sundown</i>
24	25	26	27
31			

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
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LANGUAGE ARTS *MLA style of documentation*

YOUR WORKS-CITED LIST	Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.
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According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

ANY CITATION (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.ehow.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2019.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurisms Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

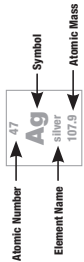
LANGUAGE ARTS *MLA style of documentation*

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
BOOK BY AN ANONYMOUS AUTHOR	<i>Literary Market Place: The Dictionary of American Book Publishing</i> . 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
A WORK IN AN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
AN EDITION OTHER THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
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SCIENCE *periodic table of the elements*

GROUP	1	2	Transition Metals										11	12	13	14	15	16	17	18		
IA	IIA	Transition Metals										IB	IIB	IIIA	IVA	VA	VIA	VIIA	VIIIA			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18				
1	H hydrogen 1.008	He helium 4.003											Ag silver 107.9	Au gold 197.0	Cu copper 63.55	Zn zinc 65.38(2)	Ga gallium 69.72	Ge germanium 72.63	As arsenic 74.92	Se selenium 78.97	Br bromine 79.90	Kr krypton 83.80
2	Li lithium 6.941(12)	Be beryllium 9.012	Sc scandium 44.96	Ti titanium 47.87	V vanadium 50.94	Cr chromium 52.00	Mn manganese 54.94	Fe iron 55.85	Co cobalt 58.93	Ni nickel 58.69	Cu copper 63.55	Zn zinc 65.38(2)	Ga gallium 69.72	Ge germanium 72.63	As arsenic 74.92	Se selenium 78.97	Br bromine 79.90	Kr krypton 83.80				
3	Na sodium 22.99	Mg magnesium 24.31	Y yttrium 88.91	Zr zirconium 91.22	Nb niobium 92.91	Mo molybdenum 95.95	Tc technetium (98)	Ru ruthenium 101.1	Rh rhodium 102.9	Pd palladium 106.4	Ag silver 107.9	Cd cadmium 112.4	In indium 114.8	Sn tin 118.7	Sb antimony 121.8	Te tellurium 127.6	I iodine 126.9	Xe xenon 131.3				
4	K potassium 39.10	Ca calcium 40.08	La lanthanoids	Hf hafnium 178.5	Ta tantalum 180.9	W tungsten 183.8	Re rhenium 186.2	Os osmium 192.2	Ir iridium 192.2	Pt platinum 195.1	Au gold 197.0	Hg mercury 200.6	Tl thallium 204.4	Pb lead 207.2	Bi bismuth 209.0	Po polonium (209)	At astatine (210)	Rn radon (222)				
5	Rb rubidium 85.47	Sr strontium 87.62	Y yttrium 88.91	Zr zirconium 91.22	Nb niobium 92.91	Mo molybdenum 95.95	Tc technetium (98)	Ru ruthenium 101.1	Rh rhodium 102.9	Pd palladium 106.4	Ag silver 107.9	Cd cadmium 112.4	In indium 114.8	Sn tin 118.7	Sb antimony 121.8	Te tellurium 127.6	I iodine 126.9	Xe xenon 131.3				
6	Cs cesium 132.9	Ba barium 137.3	La lanthanoids	Hf hafnium 178.5	Ta tantalum 180.9	W tungsten 183.8	Re rhenium 186.2	Os osmium 192.2	Ir iridium 192.2	Pt platinum 195.1	Au gold 197.0	Hg mercury 200.6	Tl thallium 204.4	Pb lead 207.2	Bi bismuth 209.0	Po polonium (209)	At astatine (210)	Rn radon (222)				
7	Fr francium (223)	Ra radium (226)	Ac actinoids	Rf rutherfordium (261)	Db dubnium (268)	Sg seaborgium (261)	Bh bohrium (272)	Hs hassium (270)	Mt meitnerium (276)	Ds darmstadtium (281)	Rg roentgenium (280)	Cn copernicium (285)	Nh nihonium (284)	Fl flerovium (289)	Mc moscovium (288)	Lv livermorium (293)	Ts tennessine (294)	Og oganesson (294)				
8	Lu lutetium 174.9668	Yb ytterbium 173.054	Lu lutetium 174.9668	La lanthanum 138.90547	Ce cerium 140.116	Pr praseodymium 140.907	Nd neodymium 144.242	Pm promethium (145)	Sm samarium 150.36	Eu europium 151.964	Gd gadolinium 157.25	Tb terbium 158.92535	Dy dysprosium 162.500	Ho holmium 164.93033	Er erbium 167.259	Tm thulium 168.93422	Yb ytterbium 173.054	Lu lutetium 174.9668				
9	Lr lawrencium (262)	No nobelium (289)	Lr lawrencium (262)	Ac actinium (227)	Th thorium 231.03688	Pa protactinium 231.03688	U uranium 238.02891	Np neptunium (237)	Pu plutonium (244)	Am americium (243)	Cm curium (247)	Bk berkelium (247)	Cf californium (251)	Es einsteinium (252)	Fm fermium (257)	Md mendelevium (288)	No nobelium (289)	Lr lawrencium (262)				



Group IA (excluding Hydrogen) comprises the alkali metals.
Group IIA comprises the alkaline-earth metals.
Group VIIIA comprises the noble gases.

Transition Metals

* IUPAC conventional atomic weights; standard atomic weights for these elements are expressed in intervals; see iupac.org for an explanation and values. ** Numbering system adopted by IUPAC. *** Numbering system widely used from the mid-20th century.
() Indicate the mass number of the longest-lived isotope.

Source: The International Union of Pure and Applied Chemistry (IUPAC), Encyclopaedia Britannica, and others.

MATHEMATICS *algebra & mathematical symbols*

ALGEBRA

Expanding

- (1) $a(b+c) = ab+ac$
- (2) $(a+b)^2 = a^2+2ab+b^2$
- (3) $(a-b)^2 = a^2-2ab+b^2$
- (4) $(a+b)(a+c) = a^2+ac+ab+bc$
- (5) $(a+b)(c+d) = ac+ad+bc+bd$
- (6) $(a+b)^3 = a^3+3a^2b+3ab^2+b^3$
- (7) $(a-b)^3 = a^3-3a^2b+3ab^2-b^3$
- (8) $a^2-b^2 = (a+b)(a-b)$
- (9) $a^3+b^3 = (a+b)(a^2-ab+b^2)$
- (10) $a^3b-ab = ab(a+1)(a-1)$
- (11) $a^2-2ab+b^2 = (a-b)^2$
- (12) $a^3-b^3 = (a-b)(a^2+ab+b^2)$

Laws of Exponents

- (1) $a^r a^s = a^{r+s}$
- (2) $a^r / a^s = a^{r-s}$
- (3) $a^r a^p / a^q = a^{r+p-q}$
- (4) $(a^r)^s = a^{rs}$
- (5) $(ab)^r = a^r b^r$
- (6) $(a/b)^r = a^r / b^r$ ($b \neq 0$)
- (7) $a^0 = 1$ ($a \neq 0$)
- (8) $a^{-r} = 1/a^r$ ($a \neq 0$)

if r and s are positive integers

Logarithms

- (1) $\text{Log}(xy) = \text{Log } x + \text{Log } y$
- (2) $\text{Log } x^r = r \text{Log } x$
- (3) $\text{Log } x = n \iff x = 10^n$ (Common log)
- (4) $\text{Log}_a x = n \iff x = a^n$ (Log to the base a)
- (5) $\text{Ln } x = n \iff x = e^n$ (Natural log)
- (6) $\text{Log}(x/y) = \text{Log } x - \text{Log } y$

$$e = 2.71828183$$

Quadratic Formula

When given a formula in the form of a quadratic equation \rightarrow

$$ax^2 + bx + c = 0$$

The solution can be derived using the quadratic formula \rightarrow

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

MATHEMATICAL SYMBOLS

+	plus	>	greater than	○	circle
-	minus	<	less than	⌒	arc of circle
±	plus or minus	≥	greater than or equal to	□	square
X	multiplied by	≤	less than or equal to	▭	rectangle
÷	divided by	∞	infinity	▭	parallelogram
=	equal to	:	is to (ratio)	△	triangle
≠	not equal to	::	as (proportion)	∠	angle
≈	nearly equal to	π	pi (-3.14159)	⊥	right angle
\sqrt{x}	square root of x	∴	therefore	⊥	perpendicular
$\sqrt[n]{x}$	nth root of x	∵	because		parallel
%	percentage	x	absolute value of x	°	degrees
Σ	sum of	...	and so on	'	minutes

GEOGRAPHY *states & state capitals*

{AL}	Alabama-----	Montgomery	{MT}	Montana-----	Helena
{AK}	Alaska-----	Juneau	{NE}	Nebraska-----	Lincoln
{AZ}	Arizona-----	Phoenix	{NV}	Nevada-----	Carson City
{AR}	Arkansas-----	Little Rock	{NH}	New Hampshire-----	Concord
{CA}	California-----	Sacramento	{NJ}	New Jersey-----	Trenton
{CO}	Colorado-----	Denver	{NM}	New Mexico-----	Santa Fe
{CT}	Connecticut-----	Hartford	{NY}	New York-----	Albany
{DE}	Delaware-----	Dover	{NC}	North Carolina-----	Raleigh
{FL}	Florida-----	Tallahassee	{ND}	North Dakota-----	Bismarck
{GA}	Georgia-----	Atlanta	{OH}	Ohio-----	Columbus
{HI}	Hawaii-----	Honolulu	{OK}	Oklahoma-----	Oklahoma City
{ID}	Idaho-----	Boise	{OR}	Oregon-----	Salem
{IL}	Illinois-----	Springfield	{PA}	Pennsylvania-----	Harrisburg
{IN}	Indiana-----	Indianapolis	{RI}	Rhode Island-----	Providence
{IA}	Iowa-----	Des Moines	{SC}	South Carolina-----	Columbia
{KS}	Kansas-----	Topeka	{SD}	South Dakota-----	Pierre
{KY}	Kentucky-----	Frankfort	{TN}	Tennessee-----	Nashville
{LA}	Louisiana-----	Baton Rouge	{TX}	Texas-----	Austin
{ME}	Maine-----	Augusta	{UT}	Utah-----	Salt Lake City
{MD}	Maryland-----	Annapolis	{VT}	Vermont-----	Montpelier
{MA}	Massachusetts-----	Boston	{VA}	Virginia-----	Richmond
{MI}	Michigan-----	Lansing	{WA}	Washington-----	Olympia
{MN}	Minnesota-----	St. Paul	{WV}	West Virginia-----	Charleston
{MS}	Mississippi-----	Jackson	{WI}	Wisconsin-----	Madison
{MO}	Missouri-----	Jefferson City	{WY}	Wyoming-----	Cheyenne

