



Franklin
C O U N T Y S C H O O L S

2022 – 2023
Student Handbook and
Code of Conduct

DISCRIMINATION STATEMENT

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

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

Chairperson, FCS Board of Education – Dr. Elizabeth Keith (919) 496-2600

District Title IX Coordinator – Mr. Michael Zalewski (919) 496-2600

District 504 Coordinator – (919) 496-2457

DISTRICT AND SCHOOL WEBSITES

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

FCS Asbestos Notification

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

The Environmental Protection Agency requires re-inspection of asbestos containing materials every three years. During the spring of 2021, an accredited asbestos inspector performed the re-inspection. An accredited management planner received the results and recorded the recommended actions necessary to safely manage asbestos-containing materials.

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

TABLE OF CONTENTS

SCHOOL ADDRESSES/CONTACT INFORMATION	3
DISTRICT LEADERSHIP INFORMATION	5
GETTING STARTED	
REGISTRATION, ENROLLMENT AND ATTENDANCE INFORMATION	6
CURRICULUM AND GRADING	
CURRICULUM	12
AIG PROGRAM	12
CAREER AND TECHNICAL EDUCATION (CTE)	12
POWERSCHOOL/PARENTPORTAL/FINDOUTFIRST	13
STUDENT DEVICES	13
REPORT CARDS, STUDENT EVALUATION, PROGRESSION AND PLACEMENT	13
STUDENT ATTIRE	13
HEALTH AND SAFETY	
BULLYING AND HARASSMENT	14
CHILDREN WITH DIABETES	14
CRISIS AND EMERGENCY PLAN	14
FERPA LAW	14
INCLEMENT WEATHER	15
NORTH CAROLINA SAFE SURRENDER LAW	15
SAFETY DRILLS	16
SCHOOL BUS SAFETY	16
SCHOOL NURSES AND FIRST RESPONDERS	16
GARRETT'S LAW	17
STUDENT MEDICATION POLICY	17
GUIDELINES FOR EXCLUSION	22
USE OF SECLUSION AND RESTRAINT	24
HEAD LICE ACKNOWLEDGEMENT	24
PROGRAMS AND SERVICES	
ATHLETIC ELIGIBILITY	24
BEFORE AND AFTER SCHOOL CARE	25
SCHOOL NUTRITION	25
CHILDREN WITH DISABILITIES	26
COUNSELING SERVICES	27
STUDENT INSURANCE	27
HOMELESS STUDENTS	27
TRANSPORTATION	27
VISITORS TO OUR SCHOOLS	28
STUDENT CODE OF CONDUCT	
FCS Student Handbook & Code of Conduct Acknowledgement Form (last page)	

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

<p align="center">BUNN ELEMENTARY Phone: (919) 496-4015</p> <p align="center">PO Box 143 686 Bunn Elementary School Road Bunn, NC 27508 <i>Principal: Mr. Chris Cullom</i> <i>Assistant Principal: Timothy Osso</i> Fax: (919) 496-0301</p>	<p align="center">LONG MILL ELEMENTARY Phone: (919) 554-0667</p> <p align="center">1753 Long Mill Road Youngsville, NC 27596 <i>Principal: Ms. Pachette Dunn</i> <i>Assistant Principal: Dr. Robert Kradel</i> Fax: (919) 554-1765</p>
<p align="center">EDWARD BEST ELEMENTARY Phone: (919) 853-2347</p> <p align="center">4011 Highway 56 East Louisburg, NC 27549 <i>Principal: Ms. Katie Renze-Beer</i> <i>Assistant Principal: Ms. Michele Hunt</i> Fax: (919) 853-6759</p>	<p align="center">LOUISBURG ELEMENTARY Phone: (919) 496-3676</p> <p align="center">50 Stone Southerland Road Louisburg, NC 27549 <i>Principal: Mrs. Trenace Gilmore</i> <i>Assistant Principal: Ms. Wanda Keith</i> Fax: (919) 496-2460</p>
<p align="center">FRANKLINTON ELEMENTARY Phone: (919) 494-2479</p> <p align="center">431 S Hillsborough Street Franklinton, NC 27525 <i>Principal: Ms. Jamie Wilkerson</i> <i>Assistant Principal: Mr. Roderick Boyles</i> Fax: (919) 494-7115</p>	<p align="center">ROYAL ELEMENTARY Phone: (919) 496-7377</p> <p align="center">308 Flat Rock Church Road Louisburg, NC 27549 <i>Principal: Dr. David Westbrook</i> <i>Assistant Principal: Ms. Petrice Fox</i> Fax: (919) 496-7343</p>
<p align="center">LAUREL MILL ELEMENTARY Phone: (919) 853-3577</p> <p align="center">730 Laurel Mill Road Louisburg, NC 27549 <i>Principal: Mrs. Genie Faulkner</i> <i>Assistant Principal: Ms. Dakisha Perry</i> Fax: (919) 853-3579</p>	<p align="center">YOUNGSVILLE ELEMENTARY Phone: (919) 556-5250</p> <p align="center">PO Box 338 125 HWY 1A South Youngsville, NC 27596 <i>Principal: Mr. Frank Wiggins</i> <i>Assistant Principal: Mr. Latelle Williams</i> Fax: (919) 556-3962</p>

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

<p>BUNN MIDDLE Phone: (919) 496-7700 4742 NC 39 Highway South Bunn, NC 27508 <i>Principal: Mr. Eric Lockard</i> <i>Assistant Principal: Ms. Michelle Disney</i> <i>Assistant Principal: Ms. Tenesha Lee</i> Fax: (919) 496-1404</p>	<p>FRANKLINTON MIDDLE Phone: (919) 494-2971 3 N Main Street Franklinton, NC 27525 <i>Principal: Ms. Heidi Boardman</i> <i>Assistant Principal: Ms. Jennifer Giandenoto-Romano</i> Fax: (919) 494-1625</p>
<p>CEDAR CREEK MIDDLE Phone: (919) 554-4848 2228 Cedar Creek Road Youngsville, NC 27596 <i>Principal: Mr. Zachary Richards</i> <i>Assistant Principal: Ms. Erin Hatch</i> <i>Assistant Principal: Ms. Tiffany Fogg</i> Fax: (919) 570-5143</p>	<p>TERRELL LANE MIDDLE Phone: (919) 496-1855 101 Terrell Lane Louisburg, NC 27549 <i>Principal: Ms. Crystal Cofield-Davis</i> <i>Assistant Principal: Ms. Kendall Doyle</i> <i>Assistant Principal:</i> Fax: (919) 496-1370</p>

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

<p>BUNN HIGH Phone: (919) 496-3975 29 Bunn Elementary School Road Bunn, NC 27508 <i>Principal: Mr. Tyler Morris</i> <i>Assistant Principal: Ms. Laura Wilson-Wadsworth</i> <i>Assistant Principal: Mr. Nowell Brooks</i> Fax: (919) 496-6943</p>	<p>FRANKLINTON HIGH Phone: (919) 494-2332 910 Cedar Creek Road Franklinton, NC 27525 <i>Principal: Dr. Russell Holloman</i> <i>Assistant Principal: Ms. Kim Heller</i> <i>Assistant Principal: Ms. Danielle Richardson</i> <i>Assistant Principal: Mr. Joseph Cobb</i> Fax: (919) 494-5140</p>
<p>EARLY COLLEGE HIGH Phone: (252) 738-3649 8150 NC Highway 56 Louisburg, NC 27549 <i>Principal: Dr. Erica Shoulders-Royster</i> Fax: (919) 496-1033</p>	<p>LOUISBURG HIGH Phone: (919) 496-3725 201 Allen Lane Louisburg, NC 27549 <i>Principal: Mrs. Melissa Thomas</i> <i>Assistant Principal: Ms. Rommy Woodley</i> <i>Assistant Principal: Mr. Elbert Kent</i> <i>Assistant Principal: Ms. Cynthia Mills</i> Fax: (919) 496-2505</p>

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

Dr. Elizabeth Keith, Chair, District 3 (919) 496-6782 elizabethkeith@fcschools.net	Mrs. Rosemary Champion, Vice Chair, At Large (919) 853-2437 rosemarychampion@fcschools.net
Mr. Bernard Hall, District 1 (919) 496-7918 bernardhall@fcschools.net	Mrs. Debra Brodie, District 4 (919) 496-2016 debrabrodie@fcschools.net
Mrs. Paige Sayles, At Large (919) 496-1759 paigesayles@fcschools.net	Mrs. Meghan Jordan, District 5 (919) 524-3459 meghanjordan@fcschools.net
Mr. Tommy Piper, District 2 (919) 495-1754 tommypiper@fcschools.net	Mrs. Diane Marks, Clerk to the Board and Student Assignment Coordinator (919) 496-2600 dianemarks@fcschools.net

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

Dr. Rhonda Schuhler Superintendent rhondaschuhler@fcschools.net	Dr. Lela Nichols Chief of Academics lelanichols@fcschools.net	Mr. Michael Zalewski Chief of Human Resources michaelzalewski@fcschools.net
Ms. Quinnley Coley Chief of Finance quinnleycoley@fcschools.net	Dr. Geoffrey Hawthorne Executive Director of Elementary Education & Federal Programs geoffreyhawthorne@fcschools.net	Dr. Danyelle Parker Executive Director of Secondary Education and CTE danyelleparker@fcschools.net
Dr. Larry Webb Chief of Auxiliary Services larrywebb@fcschools.net	Mr. Dawayne McIntosh Director of Communications dawaynemcintosh@fcschools.net	Ms. Freda Clifton Executive Director of Personnel & Equity fredaclifton@fcschools.net

GETTING STARTED

WHERE WILL MY CHILD ATTEND SCHOOL?

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

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

ENROLLMENT INFORMATION

The online enrollment is located on the district website under "Parents;" click on "Enrollment and Reassignment." The documentation/complete enrollment packet must be completed by the parent or legal guardian to enroll a student in Franklin County Schools and include the following:

1. A withdrawal form from the previous school (if applicable; preferred but not required).
2. Evidence of Age - The parent or guardian must furnish competent and verifiable evidence of the child's date of birth. Such evidence may include, but is not limited to: (1) a certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born; or (2) a certified copy of a birth certificate issued by a church, mosque, temple or other religious institution that maintains birth records of its members. A birth certificate or other satisfactory proof of age issued by a foreign country or institution will be accepted and treated in the same manner as comparable documents issued in the United States. School officials shall use such documents only for the purpose of establishing the age of the child and not to inquire about the citizenship or immigration status of the child, parent or guardian.
3. Legal guardianship papers if the adult accompanying the child is not listed as the parent on the birth certificate (exceptions as below).
4. Verification of domicile by obtaining a copy of the following documents: (1) deed or lease of primary residence and (2) a current electricity bill showing reasonable consumption of electricity use for the number of people in the household. The statement of domicile form must also be notarized. Exceptions will be made under Subtitle B of Title VII of the McKinney-Vento Homeless Education Act (42 U.S.C. 11431 et. Seq.) Sec. 722 (g)(3)(C)(i). If you are interested in information about the McKinney-Vento Act, please ask an administrator at the school.
5. Ability to confirm that the enrolling student has not been suspended or expelled or does not have a pending suspension or expulsion recommendation.
6. Academic status from the previous school verified telephone/withdrawal form/fax (if applicable).
7. An up to date health assessment is required for all Kindergarten/Pre-K students AND any child enrolling for the first time in a North Carolina public school. The physical must be completed and dated no more than 12 months before the first day of enrollment and must be documented on the NC Health Assessment Transmittal Form (available at each school and through the online enrollment portal). The student will be excluded from school if not received by the 30th day according to North Carolina State Law, Health Assessments for Children in Public Schools, G.S. 130A-440.
8. Exceptional Children's Program information (if applicable).

9. Medical information that schools should be aware of such as chronic illnesses/diseases or medications that the students need to take during school hours.
10. Complete Immunization Records The parent/guardian/surrogate shall have thirty days from the first day of attendance to provide this information to the school. Students will be excluded if the record is not received by the 30th day according to North Carolina State law G.S.130A-152(a). Exceptions are made under Subtitle B of Title VII of the McKinney-Vento Homeless Education Act (42 U.S.C. 11431 et. Seq.) Sec. 722 (g)(3)(C)(iii). The immunization record must clearly document that your child received the following immunizations: DTP (5); Hib (3); Pneumococcal (4); Polio (4); Varicella (2); MMR (2); Hepatitis B (3); Tdap (1) prior to entering the 7th grade, Meningococcal (1) prior to entering 7th grade, Meningococcal (booster) prior to entering 12th grade.

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

SCHOOL START TIMES

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

FCS ATTENDANCE POLICY

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

COMPULSORY ATTENDANCE LAW

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

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

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

After ten (10) accumulated unexcused absences in a school year, the principal shall review the report of the school social worker or school attendance counselor and shall confer with the student, his/her parent,

guardian or custodian if possible to determine whether the parent, guardian, or custodian has received proper notification and has made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not, the principal shall notify the district attorney and parent in writing of the Compulsory Attendance Law violation. The principal may file a complaint with the juvenile intake counselor that the child is habitually absent from school without a valid excuse. Evidence showing that the parent, guardian, or custodian were notified and that the child has accumulated ten (10) absences which cannot be justified under the established attendance policies of the Board of Education shall establish a prima facie case that the child's parent, guardian, or custodian is responsible for the absences.

ATTENDANCE RECORDS

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

ATTENDANCE DEFINED

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

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

HOMEBOUND/HOSPITAL BOUND

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

STAGGERED KINDERGARTEN

Kindergarten students who are enrolled on Day 1 are counted as present on the days they are assigned to home as part of a staggered kindergarten enrollment program.

ABSENCES

Personal contact and/or written notification from the parent, guardian or custodian of the student should be submitted within three (3) days upon the student's return to school for the absence to be excused. An administrator may require a physician's validation of illness for a student who misses an excessive number of days because of illness.

EXCUSED ABSENCES

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

1. Illness or Injury: When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. Death in the Immediate Family: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not limited to, parents, grandparents, brothers and sisters.
4. Medical or Dental Appointment: When the absence results from a medical or dental appointment of a student.
5. Court or Administrative Proceedings: When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Religious Observance: When the student is absent due to a religious observance required or suggested by the student or the student's parent. The student will have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance.
7. Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted by the principal prior to the absence.
8. Pregnancy and Other Related Conditions or Parenting: When medically necessary.
9. Visitation with the student's parent or legal guardian for a minimum of two days each academic year, if the student is not identified at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment from a combat zone or combat support posting.

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

SCHOOL-RELATED ACTIVITIES

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

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

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

CHRONIC TARDINESS AND EARLY DISMISSALS

Students are expected to arrive on time and remain in school for the entire day. Tardiness and early dismissals cause students to miss important information and are strongly discouraged. The school principal is expected to deal appropriately with those students who are chronically tardy or who leave early. When tardiness becomes excessive, the student, his or her parents or guardians shall be notified by the principal or designee in writing of the student's tardiness. If the tardiness continues after parent notification, appropriate disciplinary action will be taken. Students may be suspended for up to two days for such offenses. Tardiness and early dismissals may be excused for the same reasons as listed above for absences.

EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

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

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

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

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

MAKE UP WORK

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

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

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

ELEMENTARY AND MIDDLE SCHOOLS (K-8)

All students in an elementary or middle school should be in attendance to the greatest extent possible. Learning is optimized when students are at school. A student must be in school for at least one-half of the school day to be counted present. Once a student has accumulated five (5) unexcused absences, the school attendance committee will meet to discuss the impact of absences on student learning. The parent will be contacted to discuss possible solutions for frequent absences. Any student who misses an excessive amount of school days may appeal to an attendance committee, which may consist of the principal, teacher(s), school social worker, school counselor, and school nurse or other appropriate personnel designated by the principal. Medical or other compelling reasons must support such an appeal. Schools will follow procedures established for notification of absences at frequent intervals (3 day, 6 day, 10 day, etc.)

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

HIGH SCHOOL (9-12) COURSE CREDIT

In order to obtain credit in a course, a student should be in attendance for that course to the greatest extent possible. Transfer students may miss no more than 12% of the remaining semester. A student must be in attendance at least one half of a class period to be counted present for that class. Any student who attends fewer than 80 days in a semester course will not receive credit for the course; however, the student may appeal to the principal/designee to be allowed to obtain credit for the course. Such appeal must be supported by proper documentation for extended illness or other compelling reasons.

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

PRE-KINDERGARTEN

Franklin County offers a pre-kindergarten program for selected four-year old students. This program is funded through both federal Title I funds and the North Carolina Pre-K (NCPK) Program funded by the North Carolina General Assembly. The Pre-K program is evaluated by the North Carolina Division of Child Development, Regulatory Services. The program is evaluated for developmentally appropriate areas including: space and furnishings, personal care routines, language-reasoning, activities, interaction, program structure, and the parents and staff. All student applicants are given a developmental screening. Acceptance is based on screening results and need. Most elementary schools offer a Pre-K program. For more information, contact the FCS Curriculum and Instruction Department at (919) 496-2600.

EARLY ADMISSION TO KINDERGARTEN

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

Criteria that will be considered include the following:

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

For more information regarding early admission to kindergarten, please contact your assigned school to inquire if your child meets the criteria.

CURRICULUM AND GRADING

CURRICULUM OVERVIEW

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

ACADEMICALLY & INTELLECTUALLY GIFTED (AIG)

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

CAREER & TECHNICAL EDUCATION

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

- Prepare for further career and technical education and lifelong learning
- Prepare for initial and continued employment
- Make education and career decisions
- Apply/reinforce related learning from other disciplines
- Develop decision making communication, problem solving, leadership and citizenship skills
- Prepare to make informed consumer decisions and apply practical life skills

The middle school programs include courses in Agriculture, Technology and Business Education and activities in Career Development. The high school programs include courses in Agricultural Education, Business Education, Family and Consumer Sciences Education, Health Occupations Education, Marketing & Education, and Trade & Industrial Education, as well as activities in Career & Technical Student Organizations such as SkillsUSA, FCCLA, FBLA, HOSA and FFA. In addition, high school students may earn dual credit by taking certain courses at Vance Granville Community College. Appropriate provisions are made for students with special needs to be successful in the program.

Career & Technical Education benefits everyone: students (grades K-12), employers, parents, school systems, and communities. For more details concerning the Career & Technical Education programs at the middle or high schools, contact the Office of Career & Technical Education at (919) 496-2600.

POWERSCHOOL, PARENT PORTAL, NOTIFICATIONS

The PowerSchool ParentPortal will allow you to access current grades, attendance, confirm correct contact information and review registration information. You will also be able to access "Visit Your Child's School" for more information.

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

STUDENT DEVICES

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

REPORT CARDS

Franklin County Schools sends home report cards at the completion of each grading period. At the elementary level, students are graded on a standards-based grading system. Report cards list the NC Standard Course of Study standards and show the student's progress on each individual standard. At the middle and high school level, students receive traditional North Carolina Report Cards. Elementary, middle, and high schools run on a nine-week grading cycle. Report card data is available for parents to view through the PowerSchool/ParentPortal system.

STUDENT EVALUATION, PROGRESSION & PLACEMENT

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

STUDENT ATTIRE

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

HEALTH AND SAFETY

BULLYING AND HARASSMENT

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

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

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

CHILDREN WITH DIABETES

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

CRISIS AND EMERGENCY PLAN

A lockdown is an action directed by local law enforcement, the superintendent and/or the school principal to protect the welfare of everyone involved. During a lockdown or an emergency situation, it is important for parents to do the following:

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

Franklin County Schools classifies the following as directory information:

- Student's name
- Address
- Phone number
- Major field of study
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Awards received

- School and grade level
- Other school attended by the student
- Eligibility for driver's license permit under the North Carolina General Statutes 20-11(n) and 20-13.2(c)

Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify, in writing, the principal of the school where the records are kept within the first full week of school each year. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received, the information will be classified as directory information until the beginning of the next school year. Complaints about failures of Franklin County Schools to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Health and Human Services, 200 Independence Avenue, SW, Washington, D.C. 20201.

INCLEMENT WEATHER

At times, weather conditions may warrant the school district to delay, dismiss or close schools. Franklin County Schools works with Franklin County Emergency Management Services to stay informed in severe weather situations. District leadership monitors road conditions as early as possible to make the appropriate decision. Once a decision is made, the delay, early release or closing status will be posted on the following outlets: district and school websites, social media accounts, phone calls, text messaging, email, our app, local TV channels and radio stations. To make sure you receive these alerts in a timely manner, it is very important all your information is up to date in PowerSchool. This includes your home and mobile phones and email address. Please contact your school's data manager to verify your correct contact information, or sign up for Blackboard Communications. For more information on how we communicate with parents and the community, please visit our website fcschools.net, and under "About Us" choose "Sign-Up for FCS Info & Updates."

NORTH CAROLINA SAFE SURRENDER LAW

In 2001, the North Carolina General Assembly passed a law, G.S.7B-500, making it legal for females to surrender their newborn baby to a responsible adult without fear of criminal prosecution. The purpose of this notice is to ensure that students in grades nine through twelve receive information annually on the manner in which a parent may lawfully abandon a newborn baby with a responsible adult (G.S.115C-47). The Safe Surrender allows an overwhelmed mother to surrender her newborn to a responsible adult and walk away without fear of criminal prosecution. Safe surrender is legal, provided that the infant is seven days old or less and unharmed. Parents leaving the infant do not have to provide any information or name. They can be asked for it, but must be told they are not required to give it. The safe havens that must, without a court order, accept the infant include hospitals, health departments, nonprofit community health centers, law enforcement officers who are on duty or at a police station or sheriff's office, social service workers, and certified EMS workers who are on duty or at a fire or EMS station.

PARENT INSPECTION OF AND OBJECTION TO INSTRUCTIONAL MATERIALS AND STUDENT SURVEYS

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

SAFETY DRILLS

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

SCHOOL BUS SAFETY

School bus passengers are NOT allowed to:

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

School bus passengers should:

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

SCHOOL NURSES AND FIRST RESPONDERS

Franklin County Schools has 11 full time nurses employed by the district. School nurses provide direct student health services as well as manage the delegation of health care procedures in the school setting. In addition to being planners and coordinators of student care, school nurses assist parents, physicians, and students in managing chronic health problems. They also serve as a liaison and resource person between home, school and community organizations. School nurses also monitor communicable diseases, monitor student's compliance with North Carolina immunization laws, supervise the administration of medication, monitor chronic illness and render first aid.

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

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

GARRETT'S LAW

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

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

PURPOSE: To establish guidelines for medication administration and management during school hours.

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

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

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

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

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

A. Medication Administration by School Employees

1. Conditions for Administering Medicines

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

- a. The student's parent or legal custodian has made a written request that school personnel administer the medication to the student and has provided explicit written instructions from a

licensed health care provider describing the manner in which the medication is to be administered.

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

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

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

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

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

2. Procedures for Administering Medications

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

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

b. Procedures for medication administration must be consistent with recommendations of the School Health Unit of the Children & Young Branch of the NC Division of Public Health, as described in the *North Carolina School Health Program Manual*.

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

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

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

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

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

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

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

Administration of All Prescription Medications

1. Written instructions signed by the parent or guardian, and licensed health care provider will be required and will include:

- a. Child's name
- b. Name of medication
- c. Purpose of medication
- d. Route of administration
- e. Time to be administered
- f. Dosage
- g. Possible side effects and contraindications
- h. Termination date for administering the medication
- i. Special instructions regarding child and medication

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

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

Over-the Counter Medication

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

administered. Parents who want school personnel to administer over-the-counter medication must provide the medication to school personnel pursuant to the requirements of this policy.

B. Emergency Medication

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

C. Student Self-Administering Medications

Self-Administration of Over-the-Counter Medication

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

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

Self-Management of Prescription Medication

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

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

1. Authorization to Self-Administer Medication

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

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

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

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

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

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

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

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

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

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

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

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

2. Responsibilities of the Student

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

3. Consequences for Improper Use

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

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

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

SCHOOL HEALTH SERVICES GUIDELINES FOR EXCLUSION

During the COVID-19 pandemic - Franklin County Schools will follow guidance from the CDC, NCDHHS and the Franklin County Health Department regarding exclusion/isolation requirements due to possible symptoms of COVID, positive test results and masking due to confirmed/presumed positive cases. Students/staff who have any of the following will need to remain at home, report their symptoms and seek PCR testing (fever, chills, unexplained body aches, runny nose, stuffy nose, sore throat, cough, shortness of breath, vomiting, diarrhea, new onset of severe headache, loss of taste/smell). COVID protocols can be viewed [here](#).

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

SYMPTOM/CONDITION	WHEN TO KEEP STUDENT HOME/RETURN TO SCHOOL GUIDELINES
Fever: A temperature of 100° or higher may indicate an infection.	Student must remain home until they are fever free for at least 24 hours WITHOUT fever reducing medicines (Tylenol, Advil or their generic form).
Diarrhea: May be a symptom of a disease or condition that can be spread to others.	Student should remain at home during illnesses causing frequent loose stools. Students with persistent diarrhea should be evaluated by a physician and parents may be asked to provide written documentation from the doctor that no viral, bacteriological, or parasitic condition exists.
Vomiting: Usually caused by a virus.	Student should remain at home until at least 24 hours have passed since the last vomiting episode.
Rashes: May be a sign of a contagious condition such as chickenpox, bacterial meningitis, impetigo, or MRSA.	Students who have any rash that is accompanied by a fever or a rash that is blistered or draining must see a physician and may be required to provide written documentation from the doctor to return to school.
Conjunctivitis (Pinkeye): Inflammation (redness) of the covering of the white part of the eye and inside of the eyelids; may be caused by allergens, viruses, and/or bacteria.	Students who are exhibiting these symptoms for more than one day should be evaluated by their physician. Treatment depends on the cause and is not required to return to school. Drainage from the eye that is sticky, thick, and/or yellow and indicate an infection that needs prescription treatment and should be evaluated by a physician. Students should not return to school until these symptoms have resolved.
Impetigo: A contagious skin infection.	This condition requires medical treatment. The student may return to school after receiving medical

	treatment (minimum of 24 hours) and when the crusting lesions are no longer present.
MRSA (Methicillin-Resistant Staphylococcus Aureus): A type of skin infection caused by bacteria that is resistant to certain antibiotics. Symptoms may include: redness, swelling, pain at the site, and white/yellow drainage.	This condition requires evaluation by a healthcare provider and medical treatment. Lesions must be kept covered while at school. NCHSAA guidelines must be followed for student athletes diagnosed with MRSA.

Scabies: A common skin condition caused by small insects (mites) burrowing under the skin. This causes a very itchy rash.	Student/family must be treated before returning to school. Treatment is usually completed overnight and repeated in a week.
Strep Throat and Scarlet Fever: Symptoms may include sore throat, fever, rash, upset stomach.	Any student with a sore throat and fever for more than 24 hours should be seen by a physician. If strep throat or scarlet fever is diagnosed, the student should remain at home until 24 hours after treatment is begun and until fever free for 24 hours without fever-reducing medications.
Varicella (Chicken Pox): A viral illness that causes a blister like rash (which may appear in different stages), fever and fatigue.	Any person suspected to have chicken pox should be evaluated by a physician for diagnosis. Students may not return to school until all blisters have formed scabs. **Unvaccinated students (due to medical or religious reasons) who may have had contact will also be excluded for up to 21 days after the last diagnosed case.
Reportable Communicable Diseases: There are other diseases that may occur in the school age population that must be reported to the Health Department. Examples are: Measles, Mumps, Pertussis (whooping cough), Hepatitis B, Meningitis, etc.	Return to school for these diseases will depend upon guidance from the local health department. **For all vaccine preventable illnesses, unvaccinated students (due to medical/religious beliefs) will be excluded from school based upon recommendations/ guidelines from the local Health Department and the CDC.
Other:	Students may also be excluded from school for any illness that prevents them from participating comfortably in school activities, any illness that results in a need for care that is greater than the school staff can provide without compromising the health and safety of other students, any condition that may suggest possible severe illness (fever, lethargy, irritability, persistent crying, difficulty breathing).

USE OF SECLUSION AND RESTRAINT

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

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

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

PEDICULOSIS (HEAD LICE) ACKNOWLEDGEMENT

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

“It is the position of the National Association of School Nurses that the management of pediculosis (Infestation by head lice) should not disrupt the education process. No disease is associated with head lice and in-school transmission is considered to be rare.”

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

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

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

Home cooperation is vital to the control of head lice infestation.

PROGRAMS AND SERVICES

ATHLETIC ELIGIBILITY

Students who participate in organized school athletics in Franklin County Schools must maintain proper eligibility requirements. Parents are asked to help protect student-athlete eligibility. To represent their school in athletic contests, student athletes at the middle school level must pass five courses the previous semester. Since the high schools operate on the 4x4 block scheduling system, student-athletes

must take and pass three of four courses during the previous semester and meet local promotion standards. In addition to the academic requirements, student-athletes must also:

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

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

NOTE: All student-athletes (Grades 6-12) are insured through an all-athletic accident insurance policy that is purchased by the school district. This policy serves as secondary insurance for students insured through their parent's medical coverage. To view insurance information and forms, visit the "For Parents" page under the "Resources" menu on the FCS website; fcschools.net.

BEFORE AND AFTER SCHOOL CARE

Franklin County Schools offers a Before and After School Care program to most elementary families. This is especially helpful for parents who need child care due to work hours. For more information or pricing of the program, contact your child's school.

SCHOOL NUTRITION

Free and Reduced Meals: All families will need to apply for free and reduced meals. We are excited to offer online applications at lunchapplication.com. Families can complete a family application for all students in their household. Students that have been Directly Certified will receive letters prior to the first day of school. Please verify that every child in the household receives a letter. If a child has been left off the letter, please contact School Nutrition Services at (919) 496-5125.

Charges in the Cafeteria: Please communicate with your student(s) to make sure they have meal money each day if paying full or reduced price for meals. Once students charge 3 meals they will start receiving a substitute meal until their charges are paid in full. Students are not allowed to charge wrapped a la carte items. If you have questions about your student's cafeteria account, please contact your school cafeteria manager.

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

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

Payment Information: Nexcheck is the collection agency that handles return check collections for FC Schools Nutrition. Franklin County Schools uses K12PaymentCenter.com, an online payment system. More information is available on the district website under School Nutrition Services.

The Cafeteria Can Help with Celebrations: Are you looking for a way to celebrate special occasions? Allow the school cafeteria to help you. A variety of snack items are available at a discounted price if purchased in bulk. Classroom parties and other celebrations are a great opportunity to take advantage of bulk pricing of healthy snack items, or Whole Pizzas for Pizza Parties. Also, available for bulk purchasing

are paper products such as cups, napkins, plates, etc. This is a great way to eliminate the worry of bringing items to school for your student's special day. Contact the school cafeteria manager or school nutrition office at (919) 496-5125 for more information.

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

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

For more information, contact Liesa Seligman, FCS School Nutrition Supervisor, liesaseligman@fcschools.net or (919) 496-5125.

CHILDREN WITH DISABILITIES

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

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

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

When a parent/legal guardian recognizes that a child is exhibiting developmental problems or that a child's educational needs are not being met, he or she will notify the child's teacher. The teacher can initiate the MTSS process at the school level. Schools teams, which meet regularly to discuss the special needs of students, help develop practical interventions for students who may be experiencing difficulty in school. The success of these interventions, some as simple as changing a child's seat in the classroom or working in small groups on sight words, provide information that is useful in determining whether a referral to the school's exceptional children's team is indicated. This committee is responsible for receiving referrals and arranging for evaluations for students who may need special education and related services after the MTSS process is completed. If the student qualifies for special education, the IEP Team will invite parents to participate in a meeting to place the child and to develop an IEP for their child. Parents who continue to have questions about the special education process or who are not

satisfied that their child's needs have been adequately assessed in the local school may wish to discuss their concerns with the principal, and if necessary, the Exceptional Children's Director. This administrator directs all special education programs in the school system and may be the best local resource for problem solving. Other alternatives and procedures available to parents of exceptional children are outlined in the Handbook on Parents Rights. This publication also includes information on rights to confidentiality and access to records, and the right to file complaints. For more information about Exceptional Children's Services, or to obtain a copy of the Handbook on Parents Rights, call (919) 496-2457.

COUNSELING SERVICES

Franklin County Schools recognizes the importance of having school counselors to assist students and their parents in grades kindergarten through 12. At the elementary level, these programs focus on counseling, consulting, and coordinating activities. Counselors provide developmental, preventive, and remedial services to students and assist parents and teachers.

At the middle and high school levels, counselors provide assistance in career and vocational development, individual counseling and group guidance, as well as guidance through the maze of college applications and scholarships. Counseling services may be provided through individual, small or large group counseling. Counseling referrals can be made by parents, school staff, community members, agencies, or students themselves. Counselors are obligated to keep information obtained in a counseling session confidential.

Parents may want to contact a school counselor if they believe their child may need some kind of special education services, if the child's behavior has changed, if the child's home or family relationships have changed, or if they have questions about standardized test scores. School counselors can also assist parents and students in finding financial aid for college or in making course selections that will be appropriate for an individual student. School counselors can also help families find various counseling services provided within our community. Appointments may be scheduled by contacting the school counselor's office.

STUDENT INSURANCE

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

HOMELESS STUDENTS

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

TRANSPORTATION

Bus routes are established for all areas throughout the school district. Routes are designed for efficiency. All yellow buses and activity buses are now equipped with GPS units so school and district administrators can see the location of a bus at any given time. This is essentially critical in the event of an emergency. Safety is important both on and around school buses. Please teach your child to look

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

VISITORS TO OUR SCHOOLS

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

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

While visitors are welcome, the paramount concern of the Board of Education is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized. The superintendent and each principal may establish and enforce reasonable rules to address this concern. In addition, the following requirements apply:

- All school visitors must report immediately to the administrative office at the school for permission to be in the school. Each principal is responsible for ensuring that signs are posted in the school to notify visitors of this requirement.
- Any personnel who sees an individual in a school who has not received permission must either direct the individual to the administrative office or notify the principal depending on circumstances.
- Students should notify any staff member of any unusual or suspicious behavior that may endanger safety. Staff must report immediately to the principal any student's information or their own observation of such behavior.
- Any individual who disrupts the educational environment, acts in a disorderly manner, damages school property or violates board policy or law may be requested to leave. Such individuals may also be prosecuted and may be prohibited from attending future events.

Student Code of Conduct

FCS Rule	Type of Incident	Grade Span	Discipline Response	
			Minimum	Maximum
Attendance Incidents				
Rule 1	ATTENDANCE- Truancy; Skipping School; Cutting Class; Excessive Tardiness; Late to Class; Leaving School without Permission; Leaving Class without Permission: A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to school and all classes on time and never leave class without permission. A student of compulsory school age who does not attend school is in violation of the law, and the student and his/her parent(s)/guardian are subject to its penalties. Efforts will be made to communicate with parents/guardians of absent or truant students.	Grade PK-5	Conference	Referral to Social Worker
		Grade 6-12	Conference	OSS (5 Days)
Rule Violation Incidents				
Rule 2	STUDENT DRESS- Student Dress Code Violation: A student will maintain personal attire and grooming standards that promote safety, health and acceptable standards of social conduct. Student clothing or jewelry that indicates gang identification or symbols will not be tolerated. Clothing must be age appropriate, not provocative or disruptive to the teaching process, revealing, indecent, vulgar or obscene. Students should be covered from mid-chest to mid-thigh. No shorts higher than mid-thigh; no skirts/dresses more than three inches above the top of the knee; no shirts/blouses that expose waist, midriff or cleavage. No clothing promoting alcohol, tobacco or the use of controlled substances or depicts violence, sexual or disruptive nature. No baggy clothing or visible underwear. No hats, sunglasses, sweatbands or bandanas. No tank tops, spaghetti straps or sleepwear. No chains on clothing.	Grade PK-5	Conference/Warning	
		Grade 6-12	Conference	ISS (2 Days)
Rule 3	MISREPRESENTATION- False Information; Honor Code Violation: A student will not lie or cheat. For example: altering report cards or notes, false information; cheating.	Grade PK-5	Conference	Detention/Timeout
		Grade 6-12	Conference	ISS (5 Days)
Property Incidents				
Rule 4	THEFT- Theft: A student shall not steal or possess stolen school, staff and/or student property. A student will not break into, nor attempt to break into, school property for the purpose of stealing.	Grade PK-5	Conference	OSS (9 Days)/Consult with Law Enforcement
		Grade 6-12	ISS (3 Days)	OSS (10 Days)
Rule 5	VANDALISM- Property Damage: A student will not willfully or maliciously damage or destroy property belonging to another including school or private property. A student or parent/guardian will be held financially responsible, as allowed by North Carolina law, for willful or malicious destruction of property. This includes, but is not limited to, writing on school property, damaging another person's clothing or graffiti.	Grade PK-5	Conference	OSS (9 Days)/Consult with Law Enforcement
		Grade 6-12	OSS (1 Day)	Recommendation for Long Term Suspension/Consult with Law Enforcement
Rule 6	COMPUTER TRESPASS- Misuse of School Technology; Cell Phone Use: A student will not misuse a computer or computer network with the actual or attempted intent to do any of the following: data removal or alteration; downloading and installing non-FCS supported software; system malfunction/hacking; property damage; prohibited website access; utilizing FCS technology resources for personal use.	Grade PK-5	Conference	ISS (less than a day)
		Grade 6-12	ISS (3 Days)	OSS (5 Days)
Rule 7	ARSON- Burning of School Building (Reportable Offense); Unlawfully Setting a Fire: A student will neither set fire nor attempt to set fire to any property; school or personal.	Grade PK-5	OSS (1 Day)/Consult with Law Enforcement	OSS (9 Days)/Consult with Law Enforcement
		Grade 6-12	OSS (10 Days)/Consult with Law Enforcement	Recommendation for Long Term Suspension/Consult with Law Enforcement

FCS Rule	Type of Incident	Grade Span	Discipline Response	
			Minimum	Maximum
Disruptive Behavior				
Rule 8	DISRUPTION- Disruptive Behavior; Disorderly Conduct; Inappropriate Behavior: No student may disrupt the class, school, or bus activity. For example: chronic talking; throwing objects; horse play; refusing to remain seated; rude noises; chronic lack of supplies.	Grade PK-5	Conference	ISS (2 Days)
		Grade 6-12	Conference	ISS (5 Days)
Rule 9	INSUBORDINATION- Insubordination: A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property. This includes: failure to comply; refusal to work in class; refusal of detention; refusal to participate in in-school alternatives; refusal to report to office.	Grade PK-5	Conference	ISS (5 Days)
		Grade 6-12	Conference	OSS (5 Days)
Rule 10	PROFANITY- Inappropriate Language/Disrespect: A student will not use profane or obscene language or make obscene gestures to fellow students or staff. This includes, but is not limited to, swearing, obscene/offensive gestures and/or derogatory written materials.	Grade PK-5	Conference	ISS (5 Days)
		Grade 6-12	Conference	OSS (10 Days)
Rule 11	GAMBLING- Gambling: A student will not play games of chance for money or property.	Grade PK-5	Conference	ISS (5 Days)
		Grade 6-12	ISS (1 Day)	OSS (5 Days)/Consult with Law Enforcement
Rule 12	DISRESPECT- Disrespect of faculty/staff: A student will behave in a respectful manner. Examples of disrespectful behaviors are: talking back or walking away from a staff member.	Grade PK-5	Conference	ISS (5 Days)
		Grade 6-12	Conference	OSS (5 Days)
Rule 13	PERSONAL PROPERTY- Inappropriate Items on School Property: A student will not bring or possess any object that has no educational purpose and distracts from teaching and learning. This includes, but is not limited to, toys, electronic devices and cellular phones.	All Grades	Conference	ISS (5 Days)
Rule 14	GANG ACTIVITY- Gang Activity: No student shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. Conduct prohibited by this policy includes: A. Clothing: Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang; B. Communication: Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang; C. Vandalism or Destruction of Property: Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans; D. Intimidation/Threat: Requiring payment for protection, insurance or otherwise intimidating or threatening any person, related to gang activity; E. Coercion: Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity; F. Solicitation: Soliciting others for gang membership; G. Conspiracy: Committing any other illegal act or other violation of school district policies that relates to gang activity.	Grade PK-5	Conference	OSS (10 Days)/Consult with Law Enforcement
		Grade 6-12	OSS (10 Days)/Consult with Law Enforcement	Recommendation for Long Term Suspension/Consult with Law Enforcement

FCS Rule	Type of Incident	Grade Span	Discipline Response	
			Minimum	Maximum
Rule 15	TRESPASSING- Unauthorized Area: A student will not enter any school property or facility without proper authority (including entering any school during a period of suspension or expulsion).	Grade PK-5	Conference	OSS (10 Days)/Consult with Law Enforcement
		Grade 6-12	Conference	OSS (9 Days)/Consult with Law Enforcement
Rule 16	FALSE ALARM- False Fire Alarm: Calling 911, or signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists in the school.	Grade PK-5	Conference	OSS (9 Days)/Consult with Law Enforcement
		Grade 6-12	Conference	Recommendation for Long Term Suspension/Consult with Law Enforcement
Rule 17	RECKLESS VEHICLE- Other School Defined Offense: A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health or safety, or a disruption to the educational process.	All Grades	Conference	Recommendation for Long Term Suspension
Rule 18	REPEATED VIOLATION- Repeat Offender: A serious or repeated violation of one or more rules requires a need for strong parent-administrator communication, coordination, consideration of outside assistance and will result in suspension and/or possible expulsion.	All Grades	Conference	Recommendation for Long Term Suspension
Other Criminal Incidents				
Rule 19	OTHER CONDUCT- Other Conduct: Any other conduct considered by the principal to be disruptive, disrespectful, threatening and/or presenting an immediate danger to the welfare, health and safety of any person. The school's authority to discipline its students reaches beyond the school within certain limits, particularly for instances of assaultive or dangerous behavior that would affect the general welfare of the school. This includes any instances of misconduct that occurs at a visiting school or facility as if they were on their school campus. This includes any school incident that may lead to an altercation off campus.	Grade PK-5	Conference	OSS (10 Days)
		Grade 6-12	Conference	Recommendation for Long Term Suspension/Consult with Law Enforcement
Rule 20	FIREARMS- Possession of a Firearm or Powerful Explosive (Reportable Offense); Physical Attack with a Firearm or Explosive Device (Reportable Offense): A student will not possess, handle or transport any loaded or unloaded pistol, revolver, firearm or any other weapon designed or intended to propel a missile of any kind.	All Grades	OSS (365 Days)/Consult with Law Enforcement	
Rule 21	WEAPONS AND DANGEROUS OBJECTS- Possession of a Weapon-Excluding Firearms and Powerful Explosives (Reportable Offense): A student will not possess, handle, transport or use any weapon, dangerous object, object that can reasonably be considered a weapon, or substance that could cause harm or irritation to another person.	Grade PK-5	OSS (1 Day)/Consult with Law Enforcement	Recommendation for Long Term Suspension/Consult with Law Enforcement
		Grade 6-12	OSS (10 Days)/Consult with Law Enforcement	Recommendation for Long Term Suspension/Consult with Law Enforcement
Rule 22	ROBBERY- Robbery without a Weapon; Robbery with a Dangerous Weapon (Reportable Offense); Robbery with a Firearm or Explosive Device (Reportable Offense): A student will not attempt, nor actually take another person's property by force or violence.	Grade PK-5	OSS (6 Days)/Consult with Law Enforcement	Recommendation for Long Term Suspension/Consult with Law Enforcement
		Grade 6-12	OSS (10 Days)/Consult with Law Enforcement	Recommendation for Long Term Suspension/Consult with Law Enforcement
Rule 23	EXTORTION- Extortion: A student will not take or threaten to take the property of other through intimidation, attempted or actual.	Grade PK-5	ISS (1 Day)/Consult with Law Enforcement	OSS (5 Days)/Consult with Law Enforcement
		Grade 6-12	OSS (10 Days)/Consult with Law Enforcement	Recommendation for Long Term Suspension/Consult with Law Enforcement
Rule 24	BOMB THREAT- Bomb Threat (Reportable Offense): Any device brought to school that contains combustible material, or making statements that such a device exists in school.	All Grades	OSS (365 Days)/Consult with Law Enforcement	

FCS Rule	Type of Incident	Grade Span	Discipline Response	
			Minimum	Maximum
Substance Abuse/Drug Incidents				
Rule 25	TOBACCO- Use of Tobacco; Possession of Tobacco: No student may possess, use, distribute or attempt to distribute any tobacco products in school, on school property, to and from school, on school buses or at any school function. Tobacco products include any products made or derived from tobacco and are intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products. Smoking paraphernalia is also prohibited, this includes lighters and electronic cigarette cartridges.	Grade PK-5	Conference	OSS (10 Days)/Consult with Law Enforcement
		Grade 6-12	ISS (3 Days)	OSS (9 Days)
Rule 26	ALCOHOL AND OTHER DRUGS- A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. In the event of an infraction, law enforcement will be notified. This prohibition includes, but is not limited to, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia. A. Alcohol- Use of Alcoholic Beverages; Alcohol Possession (Reportable Offense); Under the Influence of Alcohol: A student shall not possess, use or be under the influence of alcohol on school property or at a school function. B. Marijuana- Under the Influence of Controlled Substance; Possession of Control Substance-Marijuana (Reportable Offense): A student shall not possess, use or be under the influence of marijuana on school property or at a school function. “Marijuana” is defined to also include synthetic cannabinoids and substances intended to mimic the effects of marijuana. C. Paraphernalia- Possession of Chemical or Drug Paraphernalia: A student shall not use, possess, or distribute any drug related paraphernalia including but not limited to: rolling papers, cigar wrappers, e-cigarettes, vaping/hookah devices, bongs, pipes, or any item intended for the use, storage, or distribution of alcohol, tobacco, marijuana or other drugs. D. Drugs/illegal substances- Use of Control Substance; Possession of Controlled Substance-Cocaine (Reportable Offense); Possession of Controlled Substance-Other (Reportable Offense); Possession of Controlled Substance-Ritalin (Reportable Offense); Possession of Another Person’s Prescription Drug (Reportable Offense); Possession of Student’s own Prescription Drug; Possession of Counterfeit Items; Use of Counterfeit Items: For drugs other than marijuana, a student shall not use or be under the influence of illegal or controlled substances or possess illegal, counterfeit or controlled substances (including prescription drugs without a doctor’s order filed with the school) on school property or at a school function. <i>** PK-5 students must have written instructions signed by the parent/guardian and licensed health care provider before any medication is administered. All medication at elementary schools is administered by school personnel except for inhalers, insulin or epinephrine. Students, 6th grade and above, who have developed the competency and are learning self-care behavior may be allowed, with written permission, to manage their own medication, including over-the-counter medication. No controlled substances will be self-managed by students. **</i> E. Distribution of Drugs/illegal substances- Distribution of a Prescription Drug (Reportable Offense); Sale of Controlled substance in violation of the law-Cocaine (Reportable Offense); Sale of Controlled substance in violation of the law-Ritalin (Reportable Offense); Sale of Controlled substance in violation of the law-Marijuana (Reportable Offense); Sale of Controlled substance in violation of the law-Other (Reportable Offense); Use of Narcotics (Reportable Offense): A student shall not distribute, sell, attempt to sell, or possess with intent to sell any illegal, counterfeit or controlled substance. Possession of a large amount of or more than one individually wrapped package of a controlled or illegal substance will be considered evidence that the student intended to sell or distribute the product. NOTE: Repeated Offense- Automatic recommendation to the Superintendent for long term suspension for the remainder of the school year. Students will be referred to the appropriate drug and alcohol rehabilitation agency. Effect on Athletic Eligibility First Offense- Student athlete is ineligible for athletics for the remainder of the current semester, plus the following semester and must enroll in and validate the completion of a substance abuse counseling program. Second Offense- Student athlete is ineligible for athletics for the remainder of his/her high school career. <i>**Violation of this rule will result in the reporting of this offense to the North Carolina Department of Public Instruction and notification to local law enforcement agencies.**</i>	Grade PK-5	OSS (1 Days)/Consult with Law Enforcement	OSS (10 Days)/Consult with Law Enforcement
		Grade 6-12	OSS (10 Days)/Consult with Law Enforcement	Recommendation for Long Term Suspension/Consult with Law Enforcement

FCS Rule	Type of Incident	Grade Span	Discipline Response	
			Minimum	Maximum
Acts Against Person				
Rule 27	BULLYING/HARASSMENT- Bullying; Cyber-bullying; Discrimination; Harassment-Disability; Harassment-Racial; Harassment-Religious Affiliation; Harassment-Sexual; Harassment-Sexual Orientation; Harassment-Verbal; Hazing: A student will not engage in behavior or activities that harass, intimidate, bully, disparage, demoralize, or put down another student or staff member. This includes not possessing or distributing through electronic methods any offensive, obscene, or sexually explicit materials in any format including written texts, photographs or videos.	Grade PK-5	Conference	OSS (9 Days)
		Grade 6-12	Conference	OSS (10 Days)
Rule 28	FIGHTING- Assaults on students, staff, and other individuals are prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attacker and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight. No student shall engage in fighting or physical aggression towards others, including but not limited to: hitting, slapping, shoving, scratching, biting, blocking the passage of, or throwing objects at another person in an aggressive or confrontational manner. A student who is at least 13 years old, enrolled in an elementary school and violates Rule 18 will receive a consequence reserved for students in grade 6 through 12. A. Fighting; Affray: The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. A student who is physically attacked may act in self-defense without consequence. Students will also not instigate a fight. This includes verbal form, physical form, cyber form, messaging form or any other communication method. B. Assault on Student; Assault on Student without Weapon-Not Serious; Assault on Non-Student without Weapon-Not Serious; Assault-Other: A student shall not physically attack another student or person. C. On School Personal-Not Serious (Reportable Offense)- A student shall not physically attack a staff member or adult. D. Assault involving the Use of a Weapon (Reportable Offense); Assault resulting in a Serious Injury (Reportable Offense)- Any incident in grades K-12 which involves the use of a weapon or dangerous instrument that could reasonably be considered a weapon shall result in long term suspension for the remainder of the school year and may result in suspension for 365 days or expulsion where required by law.	Grade PK-5	OSS (1 Day)/Consult with Law Enforcement	Recommendation for Long Term/Consult with Law Enforcement
		Grade 6-12	OSS (10 Days)/Consult with Law Enforcement	
Rule 29	AGGRESSIVE BEHAVIOR- Aggressive Behavior: A student may not willfully cause harm or attempt to cause harm to another student or adult. For example: shoving and/or kicking; throwing objects at others; hitting, biting, spitting, pinching or any action which may cause harm to another student or adult.	Grade PK-5	Conference	OSS (10 Days)
		Grade 6-12	ISS (3 Days)	OSS (10 Days)
Rule 30	SEXUAL MISCONDUCT- Mutual Sexual Contact between Students; Excessive Display of Affection: A student will not engage in sexual behavior. This includes, but is not limited to: offensive touching, sexual harassment, consensual sexual acts and indecent exposure.	Grade PK-5	Conference	OSS (9 Days)/Consult with Law Enforcement
		Grade 6-12	OSS (6 Days)	Recommendation for Long Term Suspension/Consult with Law Enforcement
Rule 31	SEXUAL OFFENSE- Rape (Reportable Offense); Sexual Assault not involving rape or Sexual Offense (Reportable Offense); Sexual Offense (Reportable Offense); Indecent Exposure; Taking Indecent Liberties with a Minor (Reportable Offense): A serious or significant sexual act between two or more individuals with force and against one's will. This includes, but is not limited to: statutory rape, rape, sexual assault with or without a weapon.	All Grades	Recommendation for Long Term Suspension/Consult with Law Enforcement	
Rule 32	THREAT- Threat of Physical Attack without a Weapon: A student will not threaten to strike, attack, or harm any student, staff member or other individual.	Grade PK-5	Conference	Recommendation for Long Term/Consult with Law Enforcement
		Grade 6-12	OSS (3 Days)	

FCS Rule	Type of Incident	Grade Span	Discipline Response	
			Minimum	Maximum
Rule 33	TERRORISTIC THREATS- Communicating Threats; Threat of Physical Attack with Firearm; Threat of Physical Attack with a Weapon: No student shall make a statement(s) declaring an intent to commit a crime of violence against another and/or with the intent of threatening a person, building or facility.	Grade PK-5	OSS (5 Days)/Consult with Law Enforcement	Recommendation for Long Term/Consult with Law Enforcement
		Grade 6-12	Recommendation for Long Term Suspension/Consult with Law Enforcement	
Bus Behavior Incident				
Rule 34	BUS VIOLATION: Students will not place head, legs or arms outside of the bus window. Students will not misuse the emergency door. Students will obey all school rules. Students will not fight, use profanity, throw items out of the window, threaten others, or damage the bus. Students will not take any action that impedes the safe, orderly, and timely operation of a bus. Students may only board/leave the bus at their assigned stop.	All Grades	Conference	Bus Suspension for Remainder of School Year

Reportable Offenses- North Carolina General Statute 115C-288 indicates the procedures for reporting specific offenses to school administrators, and if necessary, law enforcement authorities.

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

FCS Student Handbook & Code of Conduct Acknowledgement Form

All students enrolled in Franklin County Schools are responsible for abiding by the Franklin County Schools' Student Code of Conduct. This code is specifically designed to ensure that all schools operate in a safe and orderly fashion. Listed below are a few highlights from the Student Code of Conduct; however, the Student Handbook and Code of Conduct can be viewed in its entirety online at fcschools.net. Click on "Parents," then scroll down to "Student Handbook." Please review the information below, read the Student Code of Conduct online, and return this form signed by your parent or legal guardian.

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

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

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

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

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

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

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

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

Student Name: _____

Parent or Guardian Name (Printed): _____

Parent of Guardian Signature: _____ Date: _____

FCS Asbestos Notification

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

The Environmental Protection Agency requires re-inspection of asbestos containing materials every three years. During the spring of 2021, an accredited asbestos inspector performed the re-inspection. An accredited management planner received the results and recorded the recommended actions necessary to safely manage asbestos-containing materials.

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