

FRANKLIN CITY SCHOOLS HOME OF THE WILDCATS



Student/Parent Handbook
For
Franklin Elementary Schools

Updated: April 2022

Board of Education Members:

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Franklin City Schools
Elementary Student Handbook
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FRANKLIN CITY SCHOOLS
150 East Sixth Street Franklin, Ohio 45005
2022/2023 SCHOOL CALENDAR

WELCOME BACK/IN-SERVICE DAY	Thursday	August	11	
WAIVER DAY/PROFESSIONAL DEVELOPMENT	Friday	August	12	
IN-SERVICE	Monday	August	15	
PUPILS REPORT - GRADES 1-12	Tuesday	August	16	
KINDERGARTEN – Students Last Name A – M Only	Tuesday	August	16	
KINDERGARTEN – Students Last Name N – Z Only	Wednesday	August	17	
ALL KINDERGARTEN STUDENTS	Thursday	August	18	
LABOR DAY	Monday	September	5	No School
IN-SERVICE	Friday	October	14	No School
WAIVER DAY/PROFESSIONAL DEVELOPMENT	Monday	October	17	No School
EVENING PARENT CONFERENCES	Wednesday	October	26	
EVENING PARENT CONFERENCES	Thursday	November	3	
CONFERENCE EXCHANGE DAY	Monday	November	21	No School
THANKSGIVING BREAK (Nov 22 – Nov 25)	Tuesday	November	22	No School
WINTER BREAK (Dec 19– Jan 1)	Monday	December	19	No School
IN-SERVICE	Monday	January	2	No School
Return to School	Tuesday	January	3	
MARTIN LUTHER KING DAY	Monday	January	16	No School
EVENING PARENT CONFERENCES	Wednesday	February	8	
EVENING PARENT CONFERENCES	Thursday	February	16	
CONFERENCE EXCHANGE DAY	Friday	February	17	No School
PRESIDENTS' DAY	Monday	February	20	No School
90 MINUTE EARLY RELEASE	Thursday	March	9	
WAIVER DAY/PROFESSIONAL DEVELOPMENT	Friday	March	10	No School
SPRING BREAK (April 3-7)	Monday	April	3	No School
GOOD FRIDAY	Friday	April	7	No School

LAST DAY FOR STUDENTS - END OF TERM	Thursday	May	25		
INSERVICE DAY	Friday	May	26		
.....					
Days Due in Each Grading Period					
First Grading Period	Friday	October	13	43	
Second Grading Period	Friday	December	16	41	
End First Semester	Friday	December	16	84	Grades K-12
Third Grading Period	Friday	March	10	47	
Fourth Grading Period	Thursday	May	25	49	
End Second Semester	Thursday	May	25	96	Grades K-12
Total Instructional Days				180	

If calamity days cause our school year to drop below the required minimum, they would be made up as follows: May 30 and continuing thereafter until the school year has been fulfilled.

Teachers Total Days Due: (185) 180 Days of Instruction/Conferences; 5 Days Orientation/In-Service

Adopted 2/22/2021

PART ONE – GENERAL INFORMATION
ATTENDANCE

Arrival

All students in grades K - 6 must be in their homerooms by 8:30 A.M. and ready to learn.

Dismissal

Students in grades K - 6 are dismissed beginning at 3:15. PERSONS OPERATING CARS IN THE AREA SHOULD USE EXTREME CAUTION!!!! NO PARKING IS PERMITTED IN THE FIRE LANE IN FRONT OF THE BUILDING FOR ANY REASON AT ANY TIME.

Outstanding Attendance

Outstanding attendance is defined as 1 excused day or 2 late arrivals/early dismissals (occurrences) **excused** per quarter.

Warren County Schools
Common Attendance Policy

2021-2022 School Year

K-6th Grade

Revised April 19, 2021

Warren County Inter-School Attendance Agreement

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.).

Truancy Defined

Truancy is defined by Ohio Revised Code, Section 3313.609, as “any absence that is not excused.”

Legal Requirement

Ohio Revised Code, Section 3321.01: All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03: It is the parent’s responsibility to cause the child to attend school.

Truancy laws in Ohio have been amended and all schools are required to keep track of the number of hours each student is in school and out of school. Schools will no longer report absences from school as full days, half days or tardies. Schools report time out of school as an “occurrence”.

It is the obligation of the parent, guardian, or custodian to report the child’s absence or tardy each day. The parent (and not the school) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in a timely fashion.

Generally, twelve (12) absences from school, which include full days and partial days may be documented by a parent/guardian phone call.

***Medical notes shall NOT count against the 12 absences (time out of school full or partial days) that a parent may excuse.**

Absences, full and partial days in excess of 12 absences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an absence is otherwise excused by the Principal due to unusual circumstances.

This Policy will be extended beyond 12 absences if the student or a member of the household is in quarantine due to COVID 19 or experiencing symptoms of COVID-19. Medical documentation/release shall be required to re-enter school upon release from COVID-19 mandated quarantine.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused absences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if the time out of school for full day absence or partial day absence is excused.

Late Arrivals/Early Dismissals

Being punctual is an expectation that we have for all of our students. Any student arriving to school or their assigned seat in the classroom after 8:30 A.M. must report directly to the attendance office to obtain a tardy slip.

All students K through 6th grade that arrive late to school must be signed in at the attendance office by the parent/guardian/legal custodian to obtain a tardy slip.

The tardy slip must be presented to the teacher to be admitted to class. The school attendance officer will track tardies and report to the administration.

When students arrive on school property he/she is under the jurisdiction of the school district until the end of the school day. No student may leave the premises during the school day without proper authority. Students that require an early dismissal must present a note from their parent/guardian/custodian to the school attendance office in the morning at the beginning of the school day.

Students arriving at school between 8:31 A.M. and 9:59 A.M. will be counted as tardy. Students that are signed in or signed out of school between 10:00 A.M. and 1:45 P.M. will be counted as half-day absent. Students leaving early from school, after 1:45 P.M. until 3:15 P.M., will be counted as an early dismissal. All tardies and early dismissals will be unexcused, unless otherwise noted in the school policy.

Please refer to the school policy on Attendance for the policy for explaining excused and unexcused absence.

Off Campus Leave

Students that sign "in and out" during the normal course of the school day will be marked as "At other location" and will be excused or unexcused based upon the reason for the leave from school property. Please refer to the policy on attendance to determine if this time out of school is excused or unexcused.

Students that are involved in College Credit Plus programming, school sanctioned activities and modified academic school schedule must sign in and out in the Attendance office and comply with school rules regarding their programming.

Absences

Students who miss school are required to have their parent/guardian contact the attendance office on or before 9:00 A.M.

If the school doesn't receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes, parental/guardian or physician's, must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

The school in compliance with Ohio Truancy laws has established the following interventions and strategies to address excused and unexcused hours, tardies and early dismissals.

If a student acquires 38 hours in one month or 65 hours in a school year of excused and/or unexcused hours, an attendance notification letter will be mailed to the parent/guardian advising them of these hours.

Habitual Truancy 2151.022 (B) Ohio Revised Code

The Ohio Revised Code define a student as being habitual truant when a student has :

30 consecutive unexcused hours, or

42 unexcused hours in a school month, or

72 unexcused hours in a school year

If a student acquires 30 consecutive unexcused hours, or 42 unexcused hours in a school month, or 72 unexcused hours in a school year, an Absence Intervention team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention plan. The team shall consist of the student, parent/guardian or their designee (a pre-approved FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, teacher or representative of a public or non profit agency designed to assist students and their families in reducing absences, representative of the Juvenile Court, and any other person that may assist the student, family or school in reducing truancy.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention team to develop a plan for the child notwithstanding the absence of the parent/guardian.
- If the student and/or parent/guardian fails to comply with the Absence Intervention plan, charges may be filed in Juvenile Court.

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians, et. al., may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

Military Provision

Students may receive up to twelve (12) additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling. These days shall be approved in advance by the principal and will not count against the normal (12) excused absences provision.

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence.

BUS TRANSPORTATION

The bus transportation supervisor assigns all students who ride a school bus a designated bus stop. Buses operate on a time schedule as outlined by the transportation administrator. Problems regarding bus transportation should be directed to the supervisor 937-743-8670.

In accordance with Board policy, the following are parent and pupil responsibilities regarding bus transportation:

- Parents and pupils must understand that school bus transportation is a privilege to the student, not a right.
- Pupils will ride their assigned bus both to and from home to school unless a written request asking permission to be let off the bus at some other stop is presented to the bus driver and signed by parents and principal or their designee. Parents will assume the responsibility of his/her child when such a request is made and granted.
- Parents are responsible for the safety and behavior of pupils while going to and from pick-up points and for meeting the bus on schedule. **Parents are also responsible for the behavior of pupils at the bus stop.**
- Kindergarten students must have an adult present at their bus stop in order to be dropped off and dismissed from the bus.
- Buses operate on a time schedule as outlined by the transportation administrator. Students should be at the designated stop five (5) minutes prior to their scheduled pick-up time regardless of weather conditions.
- Parents will be responsible for any damage to a bus caused by their children.

- Eating and littering are not permitted on buses.
- Animals or poisonous insects or reptiles are not permitted on buses.
- Noise on a bus shall be kept to a minimum at all times to assure safety of operation.
- Absolute quiet must be maintained at railroad crossings or other danger areas.
- Nothing shall be thrown out of the bus nor anything held so that it extends out of the window.
- Students must remain in their seats and stay out of the aisle.
- All parts of pupils' bodies shall be kept inside the school bus at all times.
- When a planned change of transportation will be necessary due to custodial change, baby-sitter, etc., a change of transportation form must be completed and placed on file at school. The change of address must be to an address in your child's designated attendance area. Otherwise, transportation will not be provided. Please allow five (5) school days for the change to go into effect. Once the transportation department has received the request, you will be contacted with the updated information. Requests may be denied if buses are at maximum capacity.
- The use of alcohol, tobacco and drugs are prohibited on the bus.
- Equipment, such as musical instruments, athletic uniforms, etc. must be held in students' laps or arrange other transportation.
- No aerosol cans such as hair spray, deodorant, etc. are permitted at any time on the bus.
- The school bus is an extension of the school and the same school rules apply. However, the bus is a moving vehicle and the driver's primary responsibility is to drive the bus and get students to and from school safely. The bus driver must concentrate on the road. He or she monitors the students' behavior by looking in the rear view mirror. Consequently, he or she will not see everything that goes on.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding the bus.

DANGER ZONE

- Students should be 10 feet away from the bus at all times except when approaching the open entrance door of the **STOPPED** bus.
- Pupils shall be waiting at the curbside of the road to board the bus when it stops in the morning.
- Especially dangerous are: long, dangling jacket or sweatshirt drawstrings, long backpack straps, long scarves, belts or other loose clothing. Such clothing can be caught in the bus handrail, door, or other equipment as the child gets off the bus.

CHANGE OF STUDENT INFORMATION

It is imperative that the school office be notified immediately in the event you have a change of address, home or office telephone number, or if emergency information changes. Students found living outside the district may be withdrawn from school at the discretion of the Superintendent.

COMPUTERS

Our district has invested a great deal of money in technology throughout the district. Students are expected to take care of this equipment. If a student damages equipment, he/she will be held financially responsible for the repairs. All of our students will have access to the Internet. Students and parents must sign an Internet use agreement, which will be kept on file in the office for the school year. Students are expected to use the Internet and other programs appropriately, or computer use privileges will be revoked.

Computer Network Acceptable Use Policy

Please read this document carefully. This is a legally binding agreement indicating that by using any district technology resource, students and parents have read and agree to the terms and conditions carefully and understand their significance.

The District firmly believes that the valuable information and communication opportunities available through the district's computer network resources are of educational value in the context of the school setting. District network resources refers to email, Internet access, electronic learning services and is coordinated through a complex association of government agencies, regional and state networks. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information.

The smooth operation of computer networks relies upon the proper conduct of the users who shall adhere to certain guidelines established by the district, SWOCA and the state. These guidelines are provided here so users will be aware of their responsibilities. In general, this responsibility requires the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his/her account will be subject to termination by the District and/or SWOCA. Future access could be denied and further disciplinary action could result.

District approved network users will be administrators, teaching and classified staff and students who have network accounts approved by District administrators. The Superintendent and administrative staff are responsible for ensuring the District uses approved accounts and follows the appropriate guidelines. The District will maintain a listing of approved network users.

Acceptable Use

The use of a network account must be in support of education and research and be consistent with the educational objectives of the Franklin City School District. Use of the computer network will not violate professional and student codes of conduct. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: altering or damaging system software in public or private files, unauthorized use of copyrighted material, and transmitting threatening or obscene material harmful to minors or any employee. Use for commercial activities by for-profit institutions as well as political lobbying is prohibited. Use for product advertisement is prohibited unless the sales activity will directly benefit the Franklin City Schools. Illegal activities are strictly prohibited.

"Harmful to minors" is defined as any text, picture, image, graphic image file or other visual depiction that:

1. Taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genital or
3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Use of Outside Services and Applications

All e-mail, document storage, blogs, social media, or any and all other services and applications ("apps") must be provided or specifically authorized by the School District on its Network and devices. All apps will be approved by the Department of Technology. A list of these approved apps will be provided on the district's website. The use of other providers of such functionality or storage through the Network is prohibited. Outside document storage, such as GSuite for Education and other web-based services or applications may be used for education-related purposes with the express permission of the district, subject to an evaluation of student privacy and compliance with applicable laws. Computer use is not private. The District Computer Network is a public resource. No assumption of privacy should be made or assumed. Use of Personal Technology Devices on school grounds, inside district vehicles, or remotely connecting to district resources via the internet is also governed by this policy. District Resources are defined as the District Computer network and applications, including applications hosted by third parties adopted for use by the district.

Privileges

Network access through SWOCA is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district and/or SWOCA reserves all rights to any material stored in files, which are generally accessible to others and will remove any material which the district and/or SWOCA, at their sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Approved users will not use their network account to obtain, view, download or otherwise gain access to such materials. The state computer network OECN, SWOCA, or the district superintendent will deem what is inappropriate use and their decision is final. The system managers will conduct random, periodic reviews of user network accounts. The system managers may close an account at any time as required or directed.

Network Etiquette

Note that electronic mail and network files are not guaranteed to be private. Technical staff who operate the system potentially have access to all electronic data. Therefore, all users are expected to abide by generally accepted rules of network etiquette. These include the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language such as using racial or sexual slurs.
3. Do not reveal your or other's personal information including pictures, address or phone numbers while on-line.
4. Do not use the network in such a way that you would disrupt the use of the network by other users. This includes, but not limited to: defacing, corrupting, or removing data that belongs to others.
5. Do not send or forward any material that may be unlawful, obscene, pornographic, abusive, or otherwise offensive.
6. Do not use the network for cyberbullying. Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student.

Reliability

The District, SWOCA and the OECN make no warranties of any kind, whether expressed or implied, for the network service provided and will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by service failures, or user errors or omissions. Use of any information obtained via the computer network is at each user's risk. The District, SWOCA and the OECN specifically disallow any responsibility for the accuracy or quality of information obtained through the computer network.

Security

Security on any computer network is a high priority, especially when the system involves many users. The District, SWOCA and OECN network resources are intended for the exclusive use by their registered users. Users are responsible for securing their password to the network and are prohibited from sharing passwords and/or using another individual's account. Any misuse will result in the suspension of the account privileges.

If a user can identify a security problem on the computer network, he/she must notify a staff member, principal, or the District Technology Department and not demonstrate the problem to other users. Any user's attempts to log-on to the network as a system administrator will result in cancellation of privileges. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network.

GSuite for Education

The Franklin City School District utilizes GSuite for Education for students, teachers, and staff. The following services are available to each student and are hosted by Google as part of Franklin City School District's online presence in **GSuite for Education**:

GMail - an individual email account for school use managed by the Franklin City School District that includes tools for managing contacts and groups

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Drive - a toolset that includes Docs, Sheets, Slides, Forms, and Drawings for word processing, spreadsheets, presentations, data collection, and image creation

Classroom - a teacher tool to relay information concerning assignments, discussions, and tasks to students and parents

***Additional Services and Applications:** For a complete list of additional applications and Google services, please contact the technology department or visit the district's website.

All students of Franklin City Schools will be assigned a username@franklincityschools.com email account. This account is used to sign in to GSuite for Education and is also the user's email address until such time the student is no longer enrolled with the Franklin City School District. Email functionality will be turned on for grades 3-12; however, students in grades 3-6 will only have permissions within the district domain.

Franklin City School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information. To help protect our Franklin City School students, parents/guardians may request their child's login information at any time and it is highly recommended that all of your child's email accounts be monitored. Your child's teachers will also have access to their student accounts.

Access to and use of email is considered a privilege. Franklin City Schools maintain the right to immediately withdraw the access and use of email when there is reason to believe that District Board Policy has been violated.

See Board Policy sections 7540-7540.04 of <http://neola.com/franklin-oh/>

6th Grade 1:1 Computers

Franklin City Schools have adopted a 1:1 implementation program for all 6th grade students in the district in an attempt to provide a unique learning environment and access to a digital learning experience. This program is managed by the district's department of technology. This 1:1 program will allow teachers and students to engage in more meaningful learning experiences and access the curriculum in a variety of ways.

Misuse of any district-owned devices that result in the destruction of programs, services, and or equipment of any kind will not be tolerated. Unethical use of the devices or violations of the Acceptable Use Policy (AUP) will result in disciplinary action, and students can be held financially responsible and/or receive suspension of privileges within the student's FCSD accounts. Sixth grade students are permitted to use the devices in school for instructional purposes, but are also permitted to take the Chromebooks home with them. Students will have access to the Internet and a variety of applications while on the FCSD network, but are responsible for their own connectivity outside of the district. Specific expectations for device care, fee structures, and filtering are included at a parent and student orientation held prior to the start of school. Questions can be directed to the department of technology.

ELECTRONIC DEVICES

Items brought to school that may lead to disruption or inappropriate behavior may be confiscated. Such items may include, but are not limited to toys, radios, handheld computer games, laser pointers, Smart Watches, or other electronic devices. The items will remain confiscated until satisfactory arrangements can be made for its recovery by a parent. Not only do these devices interfere with the learning environment, but there is also the risk of these items being stolen. Cell phones must be turned off and put away during the instructional day. Abuse of this privilege will result in the confiscation of the phone.

FIELD TRIPS

Field trips are academic activities that are held off the school grounds. No student may participate in any school-sponsored trip without parent consent.

HOMEWORK

- A regular time and quiet location should be set aside for homework. This will help a child develop good study habits, self-discipline, and responsibility.
- Homework will be assigned regularly as a supplement and reinforcement to class activities.
- Children should be encouraged to practice reading, spelling and math facts daily even if no specific assignment is required.
- Individual teachers will make parent contact when assignments are not being completed.

LIBRARY

The school library offers a wide variety of interesting books and reference materials. Students will visit the library with their class each week and may check out a book(s) of interest at this time. Books are to be returned by the due date. Students are charged for lost or damaged books and report cards may be held.

PHYSICAL EDUCATION

A doctor's note is required if a student is not to participate in gym for an extended period of time. Appropriate dress for gym class includes: tee shirt, gym shoes, and shorts or loose fitting slacks.

SNOW DELAYS AND SCHOOL CLOSINGS

School closings, delays or early dismissals are determined by the superintendent, and he/she immediately notifies local radio and television stations, posts to the district website and issues a public out-call message. Alternate arrangements should be made for children in the event that school is dismissed early. All school announcements will be listed as **FRANKLIN CITY SCHOOLS. PLEASE DO NOT CALL THE SCHOOL.** Telephone lines must be kept open for emergencies.

SUPPLIES

The yearly supply fee covers part of the cost of workbooks, paper, art supplies and other materials used in the instructional program. All students are expected to furnish their own school supplies, as listed below by grade level.

<p align="center">Kindergarten</p> <p>Backpack - no wheels Over the Ear Headphones (No Earbuds) 4 small glue sticks 4 boxes of 24 count crayons (1 box per quarter) Pre-sharpened pencils- 24 pack Art shirt (bagged and labeled)</p>	<p align="center">Grade 1</p> <p>Art shirt (bagged and labeled) Backpack - no wheels 24 count crayons (4 boxes will last the year) 4 small glue sticks Headphones (No ear buds) Pencil box (no larger than 5"x8") Pre-sharpened pencils - 24 pack Scissors - pointed, sharp</p>	<p align="center">Grade 2</p> <p>Art shirt (bagged and labeled) Backpack - no wheels Composition notebook 24 count crayons- (2 boxes will last the year) Erasers - pencil top Folders - 2 pocket, with prongs 4 small glue sticks Headphones Highlighters Pencil box (no larger than 5" x 8") Pre-sharpened pencils - 24 pack Scissors - pointed, sharp Spiral Notebooks - 2</p>
<p align="center">Grade 3</p> <p>Art shirt (bagged and labeled) Backpack - no wheels Colored pencils 24 count crayons Erasers - large 4 Folders 4 glue sticks Headphones Highlighters Loose leaf, wide ruled notebook paper Pencil pouch Pencils - 2 packs of 24 count Scissors - pointed, sharp Spiral notebooks - 3 - 1 subject, wide ruled</p>	<p align="center">Grade 4</p> <p>Art shirt (bagged and labeled) Backpack, no wheels 24 count crayons Erasers - either large or pencil cap Folders with pockets - 4 6 small glue sticks Headphones Highlighters Loose leaf notebook paper Pencil pouch Pencils - box of 24 Scissor - pointed, sharp Spiral notebooks - 2 (one yellow, one red) Dry Erase Markers</p>	<p align="center">Grade 5</p> <p>Backpack, no wheels Binder - 2" Binder tabs Crayons or colored pencils Folders with pockets, prongs - 4 4 small glue sticks Headphones Highlighters Loose leaf paper Pencils - box of 24 Pencil pouch Scissors - sharp, pointed Spiral notebooks, - 2</p>
<p align="center">Franklin City Elementary Schools</p> 		

TELEPHONE

Office telephones are not to be used for personal calls. Parents are to make arrangements **PRIOR** to the school day concerning transportation, babysitting, school activities and extracurricular activities. Please inform your child how he/she is to go home from school before they leave home in the morning in order to keep class interruptions to a minimum.

- Classrooms will not be interrupted to deliver messages to students except in an emergency.
- Students will not be permitted to use the telephone except in extreme emergencies with the permission of the principal.
- Office personnel will initiate all calls on behalf of any student needing to go home.

VACATION POLICY

Parents are encouraged to take their child out of school for vacations that coincide with the school calendar vacations and breaks. If a student must be absent from school or a family vacation trip, the parent or guardian is requested to notify the principal in writing and the classroom teacher at least one week in advance. The principal will determine at this time whether the absence will be excused or unexcused in **accordance with the Warren County Attendance Policy**. It may be possible for the student to receive certain assignments that are to be completed during the trip. Vacation days during state and standardized test weeks will not be excused.

VISITORS

- Visitors are always welcome in our schools.
- **State law requires that ALL visitors report to the office** and are required to sign in and out upon entering and exiting the building.
- Parents and/or visitors are not permitted to go to the classrooms without administrative approval while school is in session.
- Parents who wish to visit a class must make arrangements with the teacher and principal in advance. This is to protect the safety of students and staff.
- Anyone who visits a classroom without permission from the office may be asked to leave and/or reported to the authorities.
- Students from other schools are not permitted to visit.

VOLUNTEERS

- Persons wishing to volunteer some time to work in the school are asked to contact the principal or homeroom teacher.
- **Volunteers are required to have a background check prior to volunteering. This can be completed in the Superintendent's office.**
- **VOLUNTEERS ARE WELCOME!** Many students would benefit greatly from a little extra attention given by another caring adult.

PART TWO – SCHOOL RULES

A safe and orderly school environment requires the cooperation of all students.

- **Halls** : Running, pushing, or shouting are not permitted **anywhere in the building**.
- **Restrooms**: Always flush the toilet, wash hands, and place the paper towels in the trash can. Pencils, pens, crayons or other writing utensils are not permitted in the restroom. Restrooms are never to be used as a meeting place. No loud talking or loitering is allowed.
- **Indoor Recess**: On very cold or rainy days recess will be held indoors. Games are available in each classroom. Students are to stay in their rooms. Restrooms may be used with teacher permission only. Students are expected to talk and play quietly. Running, rough play, and shouting will not be tolerated.
- **Outdoor Recess** : Outdoor recess will be held on weather permitting days. Please dress your child appropriately. No one is permitted to loiter in the rooms, halls, or restrooms during the lunch period. A note from home is necessary if a student needs to remain inside due to illness. A note from a doctor is necessary if a child must stay inside for an indefinite time.

CAFETERIA RULES

Students are required to eat lunch at school. We have a closed lunch. Forms for the free and reduced lunch program are available throughout the school year in the Principal's Office. Students may bring their lunch or purchase a cafeteria lunch. The EZ Pay system can be used to add funds to your child's account. Students who pack a lunch may purchase milk or juice. Good nutrition and a balanced diet are encouraged!

- Students should be courteous to the cooks and cafeteria personnel.
- Students are to stay in line with their class. Quiet talking only is permitted.
- Once seated at the table, students are not permitted to leave without permission from the staff member on duty.
- Before leaving the table, paper and garbage must be cleared.
- Good eating manners are to be observed at all times.
- Loud talking and throwing food will not be tolerated.
- Students are not permitted to take food from the cafeteria.

- Fast foods and carbonated beverages are not permitted, except for special occasions approved by the building principal.
- Due to space and time constraints, we do not permit visitors during lunch.

CLASSROOM RULES

- Students are expected to be courteous and orderly at all times.
- Classroom rules are posted in each room and will be discussed by individual teachers.
- Distribution of invitations for non-school related events is discouraged.

DRESS CODE

Expectations

Students and parents should use “good taste” when selecting school clothing. “School clothing” may be different than clothes worn “outside of school”. Some clothing may not be appropriate for school, or may not conform to “reasonable standards of decency”. Proper hygiene and good grooming habits are **expected**.

Consequences

- A student dressing in a manner not meeting the dress code or in a manner viewed as disruptive to the educational atmosphere will be asked to change his or her “outfit”.
- Repeat incidents will be viewed as insubordination and will be so disciplined.
- The administration will make the final decision as to what constitutes proper dress and grooming.

Students are not permitted to wear:

- Clothing exposing bare midriffs, such as short or cut-off shirts, or halter tops.
- Clothing with a torn or “ragged” appearance exposing undergarments.
- Jeans or slacks worn in manner to expose undergarments.
- Apparel with holes or “openings” above the knees.
- Tank tops **that do not fit appropriately**.
- Spaghetti straps, see-through or sheer material.
- Hats, coats, and sunglasses inside the building.
- Clothing promoting hate groups, gangs, cults, violence, or which defames any person or group, the school, community or nation.
- Hair colors or styles that cause a disruption to the educational process.
- Extreme makeup.
- Visible body, facial, or tongue piercing, except for ears.
- Clothing, jewelry, or markings that contain obscene, profane or sexually suggestive words or pictures.
- Clothing, jewelry, or markings that advertises/implies/promotes alcohol, tobacco, or drugs.
- Jewelry (bracelets, rings, chains, etc.) with sharp points which could cause injury to one’s self or others will not be permitted on one’s body or attached to one’s clothing.
- High heels **or** any other shoe that poses a safety risk.
- Shorts and skirts may be worn but cannot be too tight and must extend to the fingertips when your arms are at your side.

PLAYGROUND RULES

- All students are expected to treat others with kindness and respect.
- Swings - Sit in the swing. No standing or sitting sideways is permitted. Students are not to push others on a swing. Do not jump from a swing. Stay at least 15 feet away from swings that are in use. Only one child is permitted on a swing at a time.
- Slides: Always use the ladder to go down the slide. Always sit when going down the slide. **Students are not permitted to walk up the slides.**
- Ball Games: Students are to use the fields for all ball games. No hard balls are permitted. Dodgeball, playing catch, pushing, shoving, etc. are not permitted on the playground equipment.
- No pushing, tackle football, play fighting, play wrestling, or rough play is allowed.
- Foul language and name calling will not be tolerated.
- Stones or any other hard objects may not be thrown.
- Problems on the playground should be discussed with the supervising teacher or the classroom teacher.
- Students are not to leave the playground to enter the building without permission of the teacher on duty.
- All students are to enter the building in a quiet and orderly manner.

STUDENT BEHAVIORAL EXPECTATIONS

A major component of the educational program at Franklin City Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

- Each student shall be expected to:
- Abide by national, state, and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school.

STUDENT CODE OF CONDUCT

This Student Code of Conduct is adopted by the Board of Education of the Franklin City School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code and will be provided due process per the guidelines set by the Board of Education. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Franklin City Schools.

Rule 1. Truancy: Unexcused failure to attend class or school (which includes but is not limited to tardiness, leaving school grounds, etc.) may result in suspension or expulsion.

Rule 2. Behavioral Problems:

- A. No student shall by use of violence, force, noise, coercion, threat, extortion, intimidation, fear, passive resistance or by any other conduct, cause or incite any significant disruption or obstruction of any mission, process or function of the school.
- B. No student shall fail to comply with directions of teachers, student teachers, substitute teachers, teacher's aides, principals or other authorized school personnel during any period of time when subject to the authority of school personnel.
- C. No student shall use profane, vulgar, coarse, abusive or other improper language or gestures.
- D. No student shall fail to abide by the guidelines, rules and regulations set forth in the board adopted student and parent handbook.
- E. Board of education policies, including but not limited to:
 - 1) **Circulation of Literature:** Circulation by or to students of any type of literature for or against any candidate or cause is prohibited in the school or on school premises with the exception of literature pertaining to Franklin City School District levies and bond issues.
 - 2) **Fund Drives:** There shall be no fundraising drives for students other than those which have been approved by the principal and student activities coordinator.
 - 3) **Lunch Period (Secondary, Grades 7-12):** Secondary school lunch periods are closed. Students requesting to leave the school premises during lunch hour must submit a written request by the parent. Permission, when granted, will be in effect for not more than one week at a time.
 - 4) **Secret Societies:** Secret societies, sororities and fraternities are forbidden.
 - 5) **Anti-hazing:** No student shall commit any act or coerce another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. This includes "**cyber bullying**" of other students, which is defined as the use of electronic communication to bully a person, typically by sending messages or making posts on social media of an intimidating or threatening nature.
 - 6) **Technology Acceptable Use Policy:** No student shall abuse the computer equipment, programs, services or conditions of use as outlined in the Acceptable Use Policy of The Franklin School District.

Rule 3. Fighting/Violence: No student shall cause or attempt to cause physical harm to another or behave in such a manner that their conduct is likely to result in physical harm to themselves or another.

Rule 4. Vandalism: No student shall cause or attempt to cause damage of school or private property.

Rule 5. Theft: No student shall cause or attempt to cause theft of school or private property.

Rule 6. Use/Possession of a Gun: No student shall possess nor shall purport to use, threaten the use of or exhibit a gun. A "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer.

Rule 7. Use/Possession of a Weapon other than a Gun or Explosive: No student shall possess, use, threaten the use of or exhibit any object that can reasonably be considered a dangerous weapon. A “knife” includes any cutting instrument consisting of a sharp blade.

Rule 8. Use/Possession of any Explosive, Incendiary or Poison Gas: No student shall possess, use, threaten the use of or exhibit any object that can reasonably be considered but not limited to any explosive, incendiary, or poison gas, bomb, grenade, or rocket having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Rule 9. Use/Possession of Tobacco: No student shall use or possess tobacco or tobacco paraphernalia in any form, including but not limited to: cigarettes, cigars, chewing tobacco, snuff and any other tobacco in or about a school building, on school grounds, or school buses, or at any activity supervised by the school district.

Rule 10. Use/Possession of Alcohol: No student shall possess, use, transmit, have the distinct odor of, or be under the influence of alcohol.

Rule 11. Use/Possession of other Drugs: No student shall possess, (including, but not limited to possession in purse, wallets, lockers, desks, automobiles on school property, etc.) use transmit, or be under the influence of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, e-cigarette, anabolic steroid, mind altering substance of any kind, intoxicant of any kind or any substance believed to be a controlled substance. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule if the Procedure for Taking Medication in School form is properly followed. No student shall use, possess or transport paraphernalia that is commonly associated with or construed to be used for any of the above-mentioned chemical substances. No student shall make, sell or possess counterfeit drugs or related tools as regulated by Sec. 2925.37 O.R.C.

Rule 12. Sale/Distribution of Weapons: No student shall be involved in the sale or distribution of any weapon as listed in rules 6, 7, and 8 of this policy.

Rule 13. Sale/Distribution of Alcohol: No student shall be involved in the sale or distribution of alcohol as listed in rule 10 of this policy.

Rule 14. False Alarm/Bomb Threats: No student shall cause or attempt to disrupt or obstruct any mission, process or function of the school by means of false alarms or bomb threats.

Rule 15. Sexual Harassment: Sexual harassment by a student toward another student includes any unwelcome conduct of a sexual nature, whether verbal or physical, and is prohibited.

Rule 16. Nondiscrimination/Harassment: The board will not tolerate discriminatory practices, and views harassment as a form of prohibited discrimination. Harassment is defined as intimidation by threats or actual physical violence; the creation by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting, intimidating or stigmatizing an individual or group of individuals.

Rule 17. Sale/Distribution of Drugs other than Alcohol: No student shall be involved in the sale or distribution of any drug as listed in rule 11 of this policy. No student shall make, sell or possess counterfeit drugs or related tools as regulated by Sec. 2925.37 O.R.C.

DEFINITION OF WEAPONS

Possession and/or use of any dangerous object or weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. A mock weapon shall be checked into the school's main office.

Such weapons include but are not limited to:

- Any firearm of any description (mock or otherwise).
 - Although the definition of "firearm" is both broad and specific, the following devices are included in the definition of firearm: any weapon (including starter's gun) which will, is designed, or may readily be converted to expel a projectile by the action of an explosive or compressed air including the frame or receiver of any such weapon; and any firearm, muffler or silencer.
 - The term "destructive device" means any explosive, incendiary, or poison gas: bomb, (including the popular 2-liter pop container with chemicals added); grenade (inert or otherwise); rocket (inert or otherwise); missile; mine. or similar device
- Any knife of any description
- Any razor
- Any ice pick or similar device having a sharp point
- Smoke bombs, firecrackers
- Brass knuckles or artificial knuckles of any kind
- Pipes/chains

- Slingshots
- Chemicals and gasses, including mace, pepper spray
- Bludgeon/sharp instruments
- Any other object that is carried for the purpose of inflicting injury

HAZING AND BULLYING

The prohibition against hazing, harassment, intimidation or bullying is publicized in student and employee handbooks and in the publications that set the standard of conduct for schools and students in the District.

Harassing, hazing, intimidating and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts (including, but not limited to, text messaging, Social Media accounts, etc.) either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, harassment, intimidation or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- Physical violence and/or attacks;
- Threats, taunts and intimidation through words and/or gestures;
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors;
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - Posting slurs on web sites, social networking sites, blogs or personal online journals;
 - Sending abusive or threatening emails, website postings or comments and instant messages;
 - Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and
 - Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, regardless whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

PENALTIES

Penalties for infractions of school rules may include loss of special classes or privileges, noon detention, in-school study, after-school detention, out-of-school suspension, expulsion from school for the remainder of the semester.

DETENTION

Students may be assigned detention by the principal or any member of the faculty and staff.

Detention is assigned for undesirable conduct.

In the event a student is assigned after-school detention, the student and parents will be given advance notice before the assigned detention, in order that transportation home can be arranged.

SUSPENSION AND EXPULSION

Suspension and expulsion from school shall be used as a means of discipline for serious offenses against the welfare of the school or for violation of the rules of the Board of Education and only in cases where other forms of discipline are judged not to be sufficiently effective. For a violation of rules concerning substance abuse counseling may be required. **Students who have been suspended or expelled are not permitted on the property of any Franklin City School District owned school, and may not attend any school sponsored event, either on or off school property.**

SEARCH AND SEIZURE

If a principal or his/her designee has a reasonable suspicion that a student possesses a dangerous, illegal or stolen item, the principal or his/her designee may search the student or his/her personal property and may remove the item.

Although the student and the board may have joint control of lockers, desks or other school property, the student never has exclusive control of this property. The principal or his/her designee may search any school property such as lockers and desks

TRESPASSING

No person shall be in a school building or on school premises after school hours unless he/she is on official business, is participating in a supervised school activity, is authorized by the administration or is a spectator at an activity open to the public. Unauthorized persons loitering on school property may be treated as trespassers.

PART THREE – MEDICAL CONCERNS

EMERGENCY MEDICAL TREATMENT

Section 3313.712 of the Ohio Revised Code mandates that an emergency medical authorization form be on file for every student at the beginning of each school year.

Emergency Medical Authorization Forms are completed online through the district’s “Registration Gateway” System. This information must be completed for each student in the family and updated yearly during the first week of school.

The purpose of this information is to enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, if parents or guardians cannot be reached.

FOOD ALLERGY MANAGEMENT

Because food allergies can be dangerous, even life threatening in some cases, the Franklin City School District has implemented the following district food allergy management guidelines. Implementing these initiatives will help provide a safe educational environment for food-allergic students and help reduce the risk of accidental exposure to those foods in the school setting.

Family's Responsibility:

- Notify the school of the child's allergies by listing the allergens on the annual emergency forms sent home for parents/guardians to complete.
- If the child has a severe allergy, the family will notify the building's school nurse before the start of school, or when an allergy is identified during the school year.
- If any medication or Epinephrine Pen is needed at school, the family will provide written medical documentation, medication authorizations, instructions, and the needed medications as directed by a medical practitioner to use in case of an allergic exposure.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Encourage the child to wear some form of allergy alert identification while at school.
- Educate the child in the self-management of the food allergy including:
 - *Safe and unsafe foods
 - *Strategies for avoiding exposure to unsafe foods
 - *Signs and symptoms of allergic reactions
 - *How and when to tell an adult they may be having an allergy-related problem
- *If age appropriate, how to read food labels to identify suspected food allergens
- Provide up-to-date emergency contact information throughout the school year.

School's Responsibility:

- The school nurse will be knowledgeable about applicable federal and state laws and district policies regarding food allergies.
- The school nurse will review any health records that are submitted by parents and medical practitioners.
- The school nurse will notify the child's teachers, cafeteria staff, office staff and bus personnel of the child's medical allergies.
- If the child has a severe allergy, the school nurse will develop an emergency health plan for the child in accordance with practitioner and parental directions.
- The school nurse will provide safe storage of all medications.
- The school nurse will train appropriate staff regarding medication administration, including correct technique for using an Epinephrine Pen.
- The School District will ensure that all classrooms and buses have communication devices to be able to call appropriate authorities in an emergency.
- School personnel will help family/students to monitor any food being provided for treats or special occasions for any potentially life threatening food allergy content.

- The School District will provide nut free tables to students with severe food allergies during lunch times **upon parent request**.
- Custodial staff will clean the nut free tables in accordance with the district annual training.
- The School District will post menus on the district website each month, and/or distribute, and/or make available to parents in the main office.

MEDICATION AT SCHOOL

Section 3317.713 of the Ohio Revised Code (Senate Bill 262) requires the Board Of Education of each school district to adopt a policy on the administration of medication to students. This includes both prescription and over-the-counter medications.

Parents are urged to arrange for the administration of medications at times other than during school hours. When this is not possible, school personnel may give medication only when complete documentation of all information as requested from the physician and parent/guardian is received. Parents or guardians must complete a Request for Assistance in the Self-Administration of Medication form and file it in the office in order for school personnel to dispense medication to a student. The medication must be delivered to the school by the parent/guardian in the original labeled container in which it was dispensed. The container needs to have a pharmacist's label with the following information: **student's name, physician's name, date, pharmacy's name and telephone number, name of medication, dosage and frequency of medication, and special handling and storage instructions**. If a student is required to carry prescription medication (such as an inhaler), this must be stated on the form and signed by the physician. For the safety of all our students it is important that no student have medication (prescription or non-prescription) in their possession at school without school approval. Students violating this policy will be subject to school disciplinary action.

IMMUNIZATION LAW

Sections 3701.13, 3313.671 and 5104(E) of the Ohio Revised Code require that each student have at least the following immunizations before entry to school:

- Five doses of DPT vaccine-diphtheria, tetanus, and pertussis (whooping cough)
- Four doses of Polio vaccine
- Three doses of Hepatitis B vaccine
- Two Measles vaccines (the first vaccine, must be administered on or after the first birthday)
- Two Rubella vaccines (the first vaccine, must be administered on or after the first birthday)
- Two Mumps vaccines (the first vaccine, must be administered on or after the first birthday)
- Two Varicella vaccine (the first vaccine, must be administered on or after the first birthday)

*Seventh Grade entry requires a Tdap booster

PART FOUR – RECORDS

GRADING AND STUDENT EVALUATION

Kindergarten students receive a report card at the end of each semester. Report cards are distributed at the end of each grading period for grades 1 - 6. After the first grading period, Parent - Teacher conferences will be held. The Parent - Teacher conferences provide an opportunity for both the parent and teacher to confer concerning the emotional, social, and educational growth of the child. Parental cooperation and support are extremely necessary if the school is going to be successful in accomplishing its objectives. Any time concerns arise, parents are encouraged to contact the school to arrange a meeting with their child's teacher.

Explanation of Grades: (Grades 3 - 6)

A letter grade is given as an overall evaluation of your child's performance in each subject.

- A** - Outstanding (100 - 90)
- B** - Above Average (89 - 80)
- C** - Average (79 - 70)
- D** - Below Average (69 -60)
- F** - Failing (59 - 0)

Explanation of Grades: (Grades K, 1 & 2)

- V** – Very Good Progress (100 - 90)
- G** – Good Progress (89 - 80)
- S** – Satisfactory Progress (79 - 70)
- N** – Needs Improvement (69 -60)
- U** – Unsatisfactory (59 - 0)

PROGRESS REPORTS

Please feel free to call your child's teacher at any time or **check ProgressBook online** to check on your child's academic progress. Parents have the ability to monitor their student(s) grades with the use of ProgressBook. Parents have access to ProgressBook through the Franklin City Website. If you would like to request a hard copy of your child's interim reports, please contact the teacher. If you have difficulties using ProgressBook, please contact the Technology Department at Hampton Bennett at 937-743-8648.

STUDENT RECORDS

- Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records -- directory information and confidential records. Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal.
- Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents or legal guardian. The only exception to this is to comply with State and Federal laws that may require release without consent.
- Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an outside professional or agency. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.
- A student's record shall be available for inspection by the parents of the student.
- A signed release from the parent of any student must be obtained in order to release any part of a student's record to another party or institution. This signature must be kept on file in the office from which the information is released.
- Under the following circumstances, records may be released without the signature of the parent:
 - Transfers to other schools or systems where the student is to enroll if the parents are notified in advance and have an opportunity to receive a copy of and to challenge the record.
 - In connection with an application for the receipt of financial aid.
 - To testing organizations concerned with developing, validating or administering predictive tests provided the records are handled in such a way as to preclude personal identification.
 - The release to accrediting organizations of information to carry out their accreditation function.
 - The release of information in an emergency situation in order to protect the health or safety of a student.
 - The release of information in order to comply with a judicial order or court subpoena.
 - The release of information to federal and state officials when necessary for the audit of federal programs. The information must be provided in such a way as to preclude identification of the student.

FEES

- Information regarding school fees will be distributed at the beginning of the school year to students/parents. Prompt payment of the fees is greatly appreciated. Students can also be assessed fees for damage to school books and materials, as well as vandalism to school property.
- Report Cards will be held if fees are not up-to-date, or if a payment plan has not been established.
- In order for students to be eligible to participate in 6th grade camp, all fees must be paid in full, or a payment plan established with the school.

PART FIVE – SAFETY AND SUPERVISION

BEFORE AND AFTER SCHOOL SUPERVISION

The school is directly responsible for supervision of students only while they are on school property. Once they leave school property this becomes the responsibility of the parents.

CHILD ABUSE

The Franklin City School District Board of Education shall comply with the requirements of the child abuse and neglect provisions of the Ohio Revised Code. It is mandatory for all school employees to report suspected child abuse and neglect to proper authorities. Legal Reference: Ohio Revised Code, 2151.421.

FIRE/TORNADO/LOCKDOWN DRILLS

Fire, Tornado and Lockdown drills are conducted on a regular basis. Plans and diagrams are posted in each classroom.

ASBESTOS MANAGEMENT PLAN

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the maintenance office. If you have any questions, please contact the Business Manager at 937-746-1699, ext. 1443.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Our school shall foster a climate of mutual respect for the rights and property of others. Students will be expected to follow teacher directions and obey all school rules. It is also the responsibility of students to be prepared for class with appropriate materials and assignments. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior. While disciplinary action is often necessary in dealing with inappropriate behavior, parents should be aware that appropriate behavior is rewarded. It is a common practice of the Franklin City Schools to praise students and reward them with special activities, films, treats, stickers, certificates and other forms of recognition. Parents are urged to likewise encourage their children and praise them frequently for their efforts.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The Franklin City Schools has dedicated itself to providing equal employment and educational opportunities to all people regardless of race, color, national origin, sex or handicap.

FCS Elementary Handbook
CONTRACT AGREEMENT

Student: As a student of Franklin City Schools, I agree to the following:

- I will come to school on time and ready to learn.
- I will have each day's homework completed and ready to turn in.
- I will work to reach the highest expectations.
- I will respect my teachers, other school employees and school visitors.
- I will participate in learning conflict resolution.

School: As a school, in order to give students every opportunity to be successful, we agree to the following:

- We will make every effort to provide you with a safe environment.
- We will offer you challenging instruction in a respectful environment.
- We will notify your parents whenever there is an unusual situation involving you.
- We will give you and your parents respect.
- We will give you the necessary time to learn conflict skills.

Parents: Will acknowledge they have read and discussed the handbook contents with their child.

Student's Signature

Parent/Guardian's Signature

Date