

# FRANKLIN CITY SCHOOLS HOME OF THE WILDCATS



Student/Parent Handbook  
For  
Franklin Elementary Schools

*Updated: May 2018*

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**Franklin City Schools**  
**Elementary Student Handbook**  
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**FRANKLIN CITY SCHOOLS  
2018-2019 SCHOOL CALENDAR**

<b>WELCOME BACK/IN-SERVICE DAY</b>	Monday	August	13	
<b>WAIVER DAY/PROFESSIONAL DEVELOPMENT</b>	Tuesday	August	14	
<b>IN-SERVICE</b>	Wednesday	August	15	
<b>Kindergarten Orientation</b>	Thurs-Tue	August	16, 17, 20, 21	
<b>PUPILS REPORT - GRADES 1-12</b>	Thursday	August	16	
<b>PUPILS REPORT – Kindergarten</b>	Wednesday	August	22	
<b>LABOR DAY</b>	Monday	September	3	No School
<b>90 MINUTE EARLY DISMISSAL</b>	Wednesday	September	19	
<b>IN-SERVICE</b>	Friday	October	12	No School
<b>WAIVER DAY/PROFESSIONAL DEVELOPMENT</b>	Monday	October	15	No School
<b>EVENING PARENT CONFERENCES</b>	Wednesday	October	24	
<b>EVENING PARENT CONFERENCES</b>	Thursday	November	1	
<b>CONFERENCE EXCHANGE DAY</b>	Friday	November	2	No School
<b>90 MINUTE EARLY DISMISSAL</b>	Thursday	November	8	
<b>THANKSGIVING BREAK (Nov 21 – Nov 23)</b>	Wednesday	November	21	
No School				
<b>Return to School</b>	Monday	November	26	
<b>WINTER BREAK (Dec 20– Jan. 2)</b>	Thursday	December	20	No School
<b>IN-SERVICE</b>	Wednesday	January	2	No School
<b>Return to School</b>	Thursday	January	3	
<b>MARTIN LUTHER KING DAY</b>	Monday	January	21	No School
<b>EVENING PARENT CONFERENCES</b>	Wednesday	February	6	
<b>EVENING PARENT CONFERENCES</b>	Thursday	February	14	
<b>PRESIDENTS' DAY</b>	Monday	February	18	No School
<b>90 MINUTE EARLY DISMISSAL</b>	Wednesday	February	27	
<b>WAIVER DAY/PROFESSIONAL DEVELOPMENT</b>	Friday	March	8	No School
<b>SPRING BREAK (April 1-April 5)</b>	Monday	April	1	No School
<b>Return to School</b>	Monday	April	8	
<b>CONFERENCE EXCHANGE DAY</b>	Friday	April	19	No School
<b>90 MINUTE EARLY DISMISSAL</b>	Wednesday	May	1	
<b>LAST DAY FOR STUDENTS - END OF TERM</b>	Thursday	May	23	
<b>INSERVICE DAY</b>	Friday	May	24	

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<b><u>Days Due in Each Grading Period</u></b>					
First Grading Period	Thursday	October	11	41	
Second Grading Period	Wednesday	December	19	45	
<b>End First Semester</b>	<b>Wednesday</b>	<b>December</b>	<b>19</b>	<b>86</b>	<b>Grades K-12</b>
Third Grading Period	Thursday	March	7	44	
Fourth Grading Period	Thursday	May	23	50	
<b>End Second Semester</b>	<b>Thursday</b>	<b>May</b>	<b>23</b>	<b>94</b>	<b>Grades K-12</b>
<b>Total Instructional Days</b>			<b>180</b>		

If calamity days cause our school year to drop below the required minimum, they would be made up as follows: May 28 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 3/27/2017

**PART ONE – GENERAL INFORMATION**  
**ATTENDANCE**

**Arrival**

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

### **Dismissal**

All students are dismissed at 3:20. 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 Common Attendance Policy** **2018-19**

### **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. Starting this year, schools will also report time out of school as an "occurrence".

- Absence from school for any length of time for any reason will be considered an occurrence, except a doctor excused absence.
  - Any full or partial absence, including late arrivals and early dismissals, will count as an occurrence. Generally, up to 12 occurrences (for excused reasons) may be excused by a parent phone call or note. Doctor excused absences will not count as an occurrence.
- After 12 occurrences (excused, unexcused or a combination of both), all occurrences will be unexcused unless a Doctor's note is provided.

The twelve (12) occurrence rule does not entitle a student to be absent or tardy twelve (12) times.

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.

If a student accumulates 38 hours in one month or 65 hours of excused or unexcused occurrences in one school year, a warning letter will be mailed to the parent/guardian.

The school, in compliance with Ohio Truancy Laws and in conjunction with Warren County Education Service Center, has established the following intervention strategies to avoid unexcused occurrences, partial and full days, tardies and early dismissals.

- If a student accumulates 45 hours of unexcused occurrences a Truancy Education Meeting will be scheduled. This group meeting will be held in your child's school district. The purpose of this meeting is to advise parents/guardians of the new truancy laws, school policy, and student's current attendance records.
- If a student accumulates 30 or more consecutive unexcused hours **OR** 42 or more unexcused hours in one month, **OR** 72 or more of unexcused hours in one school year, an Absence Intervention Team meeting will be assigned and scheduled for the purpose of developing an Absence Intervention Plan.

If a parent/guardian or their designee fails to appear or otherwise respond and participate in the Absence Intervention Team meeting, the school shall investigate whether the parent/guardian's failure to appear triggers a mandatory reporting to Warren County Children Services or instruct the team to develop an Intervention Plan without the parent/guardian's input. If the student fails to comply with the Intervention Plan, a complaint of truancy will be filed in Warren County Juvenile Court.

### **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."

### **Consequences of Truancy**

2 Unexcused Absences. Formal notification letter sent to parent/student.

5 Unexcused Absences. Truancy intervention group meeting @ the district.

9 Unexcused Absences. Truancy intervention meeting for 5-day meeting "no-shows."

**Important Notes:** 1) Parents who attend the 5-day intervention meeting need not attend any further truancy meeting unless they request a special meeting with the principal, attendance officer and/or a truancy court official. 2) Formal court proceedings may be initiated without utilizing the above sequence. 3) Schools may also impose their own sanctions for students who accumulate unexcused absences/tardies.

### **Truancy Charges Filed in Court**

Truancy charges may be filed against students (12+ y/o) who become chronic or habitual truants. “Contributing” charges may be filed against the parent(s).

Chronic Truancy (Delinquency) = 7 consecutive unexcused absences.  
10 unexcused absences in four (4) weeks.  
15 unexcused absences in a school year.

Habitual Truancy (Unruly) = 5 consecutive unexcused absences.  
7 unexcused absences in four (4) weeks.  
12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy (and parents who have plead or been found guilty of a “contributing” charge) may be ordered by the Juvenile Court to accumulate no further unexcused absences or tardies. A Violation of Court Order or Community Control Violation may be filed against the student/parent for future unexcused absences or tardies. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

### **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.

### **Chronic Illness Waiver**

Beyond a student’s initial twelve (12) occurrences, additional absences for a chronic medical condition may be approved in advance by the child’s physician, nurse practitioner, or physician assistant without the need for the child to be seen by the physician et al. Parent/guardians shall obtain this Waiver from the school nurse.

### **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. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

## **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 - 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 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 behavior of pupils at the bus stop.**
- Buses operate on a time schedule as outlined by the transportation administrator. Student 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**

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 E-mail, 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 insuring the District uses have approved accounts and follow 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 simulate 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 email, 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 online.
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 using another individual’s account. Any misuse will result in 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, the building Media Tech Facilitator, 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

**Hangouts** - an audio/video/text communication tool

**Sites** - an individual and collaborative website creation tool

**Keep** - note-taking service with tools for including text, lists, voice, and images

**Google +** - social networking service used to engage and communicate on a deeper level based on common goals

**Additional Google Services:** some additional services include YouTube, Blogger, Maps

(\*For a complete list of additional applications and Google services, please contact the technology department or visit the district's website.)

Using these tools, students can collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

**All students of Franklin City Schools will be assigned a [username@franklincityschools.com](mailto: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 maintains 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/>

### **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, 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.
- Student assignment planner should be checked and signed by the parents each day.
- 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. Pierced earrings or other jewelry may not be worn during physical



education classes.

### **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, except those in kindergarten must furnish their own school supplies (paper, pencils, crayons, etc...).

### **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 extra-curricular 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 in writing the principal 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 to 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, including parents, report to the office.**
- 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.

#### 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 causes a disruption to the educational process..
- Extreme makeup.
- Visible body, facial, or tongue piercing, except for ears.
- Clothing, jewelry, or markings that contains 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 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 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, 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 gases, 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 upon 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 sent home with each student during the first week of school. Parents/guardians should complete a form for each student in the family. The authorization form should be returned to the school promptly.**

The purpose of the form 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/student 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. Parent or guardian 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 1 - 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)

#### **Kindergarten:**

- M**- Mastered Skill      **P**- Progressing toward mastery      **I**- Inadequate progress(experiencing difficulty and requires assistance)
- Shaded area**- skills not yet taught

#### **PROGRESS REPORTS**

Please feel free to call your child's teacher at any time **or check Progress book online** to check on your child's academic progress. Parents have the ability to monitor their student(s) grades with the use of Progress book. Parents have access to Progress book 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 Progress book, 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 restricts 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 6<sup>th</sup> 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**

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