

Student Handbook

DUNCAN FALLS ELEMENTARY

2018-2019



Franklin Local
School District

TABLE OF CONTENTS

District Information	6
Mission and Vision.....	6
Administrator Directory	6
Board of Education Members	6
Administrative Staff.....	6
Board of Education Policies.....	6
Academic Calendar	7
Duncan Falls Elementary Information	8
Principal Message	8
Duncan Falls Elementary Mission	8
Daily Schedule/Parent Pick up	8
Parent Drop off Procedures.....	9
Parent Afternoon Pick up Procedures	10
School Visitor Information.....	10
District Policy: 8.05 - School Visitors	10
Student Placement/Teacher Request.....	11
Student Placement Policy.....	11
Academics	13
Grading Information.....	13
District Policy: 6.18 - Grading and Reporting Student Progress.....	13
Duncan Falls Elementary Grading Scale.....	13
Kindergarten	13
Grades 1-2.....	13
Grades 3-5.....	14
Promotion, Placement, and Retention.....	14
District Policy: 6.17 - Promotion, Placement, And Retention.....	14
Homework	14
District Policy: 7.34 - Homework.....	14
Administration of Student Records	14
District Policy: 6.20 - Administration of Student Records	14
Attendance	15
Attendance Information	15

District Policy: 6.12 - Student Absences And Excuses.....	15
Absence Reporting	15
Early Dismissal and Returning to School	16
Habitual Truancy Intervention Strategies	16
District Policy: 6.13 - Habitual Truancy Intervention Strategies.....	16
Child Custody	17
Child Custody Information	17
Code of Student Conduct	18
Conduct Information	18
District Policy: 6.23 - Code Of Student Conduct.....	18
Discipline Information	18
District Policy: 6.22 - Student Conduct and Disciplinary Procedures	18
Behavior Matrix.....	18
Expectations of S.H.A.R.P. Students	19
Dress Code.....	19
District Policy: 6.31 - Dress and Appearance	19
Duncan Falls Elementary Dress Code Information	19
Alcohol and Drug Use by Students	20
District Policy: 6.26 - Alcohol and Drug Use by Students.....	20
Controlled and Counterfeit or Look-Alike Substances.....	20
District Policy: 6.27 - Controlled and Counterfeit or Look-Alike Substances.....	20
Use of Tobacco by Students	20
District Policy: 6.28 - Use of Tobacco by Students.....	20
Harassment, Intimidation, and Bullying	21
District Policy: 10.07 - Harassment, Intimidation, and Bullying	21
Interrogations and Searches	21
District Policy: 6.35 - Interrogations and Searches.....	21
Sexual Harassment and Discrimination.....	21
District Policy: 10.06 - Sexual Harassment and Discrimination.....	21
Weapons	21
Electronic Devices (Cellular Phone, Device, etc.)	22
Duncan Falls Elementary Procedures	22
Recording Inappropriate/Violent Events.....	22

Emergency Information	23
Emergency Closings Information.....	23
District Policy: 8.12 – Emergency Closings	23
Emergency Drills	23
District Policy: 10.18 - Safety Program and Emergency Management Plan	23
Fire, Tornado Warning, and School Safety Drills	23
District Policy: 6.44 - Fire, Tornado Warning and School Safety Drills.....	23
Food Service Program.....	24
District Policy: 10.13 - Food Services Program	24
Free and Reduced-Price Food Services	24
District Policy: 10.14 - Free and Reduced-Price Food Services.....	24
Food Allergies.....	24
District Policy: 6.51 - Food Allergies	24
Lunch Prices.....	24
Health Services.....	25
Immunization	25
District Policy: 6.37 - Immunization	25
Control of Head Lice.....	25
District Policy: 6.39 - Control of Head Lice	25
Administering Medication to Students	25
District Policy: 6.40 - Administering Medication to Students	25
Asthma Medication	25
District Policy: 6.41 - Asthma Medication	25
Emergency Medical Authorization	25
District Policy: 6.42 - Emergency Medical Authorization	25
Technology	26
Acceptable Use Policy.....	26
District Policy: 6.54 - Technology Acceptable Use Policy For Students.....	26
Internet Safety Policy.....	26
District Policy: 10.25 - Internet Safety Policy.....	26
Ipad and Email Agreement.....	26
iPad and Email Agreement.....	26
Surveillance Notification	26
Transportation	27

Student Code of Conduct Information	27
Student Conduct Code for Transportation	27
Bus Route Information	27
Bus Routes	27
District Boundary Information	27
District Boundary Map	27
Field Trips	27
Board Policy: 7.30 - Field and other District-Sponsored Trips	27

District Information

MISSION AND VISION

Our mission.... to build an academic foundation for future success.

Our vision.... An academic community preparing all graduates to be college or career ready.

ADMINISTRATOR DIRECTORY

Board of Education Members

Marc Carpenter
John Coler
Susan Lent
Larry McCutcheon
Jim Swingle

Administrative Staff

Sharon McDermott, Superintendent
Rob Preston, Assistant Superintendent
Scott Paul, Treasurer
Dustan Henderson, Director of Instruction
Steve Rice, Director of Special Services
Nick Hansel, Technology Director
Don Beardsley, Transportation Supervisor
Philip Moore, Food Service Director

BOARD OF EDUCATION POLICIES

All students are to comply with Board Policies. All policies are subject to change, please check the website for current policies. Board of Education Policies can be found on our district website at <https://www.franklinlocalschools.org/about-us/school-board/board-policies>.

**FRANKLIN LOCAL SCHOOL DISTRICT
2018-2019 Calendar**



- August 7-8..... New Teacher Professional Days
- August 20..... Professional Day (all staff report)
- August 21..... First Day of School for Students
- September 3..... Labor Day (school not in session)
- September 21..... Professional Development Day (school not in session)
- October 26..... Professional Development Day (school not in session)
- November 6..... Parent-Teacher Conferences 11:45 am – 7:00 pm, (school not in session)
- November 12..... Observance of Veterans’ Day (school not in session)
- November 21-26..... Thanksgiving Break (school not in session)
- November 27..... Classes Resume
- December 21..... Last Day of School for Students
- December 22-January 1 Winter Break (including weekends, school not in session)
- January 2..... Teacher Work Day (school not in session)
- January 3..... Classes Resume
- January 21..... Martin Luther King Day (school not in session)
- February 15..... Professional Day (school not in session)
- February 18..... Presidents' Day (school not in session)
- February 19..... Parent-Teacher Conferences 11:45 am – 7:00 pm, (school not in session)
- April 19-22..... Spring Break (school not in session)
- April 23..... Classes Resume
- May 23..... Last Day of School for Students
- May 24..... Professional Day
- May 26..... High School Commencement – 2 p.m. at the Power Plant
- May 27..... Memorial Day Holiday

Grading

<u>Period</u>	<u>Begins</u>	<u>Ends</u>	<u># Days</u>	<u>Interim Report</u>	<u>Report Card</u>		
1	August 21	October 12	37	September 14	October 19	Total Days in Session	175
2	October 15	December 21	43	November 16	January 4	Professional Days	3
3	January 3	March 15	48	February 8	March 22	Professional Development Days	2
4	March 18	May 23	47	April 18	May 23	Parent-Teacher Conference Days	2
						Teacher Work Day	1
						Total Days in School Term	<u>183</u>

IMPORTANT INFORMATION

To maintain a strong educational program, make-up days will be scheduled as needed. If six or more days are missed prior to the following dates, the order of make-up will be: February 15, February 19, April 22, and at the end of the 2018-19 school year, starting on May 24 continuing on successive school days. The last Professional Day for staff will be the first weekday following the last day for students.

This calendar is subject to change with any Board of Education, State Department of Education, gubernatorial action, or legislative direction of the Ohio General Assembly.

Duncan Falls Elementary Information

PRINCIPAL MESSAGE

I want to welcome you to another exciting year at Duncan Falls Elementary! I anticipate it will be one of growing, learning, and gaining new experiences. This handbook will help you better understand the day-to-day procedures of our school, but is not all inclusive of board policies.

Duncan Falls has an amazing history of being a nurturing environment that is focused on developing the whole child academically, socially, and emotionally. It is our desire to keep the focus on increasing student achievement and doing whatever it takes to help ALL our students be successful and enjoy coming to school each day. We believe that learning should be fun and that an elementary school should pave the way for a lifetime of learning. It is my priority to help provide students with the **BEST** education in an effective and safe learning environment, full of incredible experiences.

In conclusion, I wish you all a wonderful school year. If I can be of any assistance, please do not hesitate to contact me and know that my door is always open. I can be reached at pam.hartman@franklinlocalschools.org.

Ms. Hartman

DUNCAN FALLS ELEMENTARY MISSION

We are here to learn, be responsible and respectful; striving to stay SHARP: Safe, Honest, Ambitious, Respectful, and Polite.

DAILY SCHEDULE/PARENT PICK UP

The school day begins at 9 a.m. If your child arrives to school after this time, please sign them in at the office.

Parent drop-off begins at 8:40 in the back of the building. There is a line sometimes, but it moves very quickly. This is the most convenient and safest way to drop your child(ren) off at school. **Please use this drop-off procedure if at all possible.**

If you need to walk your child(ren) to their class, you need to park in the front of the building and check in at the main office at the right side of the building before heading to the classroom.

Parent pick-up students will be dismissed at 3:25p.m. A note shall be given to the office in the morning to indicate that your child will be picked up.

Walkers will be dismissed at the same time as parent pick-up. **AT NO TIME SHOULD STUDENTS OR PARENTS WALK BETWEEN BUSES.**

Before School - No students are allowed into the buildings until the 8:45 a.m. Students who arrive earlier than this are unsupervised. The school cannot be responsible for the supervision of children who arrive before 8:45 a.m.

After School - School is dismissed at 3:30 p.m. Children who walk or ride their bikes to school are to leave the school grounds promptly and safely. They are not to stay on the school grounds as they are unsupervised. The School cannot be responsible for the supervision of children who remain on the school grounds after dismissal. If you are going to walk in the building to pick your child(ren) up from school you will need to check in at the main office and wait for them there. We are no longer allowing parents to pick up students from the classroom.

To and From School - The school is directly responsible for supervision of students only while they are on school property. Once they leave school property this supervision becomes the responsibility of the parents. The school will cooperate with parents in stressing the rules of safety to and from school.

Parent Drop off Procedures

- The parent drop-off line is located in the back of the building.
- Please use the first driveway for drop-off.
- Please pull all the way forward to the sign past the gate.
- A teacher will open the door at 8:45 a.m. and students may enter.
- Several cars may unload at the same time by the yellow barriers.
- For safety reasons, children need to depart from the passenger side (closest to the fence) and walk between the fence and the yellow barriers.
- PLEASE make sure students are ready to quickly exit the vehicle. This will help our line move efficiently.
- Parents/adults will NOT be permitted to enter the building through the back door. All visitors must use the main entrance and sign-in in the office.
- At exactly 9:00 am parent drop-off doors will be closed and students will then need to enter through the main entrance and be signed in. Students are tardy after 9:00 am.

- Please do not pass another car or pull around another car that is stopped to unload. Please wait until the line moves to exit. Safety is our #1 priority!

Parent Afternoon Pick up Procedures

- Students will be dismissed at 3:25.
- The parent pick-up lines are located in the back of the building.
- Please use the second driveway and form 2 lines when you arrive. The first cars in each line will need to pull up and park parallel to the yellow shed.
- A teacher will be outside to gather names and direct you. Please do not pull forward at any time unless a teacher directs you.
- Teachers will line children up according to your place in line and dismiss 1 lane at a time to load into cars. *Parents, please do not get out of your car to assist children getting into cars unless children are preschool age or have a special need.*
- Always call the office or send a note if your child is going home a different way than he/she normally does. **Please call the office with transportation changes early in the day before 2:00 p.m.** if possible so we can have time to notify your child and teacher of the change.
- Parent pick up closes at 3:35. At that time, all students will be sent to the office.
- Students need to follow appropriate behavior expectations while waiting in line and while walking to/from cars.
- Please do not pass another car or pull around another car that is stopped to load. Please wait until the line moves to exit. Safety is our #1 priority!

SCHOOL VISITOR INFORMATION



District Policy: 8.05 - School Visitors

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/8.05.pdf>

Visitors must enter the building through the office. All visitors must sign in at the office and wear a visitors' sticker identifying themselves.

STUDENT PLACEMENT/TEACHER REQUEST

Below is our student placement policy that is referenced when forming classes. Parents have this opportunity to provide information regarding their child and any special circumstances that might need to be considered. We ask that you carefully read the guidelines and make note of the deadline for submitting your letter, if you choose to do so. Only letters that have followed the guidelines below will be considered.

Student Placement Policy

Student placement letters are neither encouraged nor discouraged but provide parents a means of expressing special circumstances that might need to be considered.

Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom.

While keeping services for students in mind, we strive for classrooms that are heterogeneously grouped to mirror our society. In order to create balanced classes of students, the following factors are considered: gender, ability levels, student needs, behavior concerns and special program needs. Please note that the final decision on all student placements rests with the administration. In order for letters to be considered, please submit to Mrs. Hartman by May 15th of the previous school year. Students will be notified in the summer about class placement.

ACCEPTABLE LETTERS INCLUDE:

- Issues relating to learning disabilities will be considered (testing from a psychologist and/or doctor diagnosis required and test results on file in the student's permanent record).
- Issues relating to medical need or physical impairment will be considered. (Documentation required in health records).
- Emotional issues which **dramatically impact** the learning environment will be considered.
- Requests for a particular teaching style that would best match your child's learning style.
- Parents of multiples (twins, triplets, etc.) may submit requests to have their children together in the same class.
- Parents may request for subsequent children to have same teacher.

LETTERS WHICH WILL NOT BE CONSIDERED:

- Requesting or “unrequesting” a teacher by name
- Requesting that two students be placed in the same class unless there is documented, valid need for special consideration
- Requesting an “experienced” teacher or a “first year teacher” (all teachers are highly qualified at Duncan Falls Elementary).

Academics

GRADING INFORMATION



District Policy: 6.18 - Grading and Reporting Student Progress

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.18.pdf>

DUNCAN FALLS ELEMENTARY GRADING SCALE

Kindergarten

Reporting in this grade will consist of a report card with descriptive marks and a narration. Descriptive marks will be:

O =	Outstanding
S =	Satisfactory
NF =	Needs to focus and attention in this area
X =	Working below grade level
NA =	Not assessed

Grades 1-2

Reporting in these grades will consist of a report card with descriptive marks and a narration. Descriptive marks will be:

O =	90-100	Excellent Achievement
S =	80-89	Satisfactory Achievement
S- =	70-79	Minimum Acceptable Achievement
N =	60-69	Needs to Improve
U =	Below 60	Unsatisfactory Achievement

Grades 3-5

Reporting in these grades will be by report card using the following marking system:

A	90-100	Excellent Achievement
B	80-89	Good Achievement
C	70 - 79	Satisfactory Achievement
D	60-69	Minimum Acceptable Achievement
F		below Passing

PROMOTION, PLACEMENT, AND RETENTION



District Policy: 6.17 - Promotion, Placement, And Retention

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.17.pdf>

HOMEWORK



District Policy: 7.34 - Homework

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/7.34.pdf>

ADMINISTRATION OF STUDENT RECORDS



District Policy: 6.20 - Administration of Student Records

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.20.pdf>

Attendance

ATTENDANCE INFORMATION



District Policy: 6.12 - Student Absences And Excuses

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.12.pdf>

ABSENCE REPORTING

- A. Please call the school between 8:00 and 9:15 a.m. to report your child absent for the day. The phone number is 674-5211.
- B. If a call is not received, we will call you at home or work following the start of school.
- C. Please send a note with your child the day he/she returns to school if either a or b have not been accomplished.

This procedure is in conjunction with Franklin Local Missing Child Responsibility. Students taking vacations during the regular school year must obtain all assignments before leaving and hand in those assignments on the first day they return to school. Parents must notify the principal in writing one week prior to the vacation.

The Franklin Local Schools place great value upon the educational opportunities afforded its students. It is the responsibility of the school to provide the background and the discipline to enable students to grow into productive adult citizens. Regular school attendance is an important step in the development of punctuality and regularity which contribute to helping students accept their responsibilities in everyday life.

The cooperative efforts of both the parent and the school to encourage each student to attend school on a regular basis shall provide the best quality educational opportunities available.

EARLY DISMISSAL AND RETURNING TO SCHOOL

A student who returns during the school day should report to the office, along with the parent/guardian, and sign the registration sheet designated for this purpose. No students will be allowed to leave school prior to dismissal time without the parent reporting to the school office to sign for the student's release. No student will be released to a person other than the custodial parent(s) without a permission note signed by the custodial parents or other legal authorization. All instances of this nature require proper notification by parent/guardian and approval by the principal. Please refer to the back side of the emergency care card to list adults with parental permission to pick up students from school. NOTE: Please update information as it changes throughout the school year.

HABITUAL TRUANCY INTERVENTION STRATEGIES



District Policy: 6.13 - Habitual Truancy Intervention Strategies

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.13.pdf>



Child Custody

CHILD CUSTODY INFORMATION

Parents have an obligation to inform the school anytime the custody of a child changes. We will need to see any copies of court orders pertaining to a child custody. If appropriate, parent should review the custody situation with the child's new teacher at the beginning of each school year.

Code of Student Conduct

CONDUCT INFORMATION



District Policy: 6.23 - Code Of Student Conduct

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.23.pdf>

DISCIPLINE INFORMATION



District Policy: 6.22 - Student Conduct and Disciplinary Procedures

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.22.pdf>

BEHAVIOR MATRIX

DUNCAN FALLS ELEMENTARY S.H.A.R.P

	ALL CLASSROOMS	HALLWAY	PLAYGROUND	BATHROOM	CAFETERIA	BUS
SAFE	<ul style="list-style-type: none"> Use equipment correctly Keep hands and feet to self Ask permission to leave 	<ul style="list-style-type: none"> Walking feet, Facing forward Hands and feet to self Walk on right side of the hallway 	<ul style="list-style-type: none"> Use equipment correctly Keep hands and feet to self Dress for the weather 	<ul style="list-style-type: none"> Walk to and from bathroom Keep water off of the floor Do your business and leave 	<ul style="list-style-type: none"> Walking feet Keep your place in line Travel the correct direction 	<ul style="list-style-type: none"> Stay seated Follow all bus safety rules
HONEST	<ul style="list-style-type: none"> Do your own work Return supplies Tell the truth 	<ul style="list-style-type: none"> Keep your place in line Turn in found items 	<ul style="list-style-type: none"> Take your outs Be a truthful witness 	<ul style="list-style-type: none"> Go, Flush, Wash, Leave! 	<ul style="list-style-type: none"> Only eat what is yours 	<ul style="list-style-type: none"> Turn in found items Truthful witness
AMBITIOUS	<ul style="list-style-type: none"> Always try your best On task Prepared and on time 	<ul style="list-style-type: none"> Single file line Listen to all staff that are monitoring hallways 	<ul style="list-style-type: none"> Line up quietly and on time Return equipment Play fair 	<ul style="list-style-type: none"> If you see a mess, report it! Use restroom during available breaks 	<ul style="list-style-type: none"> Keep area clean Have money ready Know your lunch number 	<ul style="list-style-type: none"> Set an example
RESPECTFUL	<ul style="list-style-type: none"> Respect others Respect the classroom Respect yourself 	<ul style="list-style-type: none"> Quiet voices Quiet feet Respect others' property 	<ul style="list-style-type: none"> Include others Respect others 	<ul style="list-style-type: none"> Give others privacy Use quiet voices 	<ul style="list-style-type: none"> Wait patiently for your tray Keep hands on own tray 	<ul style="list-style-type: none"> Listen to the driver
POLITE	<ul style="list-style-type: none"> Use manners 	<ul style="list-style-type: none"> Help each other 	<ul style="list-style-type: none"> Be a graceful winner and loser Use Rock, Paper, Scissors to settle disagreements 	<ul style="list-style-type: none"> Wait your turn 	<ul style="list-style-type: none"> Quiet voices Use manners, say please and thank you 	<ul style="list-style-type: none"> Be on time Use talking voices Clean up after



EXPECTATIONS OF S.H.A.R.P. STUDENTS

In order to provide an atmosphere conducive to learning, students must demonstrate the following traits: Safe, Honest, Ambitious, Respectful, and Polite. It is the school's responsibility to create an environment which encourages such behavioral traits, provides predetermined consequences for failing to meet these established guidelines, and to reward those who do fulfill these expectations. It is also every adult's responsibility to model all five desired traits at all times. Children cannot, and should not, be expected to conduct themselves in a manner which adults cannot themselves attain. S.H.A.R.P. students will be rewarded on a monthly basis.

DRESS CODE



District Policy: 6.31 - Dress and Appearance

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.31.pdf>

DUNCAN FALLS ELEMENTARY DRESS CODE INFORMATION

Realizing that any policy is only as effective as the capacity to enforce it, the Board of Education has authorized the principal to refuse attendance of students who do not conform to the mutually adopted code. The purpose of any dress code is:

- A. To ensure an educational atmosphere that will be conducive to learning.
 - B. To ensure the health, safety, and welfare of all students.
 - C. To reinforce the importance of proper dress and grooming for the attainment of life goals and career success.
-
1. No article of clothing shall be worn which defames any person, the school, the community, or the nation.
 2. No article of clothing shall be worn that distracts from the educational process.
 3. No articles of clothing or jewelry associated with tobacco, alcoholic beverages, or drugs will be worn.
 4. Immodest, obscene or suggestive wording or symbols on any clothing will not be permitted at school.
 5. Shorts may be worn from March 31 thru October 31.



6. Proper footwear is required at all times. For the safety of students gym shoes (sneakers) are required during physical education classes. For safety reasons, Physical Education teachers may request that jewelry be removed.
7. Hats are not to be worn inside the building except without the permission of the principal.
8. Footwear must be worn at all times. No "flip flops."
9. Clothing should be worn in the manner in which it was designed (i.e., shoes tied, shirt right side out, etc.)
10. Spaghetti straps are not permitted.

ALCOHOL AND DRUG USE BY STUDENTS



District Policy: 6.26 - Alcohol and Drug Use by Students

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.26.pdf>

CONTROLLED AND COUNTERFEIT OR LOOK-ALIKE SUBSTANCES



District Policy: 6.27 - Controlled and Counterfeit or Look-Alike Substances

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.27.pdf>

USE OF TOBACCO BY STUDENTS



District Policy: 6.28 - Use of Tobacco by Students

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.28.pdf>

HARASSMENT, INTIMIDATION, AND BULLYING



District Policy: 10.07 - Harassment, Intimidation, and Bullying

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/10.07.pdf>

INTERROGATIONS AND SEARCHES



District Policy: 6.35 - Interrogations and Searches

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.35.pdf>

SEXUAL HARASSMENT AND DISCRIMINATION



District Policy: 10.06 - Sexual Harassment and Discrimination

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/10.06.pdf>

WEAPONS

WEAPONS (DEADLY): Students shall not convey, possess, transmit, conceal, handle or sell any kind of firearm, knife, razor, club, chain, pepper spray, mace, or other look-alike (replica) object or any item that could be considered a weapon or used as a weapon. This includes bringing such items into the school for another person, to a school-sponsored activity, having such items at one's desk or placing them in a locker or a hiding place on school property (including buses). It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. A student charged with any of these behaviors shall be subject to removal from school immediately and subject to suspension with recommendation for expulsion from Franklin Local School District. The proper law enforcement agency will be notified and criminal charges may be filed.

ELECTRONIC DEVICES (CELLULAR PHONE, DEVICE, ETC.)

Duncan Falls Elementary Procedures

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. Students may possess and use electronic devices at school subject to the following guidelines: Students may carry or possess electronic devices at school and school-sponsored activities held at the school. Use of electronic devices during the school day, including pass-time between classes and lunch-time, is prohibited. Devices must be completely powered down, turned off and kept out of sight. Students may use electronic devices before the first bell and after the final bell of the school day. Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated. The school is not responsible for lost or stolen electronics.

Recording Inappropriate/Violent Events

Which includes limited to (without staff permission): recording staff/students texting, facebook, phone calls, personal email, pictures of an assignment, tests...

*any inappropriate/ violent incident recorded on school grounds or during hours and then distributed shall result in but is not limited to a 3-day suspension.

Emergency Information

EMERGENCY CLOSINGS INFORMATION



District Policy: 8.12 – Emergency Closings

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/8.12.pdf>

EMERGENCY DRILLS



District Policy: 10.18 - Safety Program and Emergency Management Plan

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/10.18.pdf>

FIRE, TORNADO WARNING, AND SCHOOL SAFETY DRILLS



District Policy: 6.44 - Fire, Tornado Warning and School Safety Drills

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.44.pdf>



Food Services

FOOD SERVICE PROGRAM



District Policy: 10.13 - Food Services Program

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/10.13.pdf>

FREE AND REDUCED-PRICE FOOD SERVICES



District Policy: 10.14 - Free and Reduced-Price Food Services

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/10.14.pdf>

FOOD ALLERGIES



District Policy: 6.51 - Food Allergies

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.51.pdf>

LUNCH PRICES

We are pleased to offer “universal breakfast” for every student, each school day of the year, regardless of income. Giving students breakfast prepares them for each day’s learning opportunities. We understand that high performing schools pay attention to the whole child to improve the quality of life for our students and community members.

- Duncan Falls Elementary School – \$2.35

Health Services

IMMUNIZATION



District Policy: 6.37 - Immunization

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.37.pdf>

CONTROL OF HEAD LICE



District Policy: 6.39 - Control of Head Lice

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.39.pdf>

ADMINISTERING MEDICATION TO STUDENTS



District Policy: 6.40 - Administering Medication to Students

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.40.pdf>

ASTHMA MEDICATION



District Policy: 6.41 - Asthma Medication

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.41.pdf>

EMERGENCY MEDICAL AUTHORIZATION



District Policy: 6.42 - Emergency Medical Authorization

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.42.pdf>



Technology

ACCEPTABLE USE POLICY



District Policy: 6.54 - Technology Acceptable Use Policy For Students

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.54.pdf>

INTERNET SAFETY POLICY



District Policy: 10.25 - Internet Safety Policy

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/10.25.pdf>

IPAD AND EMAIL AGREEMENT



iPad and Email Agreement

<https://www.franklinlocalschools.org/about-us/departments/technology/ipad-agreement.pdf>

SURVEILLANCE NOTIFICATION

Students, staff, parents, and visitors should be aware that the Duncan Falls Elementary School has video cameras monitoring various school building areas including but not limited to parking lots, hallways, and common areas. School buses also have video cameras. Video recordings are reviewed by school officials to promote the order, safety and security of students, staff and property. Recordings may be used for any purpose including use in school disciplinary proceedings. Students, staff, parents, and visitors must understand that their actions while in these areas will be recorded and that they should have no expectations of privacy. Maintenance, release and viewing of recorded images will be handled in accordance with board policy.

Transportation

STUDENT CODE OF CONDUCT INFORMATION



[Student Conduct Code for Transportation](#)

<https://www.franklinlocalschools.org/wp-content/docs/transportation/bus-conduct.pdf>

BUS ROUTE INFORMATION



[Bus Routes](#)

<https://www.franklinlocalschools.org/wp-content/docs/transportation/bus-routes.pdf>

DISTRICT BOUNDARY INFORMATION



[District Boundary Map](#)

<https://goo.gl/MfBqAG>

FIELD TRIPS



[Board Policy: 7.30 - Field and other District-Sponsored Trips](#)

<https://www.franklinlocalschools.org/wp-content/docs/transportation/bus-conduct.pdf>

