

Student Handbook

PHILO HIGH SCHOOL

2026 - 2027



Franklin Local
School District

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District Information

MISSION AND VISION

Mission: To build an academic foundation for future success.

Vision: An academic community preparing all graduates to be career or college ready.

ADMINISTRATOR DIRECTORY

Board of Education Members

Marc Carpenter- President
 Josh Baker
 Jim Swingle
 Kyle Trout
 Chris Hamill

Administrative Staff

Kasey Cottrill, Superintendent
 Rob Preston, Assistant Superintendent
 Scott Paul, Treasurer
 Dustan Henderson, Director of Instruction
 Kara Harris, Director of Special Services
 Nick Hansel, Technology Director
 Matthew Philip, 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>

Philo High School Information

WELCOME TO PHILO HIGH SCHOOL

At Philo High School, we believe every student has the capacity to grow, achieve, and lead. Our faculty and staff are committed to creating a learning environment that is safe, structured, and centered on high expectations—academically, socially, and personally.

This handbook outlines the standards, procedures, and opportunities that shape our school community. It exists not simply as a collection of rules, but as a framework that supports student success. Clear expectations allow us to focus on what matters most: learning, character development, and preparation for life beyond high school.

We ask each student to approach the year with purpose and integrity. Set ambitious goals. Take ownership of your choices. Respect others. When we work together—students, families, and staff—we create a culture where excellence is possible and every individual has the opportunity to thrive.

Welcome to a new year at Philo High School. Let's make it count.

Scott Mosebrook, Principal

COLLEGE READINESS ASSESSMENT CALENDAR

ACT Test Dates: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>

SAT Test Dates: <https://satsuite.collegeboard.org/sat/dates-deadlines>

BELL SCHEDULE

Classes start at Philo High School at 7:30 am on a normal school day. There are 8 periods in the school day. The first bell dismissing students to 1st period will ring at 7:25 am daily. Students are dismissed at 2:10 pm each day. Philo High School has the following bell schedules: Normal, Activity Day, Pep Rally, 2-Hour Delay, and Assembly. For a detailed view of the schedule please visit:

https://drive.google.com/file/d/1nevy7Vr_nL3Te6EUwJBV8Ng-cgU8kh08/view?usp=drive_link

PHS OFFICE INFO

Office Hours: 7:00 – 3:30 (Monday – Friday)			
PH (740) 674-4355 Fax: (740) 674-5202			
Scott Mosebrook	Principal	Joseph Stemm	Grade 9/10 Guidance
Adam McElhaney	Assistant Principal	Jenny Swingle	Grade 11/12 Guidance
Dave Thomas	Athletic Director		Secretary
Deputy Mehl	School Resource Officer	Kayla Mehl	Secretary
Jamie Stemm	Attendance Officer & Pre-School Lead	Danielle Hurst	Guidance Secretary

CALENDAR

Check the **District Events** calendar under **News & Events** on the Franklin Local School District website (<https://www.franklinlocalschools.org/>) for upcoming activities.

DISTRICT CALENDAR

Please click on the following link to view the District Calendar: [PDF 2026-2027 District Calendar](#)

LIGHTNING BLOCK

Lightning Block is held each Friday from 9:37 a.m. to 10:13 a.m. This designated time is reserved for club meetings, class meetings, student organizations, and approved school activities.

All Lightning Block meetings must be scheduled in advance by the advisor and placed on the official school calendar. Students are expected to report promptly to their assigned Lightning Block location.

Students who are not participating in a scheduled Lightning Block activity will report to the auditorium for intervention and/or structured study hall. Students attending intervention should bring appropriate academic materials. Students failing any class will be required to meet with a content teacher during Lightning Block.

Lightning Block is an important component of our school schedule and is intended to support student engagement, academic progress, and school involvement.

CHAIN OF COMMAND

For any problems or questions, please follow this chain of command: Teacher, Assistant Principal, Principal, Superintendent, Board of Education.

CLASS OFFICERS

Elections for class officers will take place each spring for Seniors, Juniors, and Sophomores. The Student Council will supervise all of these elections. Candidates must carry a 2.5 grade point average.

EARLY RELEASE SCHEDULE

Early dismissal could result because of bad weather that is expected to occur or is occurring at the time. Students will usually be released earlier in the same order that normal dismissal would occur. Special circumstances may change the order, but students will be directed to the proper dismissal protocol.

KINGS, QUEENS, AND ATTENDANTS

You can only be an attendant for one dance during your freshman, sophomore, and junior year. Example: If you are elected as a Homecoming attendant during your freshman year, you cannot be an attendant for the Sweetheart Dance during your freshman year, nor can you be an attendant for the Homecoming or Sweetheart Dance during your sophomore and junior year. During the senior year, regardless of whether you have been an attendant in the past or not, you can be elected as a senior attendant or queen for any of the three dances: Homecoming, Sweetheart, and Prom. Example: You were a sophomore attendant for the Sweetheart Dance. As a senior, you can be elected to be the attendant or queen for Homecoming, Sweetheart, and/or Prom.

If you are elected as queen or king for one of the three dances during your senior year, you will no longer be eligible to be an attendant or queen/king for the remainder of the dances. Example: You are elected as Homecoming queen or king; you cannot be queen or king for the Sweetheart or Prom.

If, during your senior year, you are an attendant for the Homecoming Dance but not queen or king, you are still eligible to become queen or king for the Sweetheart Dance or Prom.

The freshman, sophomore, and junior classes will each elect one female attendant for Homecoming and two female attendants for Sweetheart.

The senior class will elect three female students and three male students for the homecoming court. The full student body will elect the queen and king from the senior representatives.

The senior class will elect one male student and three female students for the sweetheart court. The top female vote getter will be the sweetheart queen and the male representative will be the sweetheart king.

The junior and senior classes will elect five senior female students and five senior male students to the prom court. The senior class will elect a queen and a king from the prom court.

OPEN ENROLLMENT

Franklin Local has an Open Enrollment policy to allow a limited number of students from adjoining school districts to attend school here based upon a first-come, first-served basis. These students must maintain at least an acceptable level of academic performance, attendance, and behavior in order to remain here. Applications must be submitted each year through the Board of Education Office.

STUDENT FEES

School fees are determined by the Board of Education. Some PHS courses may require a fee or there may be general student fee requirements. All lunch charges and miscellaneous fees need to be paid before a diploma will be issued or transcripts sent.

PHILO HIGH SCHOOL STAFF DIRECTORY

Please go to the Franklin Local online staff directory:

<https://www.franklinlocalschools.org/about-us/district-information/staff-directory/>

SCHOOL VISITOR INFORMATION



District Policy: 8.05 - School Visitors

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

PHILO HIGH SCHOOL VISITOR INFORMATION

All visitors are required to report to the office upon entering the building. Students absent from their own school are welcome ONLY if they are here as official representatives of their school with prior approval of their principal. No student visitors will be allowed during regular school sessions. Boyfriends or girlfriends from outside our student body are not welcome during the school day. All visitors must register in the office and receive and display a Visitor's Badge.



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>

PHILO HIGH SCHOOL GRADING SCALE

Letter	Percentage	Point Value	Numeric Range
A	93 - 100	4.00	3.83 - 4.00
A-	90 - 92.99	3.67	3.49 - 3.829
B+	87 - 89.99	3.33	3.16 - 3.489
B	83 - 86.99	3.00	2.82 - 3.159
B-	80 - 82.99	2.67	2.49 - 2.819
C+	77 - 79.99	2.33	2.16 - 2.489
C	73 - 76.99	2.00	1.82 - 2.159
C-	70 - 72.99	1.67	1.49 - 1.819
D+	67 - 69.99	1.33	1.16 - 1.489
D	63 - 66.99	1.00	0.82 - 1.159
D-	60 - 62.99	0.67	0.48 - 0.819
F	0 - 59.99	0.00	0.00 - 0.479

PASS/FAIL GRADING SYSTEMS

In the event of an extended, unforeseen closure, the Franklin Local School District may elect to use a Pass/Fail Grading System.

It is our belief that the circumstances that require the closure of schools for an extended time may also present numerous hardships on the home lives of our students. The combination of these hardships and not all students having equal access to learning supports such as: access to the internet, materials readily available, and direct contact with their teachers, we feel that a Pass/Fail Grading System can help ease the stress of an already traumatic situation.



With all things considered, we believe that a Pass/Fail Grading System is the most fair and appropriate course of action when issuing grades during these types of closures.

GRADING (FOUR GRADING PERIODS)

Semester classes: Each grading period counts as 3/7 of final grade. Final exams count 1/7.

Year-Long classes: Each grading period counts as 3/14 of final grade. Semester and final exams count 1/14 each.

PASS/FAIL OPTION

Students may take only one elective course during high school on a pass-fail option. It cannot be used if a grade of B- or higher was earned in a prerequisite course. Students must declare the pass-fail option during the last two weeks of the 1st grading period of the course. In some instances, final approval may rest with the principal. Independent study courses will be addressed on a case-by-case basis.

WITHDRAWAL FROM CLASS

Only teachers may request that a student be withdrawn from a class. A student may be withdrawn from a class within the first 5 school days of the semester only with signatures of: Student, Parent, Teacher, Guidance Counselor, and Principal. Withdrawal after this time will result in a grade of "WF" (Withdraw Failing) that will remain on the student's transcripts. The student will be placed in Study Hall and be denied special privileges for that period. (i.e. Library, Restroom, Computer Lab).

ACADEMIC ELIGIBILITY - INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

Students participating in interscholastic sports and other activities must meet academic eligibility requirements as established by school policy and the state of Ohio. At the end of each grading period, student eligibility will be determined by the following guidelines: Passing five credits and a G.P.A. of 1.3 or better.

HONOR ROLL

At the end of each nine weeks grading period an honor roll will be compiled and published. Those students earning a 4.0 will be so acknowledged. Students receiving all A's will be placed on the ALL "A's" List; those having a 3.5 average or better will be placed on the "PRINCIPAL'S List" and those with a 3.0 average or better will be placed on the regular "HONOR ROLL". Students having a "D" on their report card for an academic subject will not be eligible for the honor roll. Students must have earned at least (2) two credits.

To figure Honor Roll: (1/2 credit courses equal half the points) A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .67 F = .0

PHYSICAL EDUCATION WAIVERS

The physical education waiver policy allows high school students to be excused from taking physical education as a graduation requirement per Ohio Revised Code [3313.603](#).



District Policy: 6.17c – Physical Education Waiver

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



HONORS DIPLOMAS

Philo High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. To meet honors diploma requirements, students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. [Academic Honors Diploma](#)
2. [International Baccalaureate Honors Diploma](#)
3. [Career Tech Honors Diploma](#)
4. [STEM Honors Diploma](#)
5. [Arts Honors Diploma*](#)
6. [Social Science and Civic Engagement Honors Diploma](#)

**includes dance, drama/theatre, music and visual art.*

NATIONAL HONOR SOCIETY

Membership to this chapter is based upon scholarship, service, leadership and character. To be eligible for membership, current sophomores not inducted until their junior year, juniors and seniors must have a grade point average of 3.3 or higher. *Beginning with this year's incoming freshmen, the class of- 2029, the required grade point average will be 3.5 or higher.* Eligible members of the class of 2029 will also have needed to complete ten hours of service or volunteer work prior to being accepted. Students must have taken or currently be enrolled in the core curriculum classes listed below:

1. Three years of academic English (Honors or College Credit Plus English Courses)
2. Two years of a foreign language (does not need to be the same foreign language) *Beginning with this year's incoming freshmen, the class of 2029, two years of the SAME foreign language.*
3. Two years of academic science (Chemistry or Physics or College Credit Plus Science courses except for Medical Terminology).
4. Two years of upper level math classes (Pre-Calculus, Calculus or College Credit Plus Math Classes.)

Members are subject to the constitution of the C. Dennis Betz Chapter of the National Honor Society and membership will be reviewed if a student fails to maintain the specified standards for scholarship or behavior.

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>

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>



GRADUATION REQUIREMENTS



District Policy: 6.19 - Graduation Requirements

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.19%2012.24.pdf>

The minimum number of credits required for graduation from Philo High School is 20. Of that twenty, students are required to have:

Course	Credits Required
English Language Arts	4
Social Studies (American History, American Government, and World History)	3
Mathematics (one of the credits must include Algebra II or its equivalent)	4
Science (Physical Science, Biology, and one more science credit)	3
Health	0.5
Physical Education	0.5
Fine Arts (Elective Credit)	1.0
Financial Literacy (Elective Credit)	0.5
Three and a half (3.5) total units consisting of one of any combination of foreign language, business, career-technical education, family and consumer sciences, technology, agricultural education, or English language arts, mathematics, science, or social studies not otherwise required; <i>PHS staff strongly suggest freshman taking Lead4Change and a College Readiness or Career Readiness during their senior year.</i>	3.5

GRADUATION STUDENT SPEAKERS

There will be two Philo High School student speakers at the commencement exercises. The speakers are the senior class president and the senior student with the highest cumulative grade point average. To determine the senior with the highest grade point average for speaking purposes, senior grades will be calculated at the end of the 3rd 9 weeks. All grades will be averaged. If there is a tie for the senior with the highest grade point average, the tied students can choose to “try out” for the speaking honor by performing his/her speech to selected members of Philo High School teaching staff and Building Leadership Team. Selected staff will select the student speaker. A student must have attended Philo High School at least three semesters to be eligible to speak at commencement as the student with the highest grade point average.



HOMEWORK

Homework is to be relevant to instruction and contribute to academic success. Doing relevant homework helps prepare students to achieve a better understanding of the learning target and to obtain higher scores on assessments. Homework may be graded, but not count for more than 10% of a student's grade for the 9-weeks period.



District Policy: 7.34 – Homework

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

COLLEGE CREDIT PLUS (CCP)

College Credit Plus replaces Ohio's post-secondary enrollment options (PSEOP) and all alternative dual enrollment programs. Students may earn transcript college and high school credit upon successful completion of the course. Students must complete a CCP Intent to Participate Form by April 1st in order to enroll in CCP courses the next school year. Several CCP classes are offered at Philo High School. CCP Guidelines for students enrolled in CCP classes at PHS:

1. CCP students will adhere to the PHS Code of Conduct
2. **CCP Student Requirements and Benefits:** To be considered a full-time CCP student, a student must take either **6 CCP credit hours and two high school courses** - OR - **9 CCP credit hours per semester**. Full-time CCP students may do the following:
 - a. Use the College Lounge when they do not have a scheduled class and during lunch.
 - b. Leave During the School Day with written parent permission.
 - i. Students are permitted to leave when they don't have a scheduled class.
 - ii. Students must sign-in whenever they enter the building and sign-out whenever they leave the building throughout the school day.

* Exceptions to the 6 CCP credit hour expectation may be approved by administration on a case by case basis.
3. **CCP Probation:**
 - a. A student will be placed on CCP probation if any of the following occur:
 - i. Has earned lower than a cumulative 2.0 GPA in College Credit Plus courses.
 - ii. Withdraws from, or receives no credit for, two or more courses in the same term.
 - b. While a student is on CCP Probation they may no longer:
 - i. Use the College Lounge at Philo High School.
 - ii. Leave school grounds during the school day.
 - iii. Students must maintain a full academic schedule at Philo High School.
 - iv. May only enroll in one CCP course (may not enroll in a college course in the same subject they earned a D, F, or received no credit).





District Policy: 7.14 – College Credit Plus Program

https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/7.14_2-16-23.pdf

WORK STUDY PROGRAM

The Philo High School's Work Study Program allows junior and senior students who are employed to earn ONE or TWO high school elective credits. Students who participate in the program are permitted to have a flexible schedule while attending required classes (arrive late or leave early) and with parent permission.

Hourly Requirements for Elective Credit based on district calendar):

- 30 hours per nine week grading period = $\frac{1}{4}$ credit (1 credit per year)
- 60 hours per nine week grading period = $\frac{1}{2}$ credit (2 credits per year)
- Two maximum elective credits per year and four total elective credits in high school.
- Seniors must turn in the Ohio Means Jobs Paperwork to earn that seal.

In order to be eligible to participate students must meet several criteria. Any student who fails to meet any of the requirements below may be temporarily put on probation or permanently removed from the work study program. Probation may require work study students to remain at Philo High School for a full day.

Administration will make the final determination on probation and student participation in the program. The requirements are as follows:

- **Attendance:** At least a 90% attendance rate
- **Discipline:** No major discipline infractions.
- **Academics:** Must have passing grades in all classes.
- **Transportation:** Students are responsible for their own transportation.
- **Employment:** Students must be employed throughout participation in the program.



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

Reporting Student Absences

If your child is absent from school, please call the school between **7:00 a.m. and 8:15 a.m.** to report the absence. The school phone number is **(740) 674-4355**.

If a call is not received, the school will attempt to contact a parent or guardian at home or work following the start of the school day.

If a phone call has not been made, please send a written note with your child on the day he or she returns to school explaining the reason for the absence.

This procedure is in conjunction with the **Franklin Local Missing Child Responsibility**. The attendance of all children of compulsory school age (**ages 6–18**) is expected every day school is in session. Under Ohio law, the responsibility for regular school attendance rests with the parent or guardian.

Failure to contact the school regarding a student's absence may result in the absence being recorded as **unexcused**.

Vacations During the School Year

Students taking vacations during the regular school year should obtain assignments before leaving and are expected to submit those assignments on the first day they return to school. Parents must notify the principal **in writing at least one week prior** to the vacation. While a student will not be considered truant if on vacation, the days missed **will count toward the student's total hours absent** for attendance purposes.

Importance of Regular Attendance

The Franklin Local Schools place great value on the educational opportunities afforded to students. It is the responsibility of the school to provide the instruction and guidance necessary for students to grow into productive adult citizens. Regular school attendance is an important step in developing punctuality and responsibility, both of which are essential life skills. The cooperative efforts of both the parent and the school to encourage regular attendance provide students with the best opportunity to benefit from the educational programs offered by the district.

Monitoring Student Attendance

Ohio law requires school districts to monitor student attendance and provide early intervention when students begin missing excessive instructional time.

For attendance monitoring purposes, **all absences count toward the total hours missed**, including excused, unexcused, and medical absences.

A student is considered **chronically absent** when they miss **10 percent or more of the school hours in a school year**, as defined by Ohio law.

Attendance Intervention Process

30 Hours Missed

When a student has missed **thirty (30) hours** of school in a school year, the principal or designee will notify the student's parent or guardian of the total number of hours missed and emphasize the importance of regular attendance.

60 Hours Missed

When a student has missed **sixty (60) hours** in a school year, the principal or designee may request a meeting with the parent/guardian and student. The purpose of the meeting is to identify the reasons for the absences and develop strategies to improve attendance.

When a student has a qualifying disability, the matter may be referred to the appropriate educational support team.

Chronic Absenteeism

When a student meets the definition of **chronically absent (missing 10% or more of the school year)**, the district may work with the student and family to develop an **Attendance Improvement Plan** designed to support improved attendance.

Additional Interventions

If attendance does not improve after interventions have been implemented, the district may consider additional options, including:

- Development of an attendance improvement plan
- Referral to school or community support services
- Temporary suspension of a student's instructional permit or driver's license (see Board Policy 6.12)
- Revocation of school driving and parking privileges

In situations involving **habitual truancy due to unexcused absences**, the district may pursue additional action as permitted under Ohio law, including referral to juvenile court when appropriate.

Nothing in this policy shall be construed to limit the authority of the Superintendent or designee to develop or utilize additional strategies to address student attendance concerns.

EDUCATIONAL EXCUSED TRIPS

Some trips planned by parents during the school day are educationally sound. We want students to experience opportunities that might not be provided by the school, but may have impacts on students' futures. We will allow 3 days per year to be counted as Field Trips and not as absences when a parent meets the following guidelines:

1. A special form must be completed by the parent and pre-approved by the Principal or Assistant Principal before the trip.
2. The trip must be educational in nature and not leisure or relaxation.
3. These trips could include but are not be limited to:
 - a. College Visitations
 - b. 4H Projects
 - c. Awards Ceremony/Recognition
4. Proof of attendance must be submitted upon return to school.

HUNTING (DEER / TURKEY / WATERFOWL ONLY)

These limited hunting days may be used as family vacation days. They are subject to the following guidelines;

1. Parents must submit a written statement to the office the week before the season begins.
2. Parents must be treating these days like vacation days.
3. Students must be hunting with parents or relatives.
4. Students must show a hunting license to the Principal/Asst. Principal before hunting.
5. Students must make up class work in a timely manner upon return to school.
6. Hunting days that are not judged to be parent vacation days will result in a Friday School being assigned.
7. All other game hunting days will be counted as truancy.

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.pd>

CHILD CUSTODY INFORMATION

Parents/Guardians have an obligation to inform the school any time the custody of a child changes. We will need to copy and place in a student's permanent file any court orders pertaining to a child's custody.



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>

PHILO HIGH SCHOOL DISCIPLINE INFORMATION

Positive Behavior Intervention & Support (PBIS) has been implemented at Philo High School. For each 9-week period, students, who do not receive a detention, will be eligible for a reward at the end of the grading period.

Lunch Detentions will be assigned for disciplinary reasons. Lunchtime detentions will be served during students' lunch periods. Students assigned detentions must be there on time and have material to read or work on in order to get credit for detention. Failure to serve detentions may result in more severe punishments. Lunch detention will be served during the student's 30-minute lunch.

- Parents and students will not be notified in the event a student receives lunch detention via email.
- Students will have a detention the next school day unless the teacher chooses to have the student serve lunch detention with them.
- Detentions will not be issued for the same day unless administration is involved.
- Detentions listed on announcements by the detention monitor using student ID number.
- Failure to Report to Detention (FRD): Students are responsible to remember that they have a detention. Students who FRD or show up late will be marked as FRD and issued additional consequences (see below):
 - First Offense: Reschedule detention plus an additional detention for FRD.
 - Second Offense: 2-Hours of After School Detention
 - Third Offense: 2 Days of In-School Detention
- For those students who do receive and accumulate detentions during a 9-week grading period additional consequences will be issued. At the beginning of each grading period, students will start with zero detentions, but will still need to serve any consequences received during the preceding grading period. The following consequences will be used:
 - a. 5 detentions = Parent Conference and 1 Lunch Detention
 - b. 6 detentions = 1-Hour After School Detention
 - c. 7 detentions = 2-Hours After School Detention
 - d. 8 detentions = 1 Structured Days
 - e. 9 detentions = 1 Day of In-School Detention
 - f. 10 detentions = 3 Days of Out-of-School Suspension



- g. 10+ days will be considered insubordination and consequences will continue to escalate up to and including expulsion.

After School Detention (ASD) is intended to help students stay in school and provide an opportunity for supervised study. It is important that parents and school work together to help students learn proper behavior, and that there will be consequences for inappropriate behavior. It is the hope of Philo High School that After School Detentions will eliminate in-school detention and out of school suspension from the regular school day for most students. After School Detention Regulations:

- a. Parents are responsible for transportation.
- b. ASD is a 1-hour or 2-hour detention which meets after school from either 2:15 pm to 3:15 (1-hour) or 2:15 to 4:15 pm (2-hour).
- c. After School Detention will be held at Philo High School.
- d. Students will spend 1 hour or 2 hours quietly studying. Each student must bring schoolwork to keep busy. Appropriate materials for ASD include textbooks, library books, suitable paperback books and magazines used in conjunction with homework assignments. Students who fail to bring appropriate or sufficient work will be dismissed and an additional ASD will be assigned. Inappropriate books or magazines will not be permitted.
- e. Students who communicate in any way, pass materials of any kind, do not appear to keep busy, or put their heads down will be warned and detained for 5 extra minutes at the end of the session. A second violation for any offense will result in dismissal with no credit given for the time spent and an additional ASD will be added. Any severe disruption of ASD may result in a suspension from school.
- f. Failure to Report for an assigned ASD will result in either three lunch detentions for missing 1-hour of ASD or five lunch detentions for missing 2-hours of ASD. Administration does reserve the right to bypass these measures if they deem necessary.
- g. Students will be given the privilege of one visit to the restroom for a maximum of five minutes. Additional trips or staying beyond the five-minute limitation will cause the student to be detained after 3:15 or 4:15.
- h. Parents or guardians will receive written notifications of ASD.

In-School Detention is a part of the disciplinary process that may be assigned by the principal or the assistant principal and can be used as a step before suspension. The student will be required to spend the school day(s) in a controlled environment. The student will not be credited with an absence while in In-School Detention. The student's class work will be provided by that student's classroom teacher, and the student must work toward the satisfactory completion of all assignments. If the student fails to satisfactorily serve the in-school detention, alternative discipline will be assigned. All work will count toward their course grade.

Out-of-School Suspension is used for major infractions or repeated violations of school rules. The student is allowed to do work during the suspension time but is not allowed on school property or at school events.

Restorative Practice is an alternative to regular disciplinary consequences (such as In-School Detention or Out-of-School Suspension) and is designed for students to learn from the mistake they made and develop the skills needed to avoid similar mistakes in the future.

Structured Day is an option where a student attends classes, but is isolated from other students during class changes and lunch. The student will report to the office upon entering the building. The student will turn in any and all personal technology to the office for the day. A staff member will then escort the student from class-to-class and when possible stay with that student during class.

The administration has the right to bypass any of these steps when they feel the action warrants stronger measures.

ACADEMIC INTEGRITY

Philo High School feels that honest and ethical behavior characterize responsibility, and are vital to the academic, social, and emotional development of all students. The purpose of these guidelines is to create and maintain a learning environment in which students are held and hold each other accountable for becoming ethical and responsible users of information and ideas.

Our students are expected to demonstrate honesty and integrity in all academic endeavors and our goal is for students to learn and practice ethical behaviors in regard to information and information technology. This includes, but is not limited to homework, class assignments, test taking, the original creation of essays or compositions, artwork, and scientific research. All work submitted by students should be a true reflection of their effort and ability. When an action or behavior is contrary to these beliefs, the expectations and values we have for our students are negatively affected. Therefore, we feel it is our collective responsibility to teach students about integrity in a proactive way, what it means to demonstrate “academic” integrity in our words and actions, and respond appropriately and responsibly when integrity is not displayed by students. The following statements provide working definitions of these terms.

Academic Integrity - involves adhering to the values of honesty, fairness, respect, trust, and responsibility in all aspects of learning.

Academic Dishonesty - behavior that is considered a violation of academic integrity, either alone or with involvement of others.

Plagiarism - the use of someone else’s ideas, words, or other work. Plagiarism includes an exact copying of another’s work, or a rewording, paraphrasing, partial quotation or summarization of another’s work without properly acknowledging the creator of the original work. Examples include, but are not limited to the following:

- Downloading information from the Internet/other source and submitting it as one’s own
- Submitting as one’s own work that which is copied or translated from another source
- Submitting AI-generated work as one’s own without acknowledgment is considered plagiarism.

Cheating – the deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group work on assignments, projects, tests, or other academic exercises during class or outside of class. Examples include, but are not limited to the following:

- Forging a signature for the purpose of earning credit in a class
- Providing access to materials or information so that credit may be dishonestly claimed by others
- Creating and distributing copies of one’s own work so that credit may be dishonestly claimed by others
- Giving or receiving unauthorized assistance on an assessment
- Falsifying or altering grades related to documents, programs, or information

Citations

Sources need not be cited for reference material that is considered “common knowledge” - that is factual information that is considered in the “public domain” because it is published in multiple standard reference works such as almanacs, atlases, bibliographies, biographies, chronologies, dictionaries, directories, encyclopedias, handbooks, and indexes. Likewise, when common knowledge is related to a particular field or area of specialty, sources do not necessarily need to be cited if the information is widely known to others within that field of study. Given that it may sometimes be difficult to determine what information is “common knowledge”, it is a good idea and recommended to cite sources or ask the teacher for guidance.

AI-generated content must be properly cited when used in assignments.

Use of Artificial Intelligence

AI tools (e.g., ChatGPT, Grammarly, Google Bard) may be used for learning, research, and skill development when permitted by teachers. AI should supplement learning, not replace critical thinking or original work. AI should not be used during tests or exams unless explicitly allowed by the teacher. Students should not share personal or sensitive information with AI tools. AI should not be used to generate harmful, inappropriate, or misleading content.

Academic Integrity Violations

Should an Academic Integrity violation(s) occur over the course of the school year, the following steps will be taken:

Academic Integrity Violation #1

1. Opportunity to redo the assessment after meeting with teacher to create Plan of Relearning
2. Teacher writes a Behavior Referral to notify administrators and document the violation.
3. Teacher communicates with Parent/Guardian
4. If a student violates any above listed infraction on any assignment the teacher determines to be a summative assessment, administrators will have the ability to move the infraction to an “Academic Violation #2”.

Academic Violation #2

1. Opportunity to redo the assessment after meeting with Teacher to create Plan of Relearning
2. Teacher writes a Behavior Referral to notify administrators and document the violation.
3. Administrator will:
 - a. Meets with the student to discuss the academic implications of Academic Violations.
 - b. Communicates with Parent/Guardian to discuss the academic implications of Academic Violations.
 - c. Administrator will issue a 2-hour after school detention.

Academic Violation #3

1. Teacher writes a Behavior Referral to notify administrators and document the violation

2. Administrator will:
 - a. Assign a 3-day Out-of-School Suspension.
 - b. Communicate with Parent/Guardian.

A continued pattern over multiple years may result in further disciplinary actions. A student referral MAY disqualify a student from joining the National Honor Society. That decision is up to the NHS Application Committee.

**CCP students are subject to the disciplinary policies of their respective institutions (i.e. Muskingum University, Hocking College, Zane State, etc.).*

CONSEQUENCES FOR DRUG AND ALCOHOL VIOLATIONS/DRUG PARAPHERNALIA



District Policy: 6.26 Alcohol and Drug Use by Students

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

Consequences for Drug and Alcohol violations:

1. Possession, purchase, use, application or being under the influence:
 - A. First Offense
 1. A parent or custodian (hereafter referred to as "parent") of the student will be notified of the incident and will be directed to remove the student from school pending a suspension hearing, which shall be held within seventy-two (72) hours of the order of removal.
 2. The principal or principal's designee will notify the student and the student's parent in writing of an intent to suspend and will arrange a suspension hearing among the student, the student's parent, and the principal.
 3. The principal or principal's designee will notify the appropriate counselor of the incident.
 4. LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AS PERMITTED BYLAW.
 5. The principal will suspend the student for ten (10) days in compliance with all requirements of law. The suspension may be reduced to no less than five days, if the following occur (Items a-c will be at the parent's expense):
 - a. The student will receive counseling by a certified counseling professional approved by the Franklin Local School District. The length of the counseling will be determined by the professional.
 - b. The student agrees to follow any appropriate treatment, which may include but not be limited to being evaluated by a chemical dependency professional approved by their counselor.
 - c. The professional satisfactorily notifies the principal of the foregoing.
 - d. Notwithstanding the above provisions, an initial, self-referred violation of section A shall not be deemed a first offense under part 1 (A) if the following occur:
 - e. The student will receive counseling by a certified counseling professional approved by the Franklin Local School District. The length of the counseling will be determined by the professional.



- f. The student agrees to follow any appropriate treatment, which may include but not be limited to being evaluated by a chemical dependency professional approved by their counselor.
- g. The professional satisfactorily notifies the principal of the foregoing. For any offense after a self-referral, it will be treated as a second offense.

B. Second or Subsequent Offense:

- 1) A parent of the student will be notified of the incident and will be directed to remove the student from school pending an expulsion hearing, which shall be held 3-5 days after receipt of Notice of Intended Expulsion.
- 2) The principal will suspend the student for 10 days with a recommendation that the superintendent expel the student up to the maximum permitted within all requirements of the law.
- 3) The principal or principal's designee will notify the appropriate counselor of the incident.
- 4) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AS PERMITTED BYLAW.
- 5) The superintendent will notify the student and the student's parent in writing of an intent to expel and will arrange an expulsion hearing among the student, the student's parent, and the principal.
- 6) The superintendent may expel the student up to the maximum permitted within all requirements of law.

2. Selling, Supplying, or Transmitting:

The first incident of selling, supplying, or transmitting alcoholic beverages, illegal drugs and controlled substances shall be treated as a second offense.

Consequences for Drug Related Paraphernalia:

A. First Offense

- 1) The student may be suspended for up to ten days.
- 2) At the discretion of the principal, the suspension may be reduced to no less than five days, if the following occur (Items a-c will be at the parent's expense):
 - a) The student will receive counseling by a certified counseling professional approved by the Franklin Local School District. The length of the counseling will be determined by the professional.
 - b) The student agrees to follow any appropriate treatment, which may include but not be limited to being evaluated by a chemical dependency professional approved by their counselor.
 - c) The professional satisfactorily notifies the principal of the foregoing.
 - d) Notwithstanding the above provisions, an initial, self-referred violation of section A shall not be deemed a first offense under part 1 (A) if the following occur:
 - e) The student will receive counseling by a certified counseling professional approved by the Franklin Local School District. The length of the counseling will be determined by the professional.
 - f) The student agrees to follow any appropriate treatment, which may include but not be limited to being evaluated by a chemical dependency professional approved by

their counselor.

- g) The professional satisfactorily notifies the principal of the foregoing. For any offense after a self-referral, it will be treated as a second offense.

B. Second Offense

- 1) A parent of the student will be notified of the incident and will be directed to remove the student from school pending an expulsion hearing, which shall be held 3-5 days after receipt of Notice of intended Expulsion.
- 2) The principal will suspend the student for ten (10) days and recommend that the superintendent expel the student up to the maximum permitted within all requirements of the law.
- 3) The principal or principal's designee will notify the appropriate counselor of the incident.
- 4) LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AS PERMITTED BY LAW
- 5) The superintendent will notify the student and the student's parent in writing of an intent to expel and will arrange an expulsion hearing among the student, the student's parent, and the principal.
- 6) The superintendent may expel the student up to the maximum permitted within all requirements of law.

CONSEQUENCES FOR TOBACCO AND VAPING



District Policy: 6.28 Use of Tobacco by Students

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

*Possession or use of tobacco products at school, on district property (including buses) or at a school sponsored activity:

1. **1st offense** – 3 days out-of-school suspension
2. **2nd offense** – 5 days out-of-school suspension
3. **3rd offense** – 10 Days of Out-of-School Suspension

The principal will suspend the student for ten (10) days in compliance with all requirements of law. The suspension may be reduced to no less than five days, if the following occur (Items a-c will be at the parent's expense):

- a. The student will receive counseling by a certified counseling professional approved by the Franklin Local School District.
- b. The student agrees to follow any appropriate treatment, which may include but not be limited to being evaluated by a chemical dependency professional approved by their counselor.
- c. The professional satisfactorily notifies the principal of the foregoing.
- d. Notwithstanding the above provisions, an initial, self-referred violation of section A shall not be deemed a first offense under part 1 (A) if the following occur:
- e. The student will receive counseling by a certified counseling professional approved by the Franklin Local School District. The length of the counseling will be determined by the professional.
- f. The student agrees to follow any appropriate treatment, which may include but not be limited



to being evaluated by a chemical dependency professional approved by their counselor.
g. The professional satisfactorily notifies the principal of the foregoing. For any offense after a self-referral, it will be treated as a second offense.

4. **4th offense** – 10 days Out-of-school Suspension with Recommendation for Expulsion.

- * Any student found in possession, distribution, or using any form of a synthetic drug within a vape or electronic device will result in an immediate drug policy violation. The drug policy for PHS can be found on page 23-25 of the Student Handbook.
- ** Any student that is found selling, supplying, or transmitting vapes or tobacco products containing nicotine shall be treated as a second offense.
- *** Please read the “District Board Policies 6.26 and 6.28” for more information.

PERSONAL ELECTRONIC DEVICES

The passage of House Bill 250, the state of Ohio now requires that all schools in Ohio adopt a policy regarding cell phones that emphasizes that **student cellular phone usage should be limited as much as possible during school hours** and reduces phone related distractions in the classroom setting. The state of Ohio has provided districts with a [Model Policy](#). Senate Bill 158 is currently in committee and would ban cell phone usage by students during the school day.

Starting in the 2025-2026 school year, Philo High School students will no longer be allowed to have personal electronic devices from 7:25 am until 2:10 pm at Philo High School. This includes cellular phones and any device that can connect to them including but not limited to smart watches, earbuds and/or headphones. CCP students will be permitted to use their own laptops for CCP classes only. All students will be issued iPads for education use. Philo High School has considered several factors in determining our updated policy, here are some of the reasons: [Bell-To-Bell Device Free School](#)

The objective of this policy is to strengthen Philo High School’s focus on learning, in alignment with our mission to ignite students’ passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

- I. **Research** -- Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.
- II. **Applicability** -- This policy applies to the use of cell phones and any device that connects to cell phones like smart watches, earbuds, headphones.
- III. **Use of cell phones, earbuds, headphones, and electronic devices** -- Students are prohibited from having or using any devices listed above from 7:30 am until 2:10 pm.
- IV. **Exceptions**
 - A. Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student’s individualized education program developed under Chapter 3323 of the Ohio

Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

- B.** A student may use a cell phone to monitor or address a health concern.
- C.** Any requests to use cell phones for educational purposes must be requested by a teacher and approved by an administrator.
- D.** CCP students may use personal laptops or computers in their CCP classes and in the college lounge.

V. Cell phone storage -- Students should keep their cell phones in a secure place, out of sight, and turned off throughout the school day. Philo High School recommends students keep them in their assigned locker.

VI. Discipline -- If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. 1st Offense:** The student will be directed to take their device to the office and it will be placed in the safe. The student may pick it up at the end of the day and a written warning will be issued.
- B. 2nd Offense:** The student will be directed to take their device to the office and it will be placed in the safe. The student may pick it up at the end of the day and a detention will be assigned.
- C. 3rd Offense:** The student will be directed to take their phone to the office and it will be placed in the safe. The student may pick it up at the end of the day. A letter will be mailed home and a 1-hour after-school detention will be assigned.
- D. 4th & Additional offenses:** The student will be directed to take their phone to the office and it will be placed in the safe. The student may pick it up at the end of the day. A letter will be mailed home and a 2-hour after-school detention will be assigned. The student must turn their phone into the office each morning and are no longer permitted to carry a backpack for the remainder of the year. If the student has any additional consequences for having a cell phone it may result in suspension.

****Failure to surrender the phone to the office may result in additional consequences.**

RECORDING AND CAPTURING WITHOUT PERMISSION

Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures/video), of any student, staff member, or other person on school property or while attending a school-related activity without an expressed prior notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated. Violating this policy may result in consequences up to but not limited to a 3-day suspension.

CONSEQUENCES FOR FIGHTING OR STRIKING A STUDENT

- a. 1st offense – 3 days Out-of-school suspension
- b. 2nd offense – 5 days Out-of-school suspension
- c. 3rd offense – 10 days Out-of-school suspension with recommendation for expulsion

The School Resource Officer will be notified on each offense. Depending on the circumstances, consequences could escalate in severity and steps bypassed.

HALL PASSES

At Philo High School we use an e-hallpass system that students can access on their school issued iPads. With teacher permission students are able sign-out of their class. Passes are to be issued by staff only. Students are not to be in the hallways without a pass. Students who do not have a pass or abuse the pass system are acting in insubordination.

BACKPACK POLICY

The safety of all students is our top priority, therefore students who are guilty of a major infraction will no longer be permitted to carry a backpack while at Philo High School. If those students would like to carry a backpack they may be limited to using only a school-approved, clear backpack. The parent/guardian will be responsible for the cost of the backpack. Those students who do not want to purchase or carry a clear backpack must store all belongings in their school-issued locker.

Violations resulting in using a clear backpack are but not limited to: Possessing a dangerous ordinance on school grounds, possession/use/distribution of electronic vapes, tobacco, drugs, or alcohol, cell phone violations, threatening/intimidating behaviors, etc. This will be at the discretion of the school administration.

CONSEQUENCES FOR BEING TARDY TO SCHOOL

All students are expected to be on time for school unless illness or a delayed school bus prevents timely attendance at school. Students must be at school by 7:30 am for a normal bell schedule day. Tardies are issued and will be counted per a 9-weeks grading period. They will reset at the end of every grading period.

Here are the consequences:

- a. 1st offense = Warning
- b. 2nd offense = Student Conference
- c. 3rd offense = Parent Notification (Email)
- d. 4th and 5th offense = Lunch Detention
- e. 6th and 7th offense = 1-Hr After School Detention
- f. 8th and 9th offense = 2- Hr. After School Detention
- g. 10th offense = Structured Day and/or Loss of Driving Privileges

CONSEQUENCES FOR BEING TARDY OR UNPREPARED TO CLASS

All students are expected to be prepared and on-time for class. For each class students should have their school issued iPads. Teachers will issue students lunch detentions for being tardy or unprepared to class. Students who have multiple tardies in a day may be issued additional consequences by administration.

FRAGRANCE AND SCENTED PRODUCTS POLICY

To help maintain a safe and comfortable learning environment for all students and staff, the use of fragrances and scented products is expected to be limited at school.

Some individuals experience allergies, asthma, migraines, or other health concerns that can be triggered by strong scents or chemical odors. For this reason, students are asked to **avoid wearing, applying, or using strong fragrances or scent-producing products** while at school or during school-sponsored activities.

This includes, but is not limited to:

- Perfume and cologne
- Body sprays and scented mists
- Strongly scented lotions, oils, hand sanitizers or deodorants
- Smelling salts or ammonia-based inhalants
- Any product designed to produce a strong or concentrated odor

Light, subtle personal hygiene products are acceptable, but scents should not be noticeable to others or disruptive to the learning environment.

If a fragrance or scent-producing product is disruptive, causes discomfort, or raises health or safety concerns, students may be asked to discontinue use, remove the product from school, wash off the scent, or change clothing if possible. Repeated violations may be addressed in accordance with the school's code of conduct.

We appreciate students' cooperation in helping create a healthy, inclusive, and safe learning environment for everyone.

DANCE POLICY

1. Students must listen to the directives of the administrators, staff members, and chaperones during the dance. Failure to comply may result in removal from the dance.
2. Dances are open to Philo High School students and their guests. Guests must be at least in high school in order to attend.
3. Philo High School students assume responsibility for his or her guest. When tickets are purchased the guest must be registered at that time. Philo students may only bring one guest.
4. School dress code will be loosely applied. Inappropriate clothing must be corrected or the student will be removed from the dance.
5. Once a student has entered the dance he/she will not be permitted to leave and re-enter without special permission.
6. Dancing will be face-to-face or side-by-side only. Dancing that is dangerous, inappropriate, or sexually suggestive will result in immediate removal from the dance with no refund.

7. Any student or guest who violates the Dance Policy and is removed from a dance will not be permitted to attend the next school sponsored dance.
8. Any student with multiple discipline referrals or behavior infractions may not be allowed to attend dances.

LUNCH PROCEDURES

Philo High School observes a closed lunch period. This means that students will remain on the school grounds during their lunch period. Students are expected to start their lunch period in one of the following locations and stay for the entire lunch period:

- Auditoria
- A teacher's classroom with a completed E-Hallpass
- College Lounge (CCP Students Only)

FOOD DELIVERY

No food deliveries will be allowed for students during the school day. Parental drop-off of lunch may be allowed at administrative discretion. Any food deliveries via a courier service of any kind will be denied and the food will not be collected by the school.

STUDENT RELATIONS

The school encourages proper student to student association, but at the proper place and time. Holding hands is permitted, but public display of affection (kissing, embracing, etc.) is not allowed. Walking arm in arm is discouraged due to congestion in the hallways. If public display of affection becomes a problem, parents may be notified and/or disciplinary action will be taken.

PBIS

The following PBIS matrix visualizes the expectations for students at Philo High School:

AREA	SAFE	RESPECTFUL	RESPONSIBLE
SCHOOL WIDE			
♦ Follow adult directions the first time given			
Attendance	Students will arrive safely and on time to school and each class	Students will enter the classroom in a quiet and orderly fashion	Students will be on time to all classes Students will clear all absences
Cell Phones	Use only in the Auditoria, College Lounge, pre/post school hours, during class change	Phones and earbuds/headsets are <u>OFF</u> & away	Use electronic devices only in the Auditoria, College Lounge, and during class change.
Dress & Attire	Appropriate clothing must be worn to school	Follow the school dress code	Appropriate clothing will be worn at all times during school hours
Trash	Students will deposit all garbage in trash cans	Students will be responsible for picking up after themselves	Trash goes in the can and not on the floor or ground
Profanity	Language suitable for school will be used at all times towards others	Appropriate use and command of language will occur at all times on campus	Students are responsible for proper use and command of language
Homework	Designated homework time should be planned for each day	Students will complete their own homework	Students will be responsible for completing their homework on time
COMMON AREAS			
♦ Follow adult directions the first time given			
Classrooms	Follow classroom rules Hands & feet to self	Treat staff, peers, guests and property respectfully Listen, follow directions, and participate Use appropriate voice and words	Be on time and prepared DAILY Focus and stay on task
Common Walkways	Enter/exit buildings in safe manner Hands & feet to self Walk on the right side down hallways	Treat property with respect Place trash/recyclables in proper bins No spitting	Use appropriate language and volume Use kind words and appropriate actions
Auditeria/Eating Areas	Line up in an orderly fashion Keep walkways/doorways clear	Place trash/recyclables in proper bins Use appropriate language and volume	Clean up after yourself Wait your turn in line
Locker Room/Gym	Lock all personal items securely Use all equipment safely	Show good sportsmanship Use equipment as directed	Be a team player – encourage others Keep hands/feet/equipment to self
Restrooms	Use restrooms appropriately Put trash in wastebasket Do not use electronic devices	Give others privacy Respect all property	Clean up after yourself Return to class promptly
Office	Use chairs and phone appropriately Use appropriate language and volume	State your purpose politely Use kind words and actions	Use appropriate language and volume
Parking Lots & Driving Areas on Campus	Drive safely/Don't text & drive Obey the speed limit Wear seatbelt	Respect all property Only seniors will park in the spaces designated with a lightning bolt	Park only in designated areas and between the lines Lock your vehicle/Secure anything of value
Emergency Evacuation Areas	Follow evacuation directions Do not use cell phones	Keep hands/feet/possessions to self	Listen/follow directions of school staff Don't socialize with other classes
COMMUNITY			
Philo High School Students will follow and adhere to the "Be Safe," "Be Respectful," and "Be Responsible" philosophy while representing our school in the community. Remember that your actions are a reflection of all of us at Philo High School.			

DRESS CODE

Franklin Local Schools expects students to dress in a manner that is **safe, modest, and appropriate for the educational environment**. Clothing and appearance should not create a distraction, disrupt learning, or pose a health or safety concern.

General Expectations

Students must wear clothing that:

- Covers private body areas, midriffs and undergarments
- Does not display profanity, obscene language, or images promoting alcohol, drugs, tobacco, violence, discrimination, illegal activity, or hate speech
- Is not see-through or excessively revealing
- Does not create a safety concern or disruption to the learning environment

Specific Guidelines

- **Headwear:** Students may wear hats during the school day provided the student's face and ears remain visible. Hoods, bandanas, costume-style headwear (including ears, horns, antlers, or similar accessories), or any headwear that covers the ears are not permitted. Headwear may not display profanity or promote drugs, alcohol, illegal activity, violence, discrimination, or hate speech. Religious or documented medical headwear is permitted. Staff may require removal when necessary for safety, identification, or instructional purposes. **Staff retain discretion within their classrooms to have students remove their hats.** Students who abuse this privilege will lose it for the remainder of the school year.
- **Accessories:** Nothing can hang from belts or pants, including but not limited to chains, studs, bullets, spikes, heavy rings, tails, etc.
- **Footwear:** Shoes must be worn at all times.
- **Blankets:** Blankets are not permitted.
- **Face coverings or face paint:** Only permitted for approved school activities or special events.
- **Piercings:** Facial piercings are limited to small studs or hoops.

Our point of emphasis is not to ban any item in particular, but to make sure that our young ladies and men consider modesty, reduce distraction to our educational environment, and maintain our expectation for school dress code. ***Final determination of appropriate school attire rests with the school administration.***



[District Policy: 6.31 – Dress and Appearance](https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.31.pdf)

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

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>

STUDENT DRIVING

Student driving and student parking are a privilege extended to those exhibiting good judgment and responsibility in the operation and supervision of a vehicle. Although parking areas are provided as a convenience, they, as well as any vehicle on them, are subject to school supervision, control, and search (in the case where school officials feel there is reasonable suspicion for a search).

Students will park in student designated parking areas only. Student designated parking areas are located in the lower lot in the front of the high school. Drivers are responsible for a vehicle's contents and the behavior of any passengers, just as on public thoroughfares. Vehicles may be towed at the owner's expense if reasonable requests to follow parking regulations and/or requests from any school personnel are not followed.

Drivers will leave their cars immediately upon parking and not return to the parking lot until the end of the day. This means loitering in the parking lot is forbidden before, during and after school hours. Anyone found in violation of this will be subject to discipline and/or lose their driving privileges. Students who ride the bus in the morning may not go to the parking lot after arriving at the high school. Permission to go out to your vehicle must be obtained from a school administrator or designee.



Parking Pass: Parking passes are free. Students must complete the Philo Student Parking Application before the end of the first week of school or within a week of getting their driver's license to provide the license number(s) of any vehicles that they may drive to school. The student will be issued a parking pass to display in their car. Student vehicles in the lot must have a pass displayed in clear view. If a student loses their parking pass or has a new vehicle, a new one must be obtained from the office. Parking passes are not transferable and will be randomly checked throughout the year. Cars parked without visible parking passes may be towed at the owner's expense, and escalating disciplinary consequences may be assigned.

In order to be eligible to drive to school, students must have a history of attending school and arriving on time. Therefore, students with 6 or more tardies or 10 or more unexcused absences from the previous semester could have their driving privileges revoked. Should it be necessary to suspend driving privileges for any reason, the student's parents will be notified.

Reckless driving will result in the following consequences:

First Offense	Loss of driving privileges for 1-10 days and parent contact
Second Offense	Loss of driving privileges for up to 40 days; additional consequences may be imposed.

Loitering in parking areas will result in the following consequences:

First Offense	Warning
Second Offense	Loss of driving privileges for three days and/or additional disciplinary action

WEAPONS

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.

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>

PHILO HIGH SCHOOL NOTIFICATION PROCESS

Remind, PHS newsletters, Twitter and the FLSD website (<https://www.franklinlocalschools.org/>) will be used to communicate to students and parents about special events that will be occurring or situations that have occurred and need to be explained. PHS also utilizes televisions in the auditoria and main hall and video announcements in the classrooms to communicate present and future activities occurring at school.

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>

MEAL CHARGE POLICY

Students are expected to pay for items at the time that the student exits the serving line. Extras should not be taken if students do not have the money to pay for them. Charges should be paid promptly.

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. Current lunch prices are listed below:

- Philo High School – \$2.70
- Philo Junior High School – \$2.70
- Duncan Falls Elementary School – \$2.35
- Roseville Elementary School – \$2.35
- Franklin Local Community School – \$2.60



Health Services

IMMUNIZATION



District Policy: 6.37 – Immunization

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

CONTROL OF BED BUGS



District Policy: 6.391 - Control Of Bed Bugs

https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.391_7_2023.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 Philo High School (as well as the other schools in the FLSD) has video cameras that monitor various areas, including, but not limited to: parking lots, hallways, auditoria, and all entrances/exits to the building. All of the FLSD buses have video and audio capability. Video recordings are used 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 they should have no expectation 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

Teachers are encouraged to take field trips to utilize community resources and provide students with experiences that enhance learning. Field trips are often used to motivate students at the beginning of a unit of study, or as a culminating activity once the unit is complete. Supervision is provided by the teacher usually with the assistance of other staff or parent volunteers. Emergency care cards and first aid kits are taken on the trip in case of accidents. No student will be permitted to participate in a field trip without written permission of the parent. Permission slips will be sent home by the classroom teacher prior to the trip. Parents will not be permitted to transport their children to and from the field trip, when a bus is furnished, without prior approval of the principal.

